COWICHAN LAKE RECREATION COMMUNITY
Board Meeting (Virtual)
Tuesday, June 11, 2024 @ 7:00pm

Attending:	**Rick** Jeffery (Chair), **Kim** Chadwick, **Lloyd** Ferguson, **Linda** Fox, **Sue** Fox, **Michele** Gibbs (minutes), **Mike** Bourne (late)
Regrets:	**Elaine** Dagg-Jackson
Guests:	None

DECISION ACTION RECORD

1. **Board Appointment**
   - Jay Thomas resigned from the Board in April 2024
   - Article 13.6 allows Directors, between successive AGMs, to appoint a Director
   - Mike Bourne is willing to take a Director role (Operations)

MOTION: Appoint Mike Bourne (#11) to 2024 CLRC Board (MG/KC) **APPROVED**

   - Welcome to Mike!

Item #3 was discussed prior to Item #2, but are recorded here in numeric order
Mike joined the meeting for Item #2

2. **2024 Operational Projects** (prioritization and planning)
   a. Fencing
      i. Sites 13/14b
         - 50/50 cost sharing with CLRC as #13 is CLRC site
         - #14b prefers solid fence/no lattice (less expensive)
         - #13 rear fencing to address hydro right-of-way and impact to #25/26/27; some have been adjusted

ACTION: Mike to check #13/25/26/27 rear fence lines/hyrdo right-of-way

      ii. Site 10/Pathway
         - #10 would like to replace pathway fence panels with solid for privacy
         - Offering existing lattice panels to CLRC for use at #9 if CLRC will cost share for new solid panels
         - Solid panels are less expensive than lattice panels, and lattice panels are stained and ready to go
         - Additional panels for #9 will be required, but this is a good deal for CLRC

DECISION: Approval to cost-share new solid fence panels with Site 10 in exchange for existing lattice panels

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iii. Site 30/Pathway
- Rick recused himself from this discussion
- Panels require replacement; 50/50 cost sharing with CLRC
- #30 would like to upgrade panels; offering for CLRC to pay 50% of standard lattice panel (~$156) and SH will pay difference for upgraded panel.

DECISION: Approval to cost-share new standard fence panels with Site 30

iv. Fencing Costs
- Consider clarifying fencing responsibilities in Rules/Regulations revision
- Generally SH are responsible for fencing on roadways or between SH. CLRC is responsible for perimeter fencing and 50% of fencing between CLRC/common area and a SH

ACTION: Michele to review Rules/Regulations re: fencing

b. Road Maintenance
- Roads are holding up fairly well with limited pooling (#14a concerns noted)
- Additional material (fines/screened recycled asphalt) to be added in August to take advantage of heat; roller to be used, and possibly oil/sand
- Gravel delivery (pathway blend) for area near #18-22 will be handled after electrical upgrades

ACTION: Rick to liaise with Jim re: material for Sites 18-22 common/parking

c. Other
- Pathway (between 9/10 and 30/washrooms) will be done with Site 9 (gravel, fences, etc.) by work party.
- Main lawn maintenance ongoing (fertilizing and topdressing). Hydro seeding may be considered in the fall or spring 2025 if required.
- There is a large (4'x4') "pit" (water shut-offs, now obsolete) within Site 59.

ACTION: Rick & Jim to liaise with Site 59 re: pit and roadway concerns

- Retaining wall near garbage bin to address sloughing concerns
- Retaining wall repair at swim dock to address materials loss (costly due to regulations)

3. Finance Update

- All fees/payments should now be sent to treasurerCLRC@gmail.com; to be included in Newsletter
- There was some confusion for Shareholders regarding billing/payment. Linda is working with SH on payment schedules where required.
- Bank balance is ~$89,300; Property tax notice received ($26,000)
- **Linda** is researching viability of auto-debit options (including costs)

- Approximately $89,300 in bank
- Property tax notice - $26,000
    - It was noted that there is some SH concern that several park model units have not yet been assessed by CRA, and as a result those SH are paying less tax than those that have been assessed. Directors were clear that no SH is paying *more* than their fair share.

a. WW Maintenance Contract
    - **Lloyd** is liaising with MSR to confirm details, and an additional quote will be sought from a local provider.

b. Caretaker Contract
    - Rick will liaise with Jim regarding a contract and/or responsibility schedule

c. Reserves Policy
    - CLRC has no set reserve, although budgets for an annual contingency ($25,000 or ~$35/SH/month)
    - There is a need to build a reserve fund for future capital projects; engage SHs in the discussion
    - Consider setting Site 9 & 13 rental revenue as restricted reserve?
    - Invite discussion at 2024 Shareholder Information Meeting in July

d. Fee on sales to CLRC
    - CLRC does not currently collect any fee on share sale, however it may be a prudent and viable opportunity to build a reserve fund for future capital projects, especially if/when last remaining CLRC-owned sites are sold
    - Consider opportunities to engage SHs in the discussion

4. Capital Planning

a. Long-term Plan for Sites 9 and 13
    - Sites 9 and 13 no longer have long-term renters
    - At this time there is no intent to sell; these sites will be seasonal rentals, with winter storage (RVs & boats) considered. Proposed rates:
        - Summer - $2000/month
        - Shoulder - $1500/month
        - Winter Storage - TBD

b. Electrical Shed on Site 11
    - Mike recused himself from the discussion
    - Electrical shed with attached storage shed needs to be replaced. #11 has removed storage shed and is willing to do additional work to re-site electrical shed to perimeter.
    - Rick, Mike & Kim will source electrical quotes
    - Ideally work to be completed Fall 2024

c. Electrical upgrade sites 35-45 and 18-22
   - 16 sites require clean 30amp service, with option to upgrade to 50amp service at their own cost
   - Rick, Mike & Kim will source electrical quotes
   - There was discussion about the challenges of upgrading the Park in stages, and concern that the upgrade costs may impact SH differently depending when and where the upgrade was completed.
   - Directors will review previous upgrade costs, and will wait for quotes which outline required work prior to engaging with impacted SH.
     - #23-47 - safety issue
     - #54-59 - initiated by SH
     - #46-53+17 - not achieving 30amp service
   - While there is a responsibility for SH to bear the cost of upgrading from 30amp to 50amp service, CLRC will coordinate the project.

5. Communications

a. Newsletter Update
   - Welcome to new owners at Site 17: Raj & Amar Rai
   - Sites #9 and #13
     - Farewell to long-time renter at Site 13: Richard, Rob & Faith
     - #9 available for monthly rental through September ($2000/month)
     - Considering possible winter storage for RVs and boats (fee TBC)
   - Treasurer email address change (treasurerCLRC@gmail.com)
   - Upcoming Dates:
     - Shareholder Information Meeting - Saturday, July 13 @ 10:00am
     - Shareholder Potluck - Saturday, July 13 (time TBC)
     - CLRC Golf "Tournament" - Saturday, August 17
     - Shareholder Annual General Meeting - Sunday, December 8
   - Electrical assessment for Sites 18-22 and 35-45 upgrades will get underway shortly
   - Standard reminders
     - Proof of Insurance for RVs and boats to Sue Fox (suefox@shaw.ca)
     - Pets on leash; no dogs on the beach
     - No boats docking at swim dock
     - Spill kit available in shed behind #60 (*possibly how to use it?)

b. Welcome Letter
   - Draft a standard welcome letter to be sent to new Shareholders
   - Include details useful for newbies:
     - requirement for LIRF/SIRF prior to placing RV
     - Proof of insurance
     - Website password and links to key information
     - Director and SH contact information

6. **Social Committee Update**
   - Saturday, July 13 - potluck (Canada Day is on a Monday, so not viable)
   - Saturday, August 17 - golf "tournament"

7. **Marina Update**
   - New signage (A/B sites)
   - Assessing solutions for dock tripping hazards (fire hose, belting)
   - Researching insurance and liability concerns for installing a slide on the swim dock
   - Swim rope to be installed shortly
   - **Kim** to update Slip Assignment document for posting to website
   - **Lloyd** to liaise with neighbour re: docks moored to CLRC boom logs *Post meeting update: docks have been sold and will be moved soon*
   - Spill kit use to be promoted (added to Newsletter/Item 5a)

8. **LIRF/SIRF status - any outstanding?**
   - No updates

9. **Rules & Regulations**
   - **Michele** liaising with Kim & Mike re: LIRF/SIRF updates, followed by full Board review

10. **Administration**

a. Review Minutes
   i. 2023 AGM Draft Minutes
   ii. 230813 Decision Action Record
   iii. 230928 Written Resolution (Signing Authorities)
   iv. 240228 Decision Action Record
   - **Directors** to review minutes for virtual approval by Tuesday, June 18

b. Consents
   - **Michele** to liaise with Directors for outstanding Consent documents

c. Shareholder List
   - **Linda** will take over responsibility for this list from Lloyd
   - Can this list be maintained on Google Drive and/or .pdf shared on Shareholders Only page on website? Raise to SH at Info Meeting

d. Board Meeting Dates 2024
   - September 8 @ CLRC
   - AGM on Dec 8 @ Youbou
   - AGM pre-meeting TBC

e. Shareholder Info Meeting 2024
   - July 13 @ CLRC

- **Rick** will draft agenda/update information and seek Director input

f. Audit Resolution
   - Michele working on collecting remaining signatures