COWICHAN LAKE RECREATION COMMUNITY

Board Meeting @ CLRC

Saturday, July 22, 2023 @ 10:00

Attending: **Rick Jeffery (**Chair)**, Kim Chadwick, Elaine Dagg-Jackson, Lloyd Ferguson, Sue Fox, Michele Gibbs** (minutes), **Jay Thomas**

Regrets: **None**

DECISION ACTION RECORD

1) Status Update on Water/WasteWater Project

Rick provided an update on the status of the Water/WasteWater Project.

- Rick & Lloyd met with Mike (MSR) to review project deficiencies onJune 26, 2023
- Revised invoice has been received, but requires thorough review by Lloyd & Rick, with input from Jay
- 10% Holdback (~$158,000) in place
- Initial estimate of "extras" was $127,000, now reduced to $119,000
    - No change orders were received
    - Negotiation ongoing
    - Some work is bone fide and compensable at reasonable rates

2) Status Update on Roadway Resurfacing

Directors discussed financials for roadway resurfacing project:

- Negotiation re: project costs/deficiencies is underway (Rick, Lloyd, Jay)
- Plan contracting will not be asked to return to address deficiencies; CLRC will address the outstanding work via work parties.
- 10% Holdback will be reduced by the cost to remediate deficiencies
- Payment options for this project (~$91,500) will be put to Shareholders at the AGM in December

Directors discussed concerns for this project:

- Concern about the road base preparation resulting in potholes, and overhandling of asphalt millings during application which has resulted in segregation
- Sean Gibbs (#52) will provide asphalt milling fines (<1/4") at cost in an effort to address segregation. Jay will arrange a work party to apply/roll/compact asphalt milling fines
- Gravel/grass on Uplands Road will be a fall work party.

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3) Other Items

a) Request for documents

- Caretaker Contract

  The contract for caretaker services has expired and steps are underway to address this issue. The terms of the contract have not changed, and Jim continues in this role without a contract. Jay is developing a list of daily/weekly/monthly/annual tasks. It is important to note that the Directors are especially grateful to Jim for the additional work he has undertaken during the two large projects underway this summer. Shareholders should advise the Board if there are questions or concerns.

- Project Contract Documents

  Contract documents are huge (>100 pages). Contracts can be made available for Shareholder review with advance notice.

Meeting adjourned at 11:15am
Next Meeting: August 13, 2023