

CARAVANS WEST OWNERS ASSOCIATION

Board Meeting - Minutes

Friday, May 3, 2019

9:00 AM ACTIVITY CENTER

Present: Krista Barker, Mel Sedgwick, Ward Stewart, Joanne Brown, Renette Benning, Shirlee Johnson, Dave Marston, Kim Pfau

The meeting was called to order at: 9:02

1. Approval of Agenda as amended

MOVED/SECOND: JOHNSON/BROWN

CARRIED

2. Approval of minutes of April 14, 2019

JOHNSON/SEDGWICK

CARRIED

3. President's Report

As attached

Hot tub at the Adult Pool will be filled this season. We are still awaiting approval from Interior Health so will wait until fall to replace it. Staff will be monitoring the leak. Family pool will be open for the May long weekend.

4. Treasurer's Report

As attached

MOTION: That the Board revisit the timing of our assessments (Co-owners Agreement 11.1) and due dates so that we can ensure that CWOA is properly funded at the start of each year.

MOVED/SECOND: JOHNSON/SEDGWICK

CARRIED

Cost of Painting last year and this year to date?

We have not yet received an invoice to date. Last year was \$21,042.36 for the buildings that were painted. (front office, activity centre, waste water treatment building, and pump house). This year was family clubhouse, adult clubhouse and the 3 satellite washrooms)

How much have we spent on water treatment plant to date?

To date we spent \$7069.00 in 2019 on the engineering design to prepare for the pending/potential need to chlorinate our water and tie in the third well. This was done prior to our notification of the proposed CSRD Community Water System.

5. Park Manager Report – see President Report

MOTION: To receive all reports as presented.

MOVED/SECOND: SEDGWICK/STEWART

CARRIED

COMMITTEE REPORTS

Landscape Committee

The committee would like to thank all the volunteers who helped re-landscape the east side of the front entrance. It is looking great.

Long – Term Planning

Four different companies have been contacted to evaluate our paved surfaces. We would like an evaluation of the work that will be needed and the potential costs. We do still have \$30,000 in the budget to work with.

The Board discussed the need to formulate a long-term plan for the repair/replacement of paved surfaces according to need.

Ongoing repair/replace/maintenance issues were discussed.

MOTION: To receive all reports as presented.

MOVED/SECOND: JOHNSON/SEDGWICK

CARRIED

CORRESPONDENCE:

Cathy Scott Site # 271 - requested that her Special Resolution be removed from the AGM Agenda
Social Committee Request- see attached letter

MOTION: To amend Policy 4.8 to read the social committee is to have no less than 3 members. And to delete no more than 5. This will allow the Committee to determine its own membership needs.

MOVED/SECOND: JOHNSON/STEWART

CARRIED

This will be added to the agenda and voted on the 2019 AGM

MOTION: The Board nominate Renette Benning to be the board liaison to the social committee.

MOVED/SECOND: BROWN/STEWART

CARRIED

RECOMMENDATION: That this item will be dealt with as an amendment to the 2019 AGM Agenda.

BUSINESS ARISING FROM PREVIOUS MINUTES:

1. Reserve Fund

Quote has been received to compile a depreciation report (reserve fund study) that will help identify what will be needed in the future.

2. AGM

MOTION: That the board consider that the 2020 AGM will be held on the first weekend of July. This will be brought forward at our town hall meeting on August 24 for discussion.

MOVED/SECOND: JOHNSON/PFAU

CARRIED

Rationale: This would allow the board ample time to prepare and to send out notice of special resolutions.

MOTION: That the board consider moving the election of directors to spring each year. This will be brought forward to our town hall meeting on August 24 for discussion.

MOVED/SECOND: JOHNSON/STEWART

CARRIED

Rationale: This would ensure that incoming board members have an active role in the current year and provides the time for orientation and input into the coming year's decisions.

NEW BUSINESS:

1. Coverage for Park Manager

- Office will be kept open 9 – 1 on Saturdays. Board members are volunteering for this.
- Site improvement plans – will be approved by board members.
- Emails are being checked so that co-owners can continue to send requests to the park manager by email.
- Board members are volunteering their time to ensure that the park will run smoothly.

2. Committees

MOTION: That the board review committee mandates and make recommendations to the June Board Meeting.

MOVED/SECOND: JOHNSON/STEWART

CARRIED

3. Fundraising

The board discussed the potential to engage in fundraising activities to fund major/minor projects. This is largely the role of the Social Committee.

4. Development of a vison statement

MOTION: That we develop a plan to involve co-owners in the development of a mission statement.

MOVED/SECOND: JOHNSON/SEDGWICK

CARRIED

5. Volunteers

The board discussed the need for recruitment of volunteers to assist with various projects and would like to encourage co-owners to let us know if they have an area of expertise or interest to share.

6. Welcome wagon

MOTION: That board members form a team to welcome new co-owners answer their questions and generally introduce them to Caravans West. This could include delivery of PPM A and B, Constitution and By-Laws in a format that would allow them to keep these for reference.

MOVED/SECOND: JOHNSON/BROWN

CARRIED

OTHER:

- 1. Woodworking Shop** – the woodworking committee will be invited to make a short presentation (5 min or less) prior to the AGM.
- 2. Missing Directors** – this was discussed in camera.

Adjournment: The meeting was adjourned at 12:38

Next meeting: 9:00 am June 7, 2019.

Management Meetings: Committee Mandates: May 7, 2019 from 9 – 11am.

President's Report for May 3, 2019

This is going to be a cross between a Park Manager's report and a President's report.

Well first of all, I am trying to figure out where the last three weeks have gone?

It has been a busy time as we try to stay on top of the day to day operations with the absence of our Park Manager.

We do not have an estimated date for Margaret's return, and we all wish her all of the best as we continue to forge through the path that she started.

The Board participated in a Governance Workshop on April 30th and I do believe we all got at least one take away from it so that means that it was worth it.

One item that was brought up was the lack of a Mission Statement for Caravans West. It is time for us to put our thinking caps on and brainstorm some ideas. We encourage input from Co-Owners so if you can think of a meaningful Mission Statement, please share it with us.

Site Improvements are consistently coming in and the Board is doing the best that they can to address these in a timely manner.

Danger Tree has been in the park and has removed some trees as I am sure some have noticed. The park itself only removed one dead Fir tree located behind the Water Treatment Building.

A few others have been identified as needing to be removed, however, they will be done in the Fall when we can arrange for the removal of trailers in order to gain access.

We are still short landscaping staff, however, our staff are all pitching in and working as a team to get the park ready for May long weekend. Thank you to all of our maintenance and housekeeping staff for stepping up and doing a little more. Your efforts are appreciated and have not gone un-noticed.

The Family pool has water in it and staff are working towards getting it open for all those that want to go for a Polar Bear swim. Brrrrrr.

Adult hot tub has not yet been replaced as we are still awaiting Interior Health and the engineer to sign off. The current hot tub is still in place and it looks like we will have to make do with it for another season. Staff will keep a close eye on water levels throughout the day and keep it topped up.

The painting of all of the buildings (with exception of electrical and storage sheds) has been completed with very little disruption. We are very pleased with the company that provided this service.

Margaret was working on getting new signage for the gates, however, that is still in the works and we will do our best to get that completed as soon as possible.

Weed Control is another topic that Margaret was working on and we now need to get on the phone and see if we can get some quotes before they get out of control. With the new regulations, our staff are not properly licensed to purchase or apply the heavier duty products which is why we will contract that out.

Garbage and Recycling- I have had a couple requests for another recycling bin at the South end of the park. Tim has requested that we monitor this and if we can eliminate a garbage bin, then we can add another recycling bin at minimal cost difference. Please remember there are two in the North.

Storage Compounds - Kim has agreed to take this on until Margaret returns as she knows the compounds and what should fit where. A reminder that proof of Liability Insurance is a Mandatory requirement for the storage compound. Please ensure you send in or drop off copies for the office so you won't get a letter sending you to the naught room.

Site Cleanup - Again a friendly reminder that this is to be done by May long weekend. If you need a little extra time, please advise the office with your estimated date for clean up. This will also help avoid unnecessary letters going out after May 21st.

Dues are Due - All dues, electrical and storage compound invoices should have been paid by April 30th. To avoid interest charges and ultimately getting a nasty letter that will advise of your cards being deactivated and services shut off, please pay your invoices.

Speed Limit is 10 Km / hr. Please take a look at your speedometer! I know we are all guilty of going faster, however, we do not want a serious injury to be the reason we start following the rule.

Remember that kids often are not paying attention to where they are going so it is up to the adults to pay attention and mitigate the risks. This applies to Golf Carts too and I will admit I know I have been going too fast and need to reign myself in too.

Doggy Do - Please clean up after your pets, someone out there thinks its ok to just put some dirt over dog poop on the trail. USE THE BAGS THAT HAVE BEEN SUPPLIED AND PUT IT IN THE GARBAGE!

Office hours will continue to be Monday – Friday 9 – 4 and Saturdays 9- 1 or 2 depending on availability of Board Members.

A big shout out to Fiona as she has been taking on extra duties and fielding lots of e-mails and calls that normally would just be going to Margaret.

Respectfully Submitted by Krista Barker President CWOA

CARAVANS WEST OWNERS ASSOCIATION TREASURER'S REPORT FOR May 3, 2019

Account balances as of May 1, 2019

General Operating Account	\$ 252,763.51
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\$38,200 will be transferred from this account to the Contingency Fund

Savings Account	\$ 375,696.05
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Patronage in Operating Account	\$ 829.13
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Term Deposits with SASCU are as follows:

Unrestricted Term Deposit (2)	\$ 54,989.06
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Contingency Reserve Fund	\$ 362,711.98
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Currently, we have a back log of e-transfers that Ellen is attempting to get through. Once caught up, Co-Owners who have not paid their full dues will have interest applied. Past Due notices will be sent out to those that have not paid the initial \$600 that was due back in January.

When sending e-transfers, please be aware that CWOA has daily, weekly and monthly limits so even though we receive the e-transfer, sometimes it cannot get accepted for a period of time. ALSO, please send a separate note to the bookkeeper to tell her 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 lot 000, or zero zero zero). Spaces and spelling also make a difference. Also if you include what site the e-transfer is for helps, not necessary, just additional information 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

Social Committee Request:

To The Board of Directors;

As we are starting a new year for the Social Committee, we have had a great interest in becoming a part of the Social Committee. Therefore we would like approval for an increase in the number of members that we can have on the Social Committee. With the amount of events and such that take place throughout the year it would be nice to have more people aware of the procedures. Also would like to know who our liaison with the Board is.

This is in the Policy and Procedures Manual

4.8 Social Committee

This is a standing committee accountable to the Board. It is to have no less than three members and no more than five unless the Board specifically authorizes a larger number. All Committee members must be co-owners in good standing whose appointment is approved by the Board. The term for each Committee member is one year but there is no limit to the number of terms a member may serve. Normally, the annual term for all Committee members should begin at the first meeting of the calendar year. The Committee will select its own Chair annually at its first meeting in each calendar year. The Chair need not be a Director of the Board. The Board will annually appoint a Director to be the liaison between the Board and the Committee.

We would like to increase the number of members from five (5) to nine (9)

Members who have volunteered to be on the Social Committee are as follows:

Chair – Donna Cunningham

Co-Chair – Kari Dion

Treasurer – David Crocker

Secretary – Kathy Closter

Back-up – Brenda Partridge

Val Bennett; Tracey Marston; Vicky Strachan; Barb Marsh