

July 16, 2014

Board members present: Mark Johns, Pearl Elliott-Cattani, Mark McAndrew, Cheryl Dawes, Peter Curran, Dawn Bamlett, **Regrets:** Kristine Baldwin

Meeting was held at Mark McAndrew's home, #507 Rodeo Ridge, and was called to order at 7:37pm

Pearl made a **motion to approve the minutes** of the last board meeting of May 27, 2014. Mark J seconded and the motion was carried.

Tasks to be completed from last meeting were reviewed

Pearl

- Pearl provided update on website progress. She e-mailed sample websites designed by Sean Corbett to the Board including a link to a site with a questionnaire that needs to be completed to start the process. Pearl will move forward by completing the questionnaire and circulating to the Board for review. Mark M. mentioned that Stacy from 403 Rodeo Ridge continues to express interest in maintaining the website when it is completed. The Board agreed to have Sean Corbett develop the website, maintain it for a period of six months and transition this responsibility to Stacy over this period.

Mark J

- Mark provided an update on discussions with the lawyer about road ownership. He has contacted lawyer to proceed with the research. However prior to this Mark and Cheryl (and possibly Dawn if interested and/or available) will have a meeting with the lawyer to clarify the work that is required.

Mark M

- Mark provided an update on the banking. All treasury and banking information has been received from Melanie. Mark met with the bank and changed the signing officers and mailing address. Cheryl, still needs to sign banking documents in order to have signing authority on the account.

July 16, 2014

- Mark explained the investment options that will yield higher interest than the T-bill account at 0.6%. The redeemable GIC will yield 1.05% and a non-redeemable GIC would yield 1.63%. Mark M **made a motion** to transfer a portion of the reserve funds currently invested in the T-bill account to the redeemable and non-redeemable GIC's. Peter seconded, all in favor, motion carried. Mark M will consult with Cheryl to determine the balances to invest in redeemable and non-redeemable GIC's.

Cheryl

- Cheryl provided an update on getting a mailbox for RRCA. In order to get a mail box an address is required. Cheryl noted that we could potentially use unit 1 (the road) as the address. Mark M asked how much mail is received that requires the need for a mailbox. The mail box would be used for banking information and changes required for the corporate registry every time there are changes to Board members. Use of the road address may complicate efforts with road ownership and therefore, this initiative has been put on hold.
- Cheryl provided an update on the insurance coverage for the Board. Insurance quotes were received Intact Insurance:
\$2,000,000 Commercial general liability coverage (Premises liability)
\$2,000,000 Directors and officers liability Total Annual premium:
\$1450

SGI Canada Insurance Services:

\$2,000,000 Commercial general liability coverage (Premises liability)
\$2,000,000 Directors and officers liability Total Annual premium:
\$1229

Though it is a bit more money the Intact policy has some higher limits inside of the policy and was therefore recommended. The difference is \$221. The 2 coverage's that stand out are medical payments \$10,000 with Intact and \$2500 with SGI Canada and Tenants Legal Liability for \$500,000 vs \$100,000 with SGI Canada.

July 16, 2014

Cheryl **made a motion** to purchase insurance with the greater coverage of Intact, for \$1,450/yr. Pearl seconded, all in favor, motion carried.

- Cheryl found out that we, as a condo board, are required to file Non-profit organizational informational tax returns. We must go back and file from a couple of years past. We can file under volunteer disclosure to avoid paying penalties for not filing in the past. Cheryl and Mark M. will file by the end of Aug or mid Sept.

Dawn

- Dawn reviewed questions and concerns that were communicated by email from board members regarding the first draft of the reserve fund study. She will send our list of said concerns/changes to Glenda at Morrison Hershfield, who will redraft the study and send it back to us for review.

Tom McEachern joined the meeting with an irrigation proposal. He has had discussions with Kevin Heise, Ryan McCool and Gerry Handford, as well as Jack Pic regarding extending the Rodeo Ridge River Water System through Jack Pic's back yard, into the park for the purpose of future park irrigation and hookup to the four lots that back onto the park. Tom has drafted a letter, signed by Jack, giving permission to run the line through his back yard but he feels time is of the essence as Jack could move or change his mind so he would like to get this project approved by the board so we can get in the cue with the contractor to hopefully get this done in late August. Tom's proposal has two phases. Firstly to run the line through Jack's yard to the edge of the park and secondly to extend the line further along the park boundary and behind the 4 new lots. The first phase is what Tom has proposed to the board to be completed before the end of this summer. Tom received only one quote for the job. He found it extremely difficult to get qualified companies to quote on this job due to the busyness of the summer season and the insignificance of the job compared to their usual scope of work. He feels very confident in the knowledge and ability of this company and in the fairness of the quoted price. Tom noted that the Golf Course sold ½ of their water license and so if there were to be water volume restrictions for river water user the golf course would get

July 16, 2014

first priority. The Rodeo Ridge community will be 2nd priority and the park 3rd. Tom and Dawn will need to meet with Kevin Heise to draft an agreement between the golf course and the condo board regarding allocation of water volume for the park. Tom indicated that because there is no meter, it would be on the honor system, but we would need to have a total volume consumption per season as well as a flow rate restriction, ie we can only run 2 hoses or we can only water on 2 days per month etc. Citing an agreement between the developer, Embay Limited Partnership, and the Rodeo Ridge Condo Association dated September 2006, which states that \$12,000.00 of the funds the developer made available for development of the park was earmarked for irrigation, the board felt this was a priority for the Rodeo Ridge Community Members.

Peter Curran **made a motion** to allow Tom to oversee the completion of phase 1 of this project to a maximum of \$17,000.00 plus GST. Mark M. seconded, all in favor, motion passed. Tom will do his best to negotiate a hold back of 10% for a period of one year, which is the length of the warranty.

Pearl will ask Denis if he has any copies of past AGM minutes for our records.

Mark Johns confirmed that the title of "Design Committee" has now been handed off to the condo board. We will discuss next meeting what that entails. Dawn will send an email to the community reminding them that any and all changes to the exterior of their buildings, as well as the addition of new buildings, fences etc, must be submitted to the condo board for review and approval.

Other agenda items postponed until our next meeting

- Bylaw revision
- Design committee
- Liens for unpaid condo fees

Next Meeting Tuesday September 16th, 2014 at Pearl's home

Meeting adjourned at 9:50pm

July 16, 2014

Tasks to be completed for next meeting:

Review left over agenda items

Dawn – Send community email regarding design committee, meet with Tom and Kevin to draft letter re: park water volume restrictions, communicate questions/concerns to Morrison Hershfield, question Kevin about ownership of the fences in Rodeo Ridge

Pearl – Ask Denis for copies of past AGM minutes, pursue website

Mark J – Make appointment with lawyer re: road ownership

Cheryl – Pursue insurance, file informational tax return, sign banking documents

Mark M – Coordinate documents for future home sales, assist with tax return, GIC's