COWICHAN LAKE RECREATION COMMUNITY

Board Meeting @ CLRC

Sunday, August 13, 2023 @ 9:30am

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

Regrets: None

Guests: Jim Bourne (Caretaker), Linda Fox (shadowing Treasurer)

DECISION ACTION RECORD

1) Status Update on Water/WasteWater and Road Resurfacing Negotiations

Rick provided review of the following two documents, provided in advance of the meeting *(*don't share prior to negotiation conclusion*):

a) CLRC WWTP Budget Reconciliation

b) 2023.08.12 MSR Reconciliation

Key points include:

- MSR has aggregated these two projects, so there are some challenges to separate for clarity for SH
- WWTP additional costs increased to $119,924, however negotiations continue with CLRC estimating $81,600 in legitimate additional costs (including additional hydrants, tree protection, arborist, unexpected excavated materials (disposal), GFL charges for prior septic disposal) and discounts for work CLRC will remediate (landscaping, millings, gravel, grass). Additionally Directors review cost-savings achieved during project (relocation of services on beach sites and entrance roadway)
- SH Reminder: WWTP costs are divided between 57 Shareholders; Roadway Resurfacing costs divided between 59 Shareholders (include Sites 4A & 4B)
- Cost to SH for Road Resurfacing
    - $93,000 ÷ 59 Shareholders = $1,577/SH
    - Options to pay for Road Resurfacing will be discussed at AGM in January 2024
- Final Cost to SH for WWTP (negotiations ongoing)
    - 3 X $4000 SH levies = $12,000 to date
    - Final levy of ~$3000 to be confirmed
    - based on MSR's Extras - final cash call of $3,290/SH
    - based on CLRC's Extras - final cash call of $2,617/SH

- Rick and Lloyd anticipate finalizing negotiations by early September. The final SH levy will be called and a SH information session will be offered once negotiations complete.

Other:

- Monitoring costs after Yr 1 (Yr 1 included in WWTP scope) to be determined, including alternate service providers. Ideally costs will be known for discussion at AGM and for inclusion in YE2024 budget. MSR/Plan have been very responsive to date.
- Fencing surrounding the tanks (behind Site 15) may be required to help with odour.
- Final "as-build" project drawings required.

2) Rental Sites

Site 9 – Condition/Well-being

RCMP were called for a wellness check, but were not permitted access to dwelling. Daughter was contacted by RCMP and was to contact CLRC but has not yet done so (see RJ email of 23.05.22)

Directors discussed options to ensure appropriate care is in place for tenant. Michele will liaise with Island Health re: wellness check and/or available support, and with RCMP re: daughter's contact information.

With regard to condition of Site, Directors (Michele) will research notification steps. Tenant has indicated she'd consider paying for clean-up services provided by Alex. Jim will take photos of condition of Site 9. Based on tenant response, clean-up may be via CLRC work party.

ACTION: Michele to contact IHA and RCMP

ACTION: Jim to take photos of condition of Site 9

Sites 9 and 13 – Rental Increases

Jay advises Mary Thomas has experience with tenant rent increases and the requirements of the Tenancy Branch, and that she is willing to manage the rent increase notifications for Sites 9 and 13. Rent increases to be managed annually going forward.

ACTION: Michele to liaise with Mary and Lloyd re: rent increase documentation required, including updated rental agreement

3) Rules & Regulations

Draft Rules & Regulations to be shared during next SH Information Session. Directors to provided feedback to Michele as requested.

The need to ensure SIRF (Site Improvement Request Form) information is consistent and accurate was noted. SH should be reminded that approval for a new unit or boat is required PRIOR to purchase and is not automatic as impact to neighbours and Park and/or marina are considered in approvals.

ACTION: Elaine to include in next SH Update

4) Operations

There were several items raised under operations:

Work Parties - Directors discussed the work that could be handled by work parties:

- **Grass boulevards** - remediate the grass in the cul-de-sac (in front of Site 15), and to replace grass in front of those Sites that previously had grass. The grass issues cannot be addressed until just prior to the wetter weather, and SH may need to prepare their own sites as Alex cannot prep close to fences (Jim noted a 4' strip is desirable from an "ease of mowing" perspective).
- **Fines/millings for roadway** - add millings to road surface to address swales/puddles. It was decided to defer the road surface work until Spring 2024 to allow for further settling of road base.
- **Pathway between Sites 9/10** – cedar chips to be considered to limit sound for **neighbouring** sites
- **Site 9 Clean-Up –** pending Item 2 above**.**

ACTION: Jay to advise when Grass/Cul-de-Sac Work Party scheduled

SH Communications – Several SH have reached out with queries and/or comments about operations issues within the Park

- Caretaker's Contract has expired
  Acknowledged; discussions underway
- Pathway between Sites 9/10
  Tripping hazard removed; required improvements noted
- Project Contracts information requested
  Acknowledged; contract detail offered
- Water Run-off (onto Site 59) post WWTP
  Acknowledged; Water run-off to be inspected when rains begin; solutions to be

considered
Speed-bumps planned for early 2024 which may assist with water run-off issue

- Uplands Rd Grass replacement (Site 23-41)
  Concern regarding costs (watering, caretaker)
  - grass is not watered, limited care required during winter/summer months
  - dust from existing gravel parking is undesirable for SH and Park esthetics
  - commitment to "make SH whole" (parking area previously grass)
  - decisions consider best interests of CLRC as whole
- Road resurfacing (patching)
  Concern re: roadway patching (not "made whole")
  - SH were made aware in May 2022 that roadway resurfacing was not included in scope of WWTP (final product would be gravel) and that asphalt paving would be considered after completion of project and subject to costs (anticipated to exceed $250,000).
  - Opportunity to have asphalt millings in place of gravel was presented to SH in April 2023. Benefits included less dust in dry seasons and less mud in wet seasons, and that product could last several years, delaying the cost to SH of asphalt paving
  - Intent is to ensure SH are "made whole", but may take some time.
- Watering Restrictions
  SH Updates (July and August) reminded SH to limit watering on Sites

5) Park Use

Directors discussed water use and costs within the Park and year round. Consideration should be given to re-establishing lake-water irrigation for lawns and gardens. It was noted that there is minimal water use by SH/renters during winter months.

ACTION: Elaine to include reminder about watering restrictions in August SH Update

Directors discussed allowable Park use given "campground status" (taxes/zoning). Permissible use of Park should be clearly outlined in Disclosure Statement (DS), and DS should be reviewed annually in advance of AGM to allow for revisions as required.

ACTION: Michele to add Disclosure Statement Review to November 2023 agenda, including background research re: taxes/zoning

6) Next Meetings

- Info Session – schedule when negotiations complete and financial summary available
- AGM – move to January 2024

- Sunday, January 14 (1st choice)
- or January 13/20/21 based on Hall availability

7) Marina / Swim Area

Need to remind SH of their responsibility to advise guests and/or renters of rules, including the following that have been an issue in recent weeks:

- No alcohol consumption on the docks (boat or swim)
- Don't leave unattended personal items on the swim dock for long periods (ie/ all afternoon); the dock is small and for all SH and guests
- Take personal items (floaties, etc.) back to Site at end of day
- Absolutely no docking at the swim dock; boats and/or PWC should not enter the swim area

ACTION: Elaine to include reminders in August SH Update

8) Marina

- Better swim stairs/step on swim dock
- Fire extinguishers on dock and electrical shed; life rings
- Defib – what's happening? Who offered?
- Recycle shed is available; money goes to local cadets – money back recycling; no milk (ie/ no tetra); clean containers only

9) Other

- **C-Can–** Lloyd has provided information to insurer to ensure C-Can is included in CLRC policy. A fire extinguisher should be installed, and possibly a combo lock rather than key lock.

ACTION: Jay to coordinate purchase/installation of fire extinguisher and combination lock

- **Washrooms**
  - paper towel dispenser in Men's Washroom has been replaced (thank you to Vickie & Peter)
  - thanks to all SH for keeping the washrooms clean
  - remind SH that dogs/pets are not permitted in washrooms

- **CLRC Archive Files** – files will be moved to Caretaker house basement for filing in Spring 2024.

Meeting adjourned at 10:50
Next Meeting: TBC