

CARAVANS WEST OWNERS ASSOCIATION

Event: Board Meeting Minutes
 Date: August 4, 2022
 Time: 9:00 am
 Place: Activity Center and Via ZOOM
 Chair: Shirlee Jeyes
 Author: Anita Zakresky

CURRENT & PAST ATTENDANCE

		July 7/22	July 24/22	Aug. 4/22						
Shirlee Jeyes	President	Z	Z	X						
Krista Barker	Vice-President	X	Z	X						
Anita Zakresky	Secretary	X	Z	X						
Joanne Brown	Board Member	P	Z	P						
Gloria McNabb	Board Member	X	Z	X						
Renette Benning	Board Member	X	Z	X						
Kim Buchan	Board Member	Z	Z	-						
Alan Goard	Board Member	X	Z	X						
Margaret Bonneau	Staff – Park Manager	X	-	X						
	Staff – Head of Maintenance	-	-	-						

X = ATTENDANCE IN PERSON
Z = ATTENDANCE VIA ZOOM
P = PARTIAL ATTENDANCE

MINUTES

1. Welcome & Call To Order – 09:02 am
2. Approval of Agenda as amended

MOVED/SECOND:

Jeyes/Barker

Carried

Robin Bristow presented a financial review for the Board in preparation for the upcoming Annual General Meeting. He went over the information that he will be presenting and answered questions from the Board.

ACTIVE ACTION/MOTION LOG

No.	Action/Motion	Lead Person	Due	Status
1	Playground Upgrades	Do-All Construction	Fall 2022	On-going
2	Implementation of a permit system for site improvements	Margaret	Jan. 2023	In progress
3	WIFI Upgrade Quote for Security and Gate Operation	Margaret	Sept. 2022	In progress
4	Investigate a new system for Co-Owners' vehicle decals.	Margaret	Sept. 2022	In progress
5	Investigate possible internet services and costs associated.	Margaret and Stefan	Sept. 2022	In progress
6	Obtain quotes for a Human Resource Consultant	Shirlee	Sept. 2022	In progress

PRESIDENT REPORT – August 2022

It seems to have been a very pleasant and fun August long weekend for everyone. A big thanks you goes out to our Social Committee for all of their hard work to provide the Walk and Shop, the BBQ, the Ice Cream Social, and the Pancake Breakfast and, of course, to everyone who volunteered to help. All of this added to the fun for everyone.

Unfortunately, the electrical storm on Friday wreaked havoc in the park with several lightening strikes happening on our property. A few trees now have scars to show where they were hit. Thankfully, Margaret was able to get Danger Tree in right away to do an assessment. I learned that it is risky to have anything metal touching a tree. Some of the trees that were hit were touching either a metal roof, or the metal legs of an awning. This provided an inviting conduit for lightening to reach ground. It is a good idea to correct this if Co-Owners are able. Further damage was done to some of our control systems in our water and wastewater plants. We are awaiting an assessment of needed repairs and/or replacements.

Our front gate controls received some damage this weekend when someone parked a bike against the fence which prevented the gate from opening fully. The gate controls had to struggle to try to open the gate, but the bike was blocking its' path causing the motor to overheat. It seems to be working again now but isn't quite right. Please be thoughtful about where items are placed and aware of the path the gate needs to take to open.

Our CSRD Director, Jay Simpson, has been in contact with us once again due to complaints received about the buoys that are in front of our beach. Some are making it difficult for others to access their docks. Current by-laws only allow 2 but there are a few more that might be 'grandfathered' in. Unfortunately, there are some local businesses that will drop a buoy for you upon request. We have been informed that these buoys are at risk of being removed this fall. Many of the 'illegal' buoys were tagged last year and owners must be aware that these might well be removed.

Our AGM date of August 13 is fast approaching. I hope we will have a great attendance so that people can participate in debate on the resolutions that are being brought forward. Our AGM is not a 'voting' body, and everyone will have the opportunity to vote by email or on a paper ballot. Please have a read through of the notice of meeting that was sent out in July and posted on our website so that you are informed about the decisions we will be making.

We are very much in need of people to run for seats on the Board of Directors. This year, we have 5 positions available. Ideally our Board will consist of a variety of full and part time users and a range of ages and experience. The incoming Board will determine the best days/times for monthly Board meetings and ZOOM is always an option for anyone who is 'offsite'. Three of these positions will be for 3 year terms and the other two will be for one year terms. Please give this some consideration.

Enjoy our lovely summer weather,

Shirlee Jeyes,
President

TREASURER REPORT August 4, 2022 Caravans West Owners Association

Account balances as of August 2, 2022:

General Operating Account	\$89,845.58
Savings Account	\$48,190.58
Patronage in Operating Account	\$829.93
Reserve Fund	\$191,267.84

Term Deposit with SASCU:

Contingency Fund	\$308,619.18
18 Month Cashable Term	\$300,000.00

Financial Statement report

Our financial statement report for yearend 2021 is ready and will be presented at our AGM. Robin Bristow, our CPA, will be available at our AGM for questions.

Outstanding accounts over 120 days.

Several Co-Owners are in arrears over 120 days and letters will be sent out in the next few weeks. If you are one of them, PLEASE send in payment before your access to the park is removed. It does not matter if you are a small amount or a large amount, if there are extenuating circumstances, please contact Ellen, our bookkeeper to make payment arrangements.

PAYMENT OPTIONS:

- 1) Cash or debit at the office, sorry no Credit Cards
- 2) **New!** Online Bill Payment set up with **Credit Unions only**. If you don't see Caravans West as a payment option, please call your bank and ask for instructions. If you are banking with a chartered bank (RBC, TD, BMO, CIBC) you cannot use this option.
- 3) Cheque
- 4) E-transfer to accounting@caravanswest.ca (add your site # to transfer)
Security question if needed: where do we vacation?
Password if needed: **caravans**
You can choose your own password, just inform our Bookkeeper, Ellen

Respectfully submitted
Joanne Brown, Treasurer
CWOA Board of Directors

Park Manager Report August 4, 2022

Hi Everyone,

There are many items and concerns I want to share with you this report.

Campfire Ban

This Spring began with a very chilly start due to the cool weather and many rainy days. Then Summer hit, and the severe heat wave intermittent with lightning storms causing fires in the province. Now Campfire Bans for the Kamloops Fire Centre region have been imposed, effective noon Aug 4th which will remain in effect until noon October 15th or until Orders are rescinded. Fortunately, our area is not affected by the smoke we experienced last year, but we will not be able to enjoy our Firepits. The following contact information was provided:

To report a wildfire, or open burning violation, call **1 800 663-5555 toll-free or *5555 on a cell phone.**

For up-to-date information on current wildfire activity, burning restrictions, road closures and air quality advisories, call 1 888 3-FOREST or visit: www.bcwildfire.ca

For the latest wildfire news:

- on the free BC Wildfire Service public mobile app, available for Apple (iOS) and Android devices
- on Twitter: twitter.com/BCGovFireInfo
- on Facebook: facebook.com/BCForestFireInfo

Tree Issues

There were 3 trees struck by lightning in the storm on July 29, and all were assessed by Danger Tree Services to be structurally sound, but will be monitored over the next 5 years as a precaution. In each case, the tree was touching a metal surface (metal gazebo roof, or aluminum awning) and the lightning strike started at the metal, removing bark upwards from that point. Please ensure your structures are not contacting anything metal.

The Fall removal of dangerous or diseased trees will be in September, so if you have tree concerns, please submit the Tree Removal Request to the office to have your assessment and/or removal done.

Why are Park Buildings closed during Power Outages?

The Water Plant has a massive Generator that will provide backup power during a power outage so that we always have water for residents and fire safety. However, we need an equivalent Generator for the Wastewater Treatment Plant as sewage is still flowing to the Lift Stations during a power outage, which in turn needs power to flow to the Treatment Plant. The Lift Stations start to fill up, and actually could overflow (one is adjacent to the Playground). Therefore, the closure of the buildings is to reduce the amount of sewage from washing clothes and showering until the power is back on; people can use their own toilets. We will work to mitigate this situation in future budget planning regarding acquiring appropriate Generators.

Electrical Inspection

Reminder that Technical Safety BC have an Inspection of Caravans West scheduled for September.

I believe it is a random check and follow up on Permits issued.

Golf Carts crossing Express Point Road to get to the beach

Co-Owners cannot legally cross the road to the Beach area in their Golf Carts. They do risk being fined by Police for crossing without a licence plate and proper vehicle insurance. (not the golf cart liability insurance the Park requires). The golf carts that the Caravan's staff use are licenced with commercial plates and insurance to cross legally, and are required to drive on the side of the road.

Concerning the operation of motor vehicles on Park property, the following is the direction received from the RCMP: "All legislation governing the Motor Vehicle Act, Motor Vehicle Act Regulations, and Criminal Code involving the operation of vehicles are enforceable at Caravans West, which includes impaired driving, driving without insurance, dangerous driving, driving without seatbelts, etc..

Golf carts, as they are deemed motor vehicles must, if they are on the highway (road), be registered and insured for use on the highway. Anyone violating this may face fines for operating without insurance or registration. The operator of course would be subject to all applicable rules of the road."

AGM process

Suggested Resolutions to the current Rules/Policies will be discussed at the AGM on August 13th. Some resolutions will be brought forward by the Board of Directors, and other resolutions will be brought forward by Co-Owners.

The Board is tasked with chairing this meeting, but this is YOUR meeting, a Co-Owners' meeting, that happens once a year. Please participate and listen to the discussions regarding new rules, amended rules and housekeeping changes. The process for this will be explained and you are encouraged to come to the mic with input. Resolution items agreed upon by the membership will move forward to the next step, the voting process.

Survey

Please participate in the Survey where residents will vote regarding "which long weekend is your preference to hold the Annual General Meeting?" This Poll will be out this week using our SimplyVoting email process. Please remember to advise the office if you have changed your email address or you will not be able to vote.

Trespassing

A reminder that if the neighbor is away, you cannot park on their Site without their permission. This is trespassing and is subject to a Fine. Likewise, taking a shortcut through another Site requires permission. See Rule A10 following:

A10. Parking on a neighboring RV Site or taking shortcuts on or through any RV Site requires the permission of the occupier of that site

Pool Behavior

It is problematic that a few can spoil it for everyone. We now have 3 reports of openly drinking liquor in the pool/spa area including being intoxicated. This behavior can cause the pool facility to be closed. Please recognize your responsibly at this facility. This is your community. When non-compliance happens after staff hours, you may call the Manager at 250.253.7142.

Yard Cleanup

There is an expectation that your Site receives 'spring cleaning' by the May Long Weekend. Most did that in a timely way, and many thanks for keeping our Park looking wonderful. However, there is another expectation, and that is to keep it weeded and tidy the remainder of the season. Once is not enough as sun and rain = more tall grass and weeds. You all agreed to Rule F2 which states ***“Co-Owners are expected to keep their RV Sites clean and in good repair at all times.”*** If you cannot be here, or are unable to do this yourself, please hire someone. Alternatively, the Park can hire someone and the cost will be added to your account.

Gate Issues/Internet

The planned, approved and budgeted project for gates this year was only to upgrade the Rear Vehicle Gate on Express Point Road, due to aging and continuous repairs, but also to replace the swing gate with a sliding gate like the gate at the front entrance. This is going forward although it has been stalled due to parts missing. However, there have been other gate issues, as many of you know. Flooding of the Beach Walk-in Gate caused it to be disengaged for that period. The Beach Vehicle Gate has repair issues that require professionals to get fixed. The recent lightning storms affected the magnetism on several gates and is being addressed by the Chubb Security firm. But the biggest concern is that the underground connection for signals being transmitted for gate operation has deteriorated over the 25 years, and would require over \$60,000 to dig up the roads to hopefully find where all the problems are that need repair. That situation is currently just in 'BandAid' status. It has been determined that we will not be excavating the roads, but getting the remedy above ground with Internet transmissions. This is in progress and should be completed shortly in conjunction with the Rear Vehicle gate completion.

There are two added benefits to investing in the new Internet System in the park. One is an upgraded Security Camera system that will cover the Park more efficiently and extensively. The other is having possibilities for providing more enhanced Internet for both Park business (water plant, wastewater plant, offices, clubhouses) and for residential purposes, such as Co-Owner internet and cable subscriptions. This 'unplanned project' will be a multi-year project, over more than one budget year.

Functions or Activities in the Buildings or on the Common Grounds at Caravans

The following Rule B3 is a reminder of the Policy regarding holding events in the Park. Notice Functions cannot be private without specific permission, except at the Activity Centre. As well, if the Function is earning revenue, (outside of our Social Committee events) such as sales, training fees, registration fees required, etc. there is a charge of \$40 per day required.

B3. Facilities such as the clubhouses, the activity center and other recreational facilities may not be used for functions which any of the Co-Owners, their Immediate Family or Guests without the express permission of Management prior to the date of any such function.

- a) ***No “private function” is to be allowed in the clubhouses and other Common Facilities or Recreational Facilities without the express permission of the Management prior to the date of any such function.***
- b) ***The Activity Centre can be used for various activities.***
 - i) ***All children and teen activities require adult supervision.***
 - ii) ***Any activity that is open to private functions requires a refundable deposit of \$100. Paid activities require a refundable \$100 deposit plus a rental fee of \$40 per day/\$20 per half day.***

Public Phone removed

End of an era... For general knowledge, the public phone at the Adult Clubhouse was removed August 3rd., and the Telus technician explained that it is obsolete.

Irrigation Project

The Irrigation Project was authorized by the Budget voting last Nov 2021. Early in the Spring of 2022 a Project Lead was hired to work with the Manager and Greg in Maintenance, as he managed the existing irrigation and would take over the operations once completed. The Project covered Green Areas that had no automatic watering, however, due to other areas that were not working properly, or were never finished, including the Water Plant area that was dug up last year, all Green areas were upgraded within the Project.

There were many hiccups and problems but mainly the difficulties were related to getting workers to do pick n' shovel labour, and the water hookups in almost every area had connection and pressure issues. The digging of the trenches, laying the pipe, connecting all the parts, joining to the Control Boxes, covering the trenches, continued throughout April to June and basically was smooth sailing. We hired Spooner Electric to complete the legal plumbing requirements, which proved to be more expensive than planned.

On July 14th the Irrigation Project was finally completed. The Control Monitors link the entire Irrigation System, and can be controlled remotely from a cell phone. This System is "State of the Art" incorporating some the newest technology. The watering is completed during the night in shifts, so it is not severely taxing our water system during the day, and the water flow is controlled. The system is linked to weather forecasts, so it will automatically turn off if it is raining.

The Irrigation Project took about 3 weeks longer than planned, and was more expensive than planned. This was due to the extra work intentionally added while we had the workers, expertise, parts and equipment, rather than delaying completion to another year. Also, this was due to all the water hookup problems encountered along the way, and needing to utilize the best remedy possible at the time.

Caravans West can be, and should be, very proud of their new Irrigation System.

Non-Compliance, Complaints and Concerns

This July has been unbelievable!

People deliberately not picking up dog poop in someone else's yard while the owner was watching!

Drivers with excessive speeding from, Fedex trucks, & contractors, to golf carts and Co-Owners' vehicles.

As mentioned, groups of people openly intoxicated in the pools.

People in the pool hitting others in the head with balls.

Pool incidents such as poop in the water and vomit accidents.

Children under-age in the pools without supervision.

One site flooding the neighbor's permanent shed, twice.

Parking two RVs on one Site, several instances.

People swearing at one another, complaining and refusing to be good neighbors.

People playing games at the digital speed sign by running to get the green lite ... at 2 to 3 a.m.

People drunk on bicycles, speeding, and visible alcoholic drinks in hand, being belligerent.

People on the beach being ignorant to other families.

People angry at neighbors for being too noisy during mealtime.

People unhappy about speeding bicycles in their area.
People having their flowers ripped up out of their garden and tossed over the fence.
Children making messes in the clubhouse kitchen several times.
Messes found in the satellite washrooms, several times.
People being scared by other owner's dogs – many instances.
Dogs off leashes – many instances.
Parking on neighbours' site without permission.
Someone stole a screen from another owner's Park Model.
Many parking violations, especially at the beach.
The sensor at the Beach gate was ripped off.
One speed bump was removed and later found near the firewood.
Even a couple of instances where Co-Owners were very rude to me, one having a tantrum like a 3 yr. old.

Just some examples. Many more...BUT please be comforted in knowing that 99% of you are absolutely wonderful to work with. We are still very proud of our community.

Thank you!

My priority is you, the Co-Owner. Please continue to voice your concerns so that they can be resolved. This is your resort. It is so important that it is pristine, comfortable and enjoyable.

Margaret Bonneau
Caravans West Park Manager
250.253.7142
manager@caravanswest.ca

Internet WiFi is available at the Adult Clubhouse, the Family Clubhouse and the Gym.
Website www.caravanswest.ca Sign in owner@caravanswest.ca Password **caravans2009**

I do monitor my phone 24/7 even though I may not be in the office. The office schedule is Mon-Sat 9-4.