

**CARAVANS WEST OWNERS ASSOCIATION
BOARD MEETING MINUTES
October 24, 2019
1:00 P.M. ACTIVITY CENTER**

Present: Krista Barker, Joanne Brown, Shirlee Johnson, Renette Benning, Gloria McNabb, Dave Marston (Zoom) Ward Stewart (Zoom), Mel Sedgwick (Zoom), Margaret Bonneau

Call to order:

The meeting was called to order at 1:00 p.m.

1. Approval of Agenda as amended.

MOVED/SECOND: Johnson/McNabb

CARRIED

2. Approval of minutes of October 4, 2019

MOVED/SECOND: Johnson/Benning

CARRIED

Reports:

1. President's Report – none given
2. Treasurer's Report – as attached
3. Park Manager Report – as attached

Committee Reports:

1. Policy Committee

The Policy Committee is requesting that following Board approval, these be posted at the website to give Co-Owners the opportunity to peruse and give feedback well in advance of the AGM.

MOTION: The Board receives the recommendations from the Policy Committee and these will be reviewed and approved at a later date.

MOVED/SECOND: Johnson/McNabb

CARRIED

MOTION: To accept all reports as presented

MOVED/SECOND: Brown/Johnson

CARRIED

CORRESPONDENCE:

None

BUSINESS ARISING FROM PREVIOUS MINUTES:

1. Water Infrastructure Upgrade:

MOTION: That the Board recommends that we proceed with Phase 1 of the Water Infrastructure Upgrade.

MOVED/SECOND: BARKER/MCNABB

CARRIED UNANIMOUSLY

The completion of Phase 1 will put Caravans West into compliance with Interior Health and complete the tie in with well 3 so that this area does not need to be excavated twice.

MOTION: As per the 2012 AGM Motion, the Contingency Fund will be used to finance Phase 1 of the Water Infrastructure Upgrade.

MOVED/SECOND: BARKER/BENNING

CARRIED UNANIMOUSLY

Excerpt from the 2012 AGM Minutes:

Well Head Protection Program – With respect to emergencies regarding sewer or water, the Board has the mandate to use the Contingency Fund, without prior approval from members, if needed.

Moved/Seconded Day (Site 202)/Yustak (Site 204) to allow the contingency funds to be accessed, if needed, for necessary repairs and up-grades to the water plant and to finance the Well Head Protection Program. If the fund is depleted, a proposed \$50/year assessment per site will be required to replenish the fund for the next four years.

The park has been instructed to prepare the water system to be ready in case of an environmental pollution event to be able to chlorinate at a moments' notice, or the park will not have water.

Results of the 2012 mail in vote was as follows:

This passed by a vote of 228 – Yes and 50 – No (3 spoiled ballots) so 228 out of 281 votes is an 81% majority. (Only a simple majority vote was required).

2. Purchase of Storage Container:

MOTION: The Board approves the purchase and installation of a storage container that will be located in the area of the Sewage Treatment Plant, to facilitate the storage of necessary parts and supplies.

MOVED/SECOND: BENNING/MCNABB

CARRIED

NEW BUSINESS

1. Budget 2020

MOTION: That the Board recommends the 2020 Budget as presented.

MOVED/SECOND: BROWN/BARKER

CARRIED UNANIMOUSLY

The Budget will be emailed to Co-Owners, mailed if necessary, and posted at the Caravans West website for consideration prior to voting.

2. Request from quilters to use the Activity Center all year round.

MOTION: That the Board approve the quilter's request to use the Activity Center all year round on Tuesdays and to install cupboards for the storage of their supplies.

MOVED/SECOND: JOHNSON/BENNING

CARRIED

This room will continue to be available for other users to rent and for Board and Staff meetings. The Manager will confirm that this room must be left in a condition that makes it available for other users. Cupboards will be installed at the expense of the Quilting group and must be approved by the Manager prior to installation. This agreement will be reviewed annually.

OTHER:

In Camera Session: none

Adjournment: The meeting was adjourned at 2:50 p.m.

Next meeting date: Dec. 6 – 9 a.m.

CARAVANS WEST OWNERS ASSOCIATION
TREASURER'S REPORT FOR October 24, 2019

Account balances as of October 23, 2019

General Operating Account	\$ 30,851.94
Savings Account	\$ 56,727.32
Patronage in Operating Account	\$ 829.40

Term Deposits with *SASCU* are as follows:

Unrestricted Term Deposit (2)	\$ 125,000.00
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This term deposit is 2019 dues placed into a cashable term deposit to gather interest until needed at yearend.

Contingency Reserve Fund	\$ 401,743.73
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Unrestricted Term Deposit (3)	\$136,830.00
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This term deposit is the Unrestricted Net Asset amount stated in the Caravans West yearend 2018 Financial report.

Co-Owners who have outstanding accounts have interest applied monthly until accounts are paid.

If you are closing down for the season and do not need any electricity, you can turn the breaker off at the pedestal and this will stop any charges over the winter. When the breaker is on, any item in your unit plugged in can draw a small (or even large) amount of power.

Ellen is happy to explain and answer questions, but note that she is typically only in the office on Tuesdays, so if you email a question on Wednesday, it may not be answered until the following week. She may pop in briefly on other days if something is going on, but do not expect replies within a day or two.

When sending e-transfers, please send a separate note to the bookkeeper to tell what your password is if using something other than the one suggested. A question as simple as "what site or lot is this for" can have different answers (i.e.: 000, or site 000, or lot000, or zero zero zero). Spaces and spelling make a difference. Also if you include what site the e-transfer is for helps, not necessary, just additional info to aid the bookkeeper. Some banks allow a message to be sent with the e-transfer so the site number could be added there. Just suggestions, not necessities.

Caravans West does accept e-transfers. Please make sure to send to cwaccounting@shaw.ca

Respectfully submitted by Joanne Brown, Treasurer

Park Manager Report – October 24, 2019

Hi Everyone,

Thanks for advising the Manager office of your concerns. The best method is email as this communication helps identify the individual issues and the corporate issues. Every issue is important and this list is prioritized and addressed accordingly, even if you don't get an immediate reply.

The past few months have been very busy, so I will try to get you up to speed on the work and planning being accomplished in the Park by staff, volunteers and the Board members.

Staffing. Fiona, Office Administrator is only in the office Mondays in the winter, and Courtney, Housekeeper is at work twice a week for a half day each time in the winter.

As mentioned previously, Tim Anderson, moved away in the spring, but remained on staff on a part-time basis, travelling to work weekends which ended in Sept. Phil Lebrun, the Operations Supervisor tendered his resignation this month. As a result of the vacancy, another maintenance person, Rick Whittaker was hired, who is also renting the Suite above the Office. Due to these changes, the Maintenance Department has undergone reorganization where all three maintenance staff report to the Manager, each responsible for their area of expertise, and providing cross-coverage for each other during absences. We have daily meetings to confirm our workloads, issues and schedules.

Training. These staff are now upgrading with fall training for Wastewater and Water Distribution systems. Tim has agreed to work several of the training days during Oct and Nov. (His travel is a 6 hour round trip).

Maintenance Office. The new team, Ken, Rick and Greg will share the office in the Activity Centre, which is currently being painted for a fresh start. The office is being reorganized for more efficient use of the space.

Staff Workload. This team is a powerhouse, and in 3 weeks have drained the two swimming pools, blown out the pool pipes with the air compressor, blown out all of the irrigation for the park, cleaned the gutters on all the common buildings, completed fixing of equipment, toilets, breakdowns, etc., cleaned out garbage, sorted inventory into bins for water and wastewater parts, and have a strong start to the annual stand pipe checks and repairs, besides their regular duties, and being away for schooling and the stat holiday.

Shipment Container. This storage concept came from our high energy staff, who want to get organized. Our Park is bigger than the town I came from, but at least there they had a maintenance building and maintenance yard. The items our maintenance staff need to work with are stored in the north compound, the south compound, the adult clubhouse basement, the family clubhouse basement, the activity centre basement, the office basement, and all the sheds around the property. They have to hunt, travel, waste time, or even buy it again, because of the inefficient system currently used. They are anxious to implement an inventory system, move items to a central place and use the Container concept to help facilitate this. We appreciate this enthusiasm! The Container that was selected is a 40 ft., HiCube, with doors opening on both ends, and is considered 'new' meaning has had one shipment only (as opposed to 'used' which means 12-20 years old). After final Board approval, the unit will be placed in the yard adjacent to the Wastewater Plant.

Wastewater Plant. In Sept the Facility had an unexpected Inspection from the Ministry of Environment, and was found to be in compliance with almost everything, lacking mainly in the paperwork expectations. The inspector was extremely impressed that the Flowmeter had been installed (last December), which had been in non-compliance for years.

As well, the Board requested the Facility have an Assessment completed by an Engineering firm to confirm the status of our infrastructure. This was done in Oct and again, the Engineer was very impressed, and assisted Larry Nielsen in what steps can be taken to even further improve the processing at the Plant. In addition, the Engineering firm that is connected to the computer systems used was at the Plant in October to clarify and teach the new maintenance team and finally, the monthly CARO Analysis Reports acknowledged excellent readings for September, after a number of months needing improvement.

Water Upgrade. The water system in the Park has been in non-compliance with Interior Health for about 8 years, with multiple extensions being given regarding installing a chlorine injection system. As well, the water system requires a Flowmeter, which also is in non-compliance. Some believe our water is so pristine without chlorine, but that is not true as chlorine is being dumped in all the time, possibly leading to inconsistent amounts, poor contact time and distribution etc. The Board agrees that this situation is not only non-compliant, but could lead to safety issues and must be dealt with. Preliminary work was started last year with an Engineering firm who provided the application to Interior Health to obtain the necessary Construction Permit. The Permit has a Feb deadline that can be extended only if the project is in progress at the deadline date, so it is hoped to proceed prior to the ground freezing this fall.

Woodworking Shop. This facility is operated by CoOwners that have formed a Club, and the membership is mainly self-supporting by paying annual dues, and is run by an Executive. They work on their own projects, provide training classes at times, and assist other CoOwners who use the shop on a 'drop in' basis. One of their main principles is that they give back to the Park. Currently they are building the Sign Board for the Front Entrance of the Park (used to be a Real Estate sales board) which should be completed this month. Thanks to Doug Johnson for organizing this project and the workers!

Quilters. This group of CoOwners and guests alternated their meetings between the Adult Clubhouse in summer, and the Activity Centre in winter. This month it was decided that they can stay in the Activity Centre year round for their Tues meetings. However, the Centre is used by others, including Board meetings, which causes extra grief for cleanup and extra worry about their equipment. They have funds to build cupboards for their equipment adjacent to the existing cupboards, and plan to have the Woodworkers Club build this for them, pending Board approval.

Landscape Committee. This small group (6) and volunteers completed the new look at the Front Entrance to the park. This was accomplished by several sessions of time, expertise, and equipment provided by Len Barker as a donation to the Park. We are grateful to Len for this project and many other instances where he donates his equipment services and provides discounted rates for park needs. One way we thank him is the use of a parking spot at the compost area.

Compound Storage. A landscape contractor has completed cleanup of the bushes, weeds, grass, and trimming in the compounds, and a fresh layer of gravel has been laid in the South Compound for a fresher look. Weeds can be dealt with early in the spring, as one of the Maintenance staff is obtaining a Pesticide

Certificate. There is some reconfiguration planned, and it is noticed that although spots are assigned, many spots are empty. A reminder that Sharing spots is encouraged; please arrange this through the Manager.

Transformer Outage. Recently a transformer burnt out in the north east side of the Park, and was not repairable. A temporary unit was obtained by the electrician, and power to the whole park was down when it was installed the next day. Apparently there is no warranty, so a new Transformer has been ordered. It will take 20 weeks to arrive, and the power will have to be down again to install the new unit. The temporary unit will become our 'spare'.

Security. The Board requested the manager to provide a Risk Assessment of security in the Park to determine the real risks. There were meetings, one with an ex-RCMP Officer working in the Security business, and one with a CoOwner who deals with security and has agreed to continue to assist the manager. Basically they both provided similar information: making greater use of cameras, signage, monitors, some cameras have voice recordings too, motion detection and portable spot lights. We can utilize solar powered night activated floodlights as well. Although cameras are after the fact, they are still a deterrent, and provide evidence in apprehending and cost recovery. Also suggested use of fines and making use of RCMP. We can implement these things. One main issue is Gate control, which will be explored prior to next summer season. CoOwners are responsible for their own sites. We should also realize that we are part of a bigger community, where we can take advantage of Crime prevention programs.

Pools. The Adult Pool needs to be painted, so the sandblasting firm is here this week, and hopefully painting happens next week before it too cold. The pool company places a tent over the opening and forces in heat and air to facilitate the process. We found pool paint in the basement from a previous painting, so this will reduce the costs for this project. The Adult Hot Tub is also being replaced this fall. The 3 Drains at the bottom of each pool have to be replaced as well due to changes in regulations. This should happen at the same time as the painting.

Site Improvements. All sites with approvals were inspected at end of September and at that time 16 sites were completed and 37 Sites in progress. Another Park Model was moved into the Park on October 7th which brought the total to 5 for 2019. There were 10 Park Models added in 2018 and 11 in 2017.

Electronic Voting. So far we are really pleased with the efficiency of this new process. The biggest problem is related to email addresses. Some CoOwners do not have email. Some CoOwners change their email address and forget to advise our office. The next voting will be next week, when the Budget for next year is determined, so please double check.

I have many other projects on the go, which will wait for next report. I look forward to going to work every day because each day is different and busy. But not too busy for you. I hope I can be of assistance to you and your inquiries, and continue to help keep this Park enjoyable and beautiful.

Respectfully submitted,

Margaret Bonneau