

Dear Fellow Co-Owners,

It is that time of year when we present the proposed annual operating budget for the 2022 year.

We, the Caravans West Owners' Association Board of Directors, are pleased to present the highlights of our proposal for the operations and expenses associated with the park.

### **Reserve Fund (Long Term Plan)**

A Depreciation Report was prepared by Bramwell & Associates (hereafter referred to as the Bramwell Report) for the park in 2020. This report identified a vast majority of items in the park needing attention over the next 13 years (Long Term Plan). Last year Co-Owners approved a set fee for the next 3 years to establish a "Reserve" fund that will be used to address the replacement and repair of bigger ticket items within the park as identified in the Bramwell Report.

### **Contingency Fund**

The membership approved a 3 year commitment to start to replenish the funds used for the water and waste water upgrades. This fund is referred to as the Contingency Fund.

### **Water Plant**

This project is complete and we are seeing benefits of this major upgrade. Reduced power usage is a major benefit.

### **Waste Water Treatment Plant**

This project still needs some upgrades so \$25,000 has been included to complete the Headworks (a system designed to mitigate the unwanted solids that keep plugging our system). With the upgrades to date, the WWTP has seen improved bacterial growth, reduced numbers in nitrates, nitrites, phosphorus and bad bacteria. The efficiency of monitoring the plant remotely has already saved many hours of overtime as it reduced after hour trips to the plant for operators. The amount of sludge being trucked out has significantly been reduced as well.

### **2022 Planned Expenses**

The following items have been included in the proposed operations budget for the 2022 upcoming year.

- 1) An overall increase in the cost of purchasing, due to inflation and shortages in the supply chain.
- 2) Staffing increase... In order to get workers we need to pay a fair wage
- 3) Staff training as required for the continued operation of our water and wastewater plants, swimming pool operation, and first aid.
- 4) Repairs/Replacements planned (estimated cost \$95000)
  - Replacing 2 hot water tanks for the North Satellite;
  - Replacing the Family Pool hot water tank;
  - Replacing 3 windows in the Family Clubhouse;

- Installing Rubber Flooring in the Gym;
- Repairing and Replacing boards and slides at the Playground
- Re-surfacing the Pickleball courts
- Repairing the Water Spray Park
- Replacing pipes & valves for Water Standpipes
- Installing Turbidity Meter for Water Reservoir per Interior Health
- Flushing of Sewer lines
- Replacing (cement) and repairing the Shower at Family Pool
- Adding Automatic Chlorine System for Family Hot Tub
- Replacing gravel on some Road Allowances of the park
- Installing more cameras for security
- Replacing boards on the dock

### **Reserve Fund Expenses Planned**

We have also planned the following, for which Reserve Fund money will be used and reported separate from the Operating budget:

- 1) Rear Gate Replacement – estimated cost \$45,000
- 2) North Satellite – Showers/Stalls/Flooring – estimated cost \$40,000

### **Special Assessment**

We are asking Co-Owners to approve funds to provide automated irrigation. The requested funds associated with this section are \$27,000 (\$70.68/site). This will be a separate item to vote on and, if approved, will be included in your dues. The Caravans West grounds currently have approximately 60% irrigation coverage. The locations included in the remaining 40% are the Beach, the North & South Satellites, the Rabbit Run Green, and the memorial garden area. Currently these spaces are manually watered by staff moving hoses and sprinklers, and watering during the day is not a productive use of our water resources.

The Irrigation Quotes proposed at budget time in the past to complete these areas, have been turned down several times due to Contractors requiring over \$40,000 to only complete half of the above areas. The proposal this year is to work in-house, buying the parts, pipes and controllers, digging ditches and doing the installation using staff. The advantages to the Park will be making better use of staff time and costs, watering at night rather than in the heat of the day, and the improved consistency of green areas demonstrating the 5 Star Resort status.

If you have any questions please do not hesitate to send them to either of the following e-mail addresses and someone will get back to you.

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