

Sept. 2, 2013 CPCA Board of Directors Meeting @ the Scott residence

Members Present: Garry Gray, Ted Wood, Mike Lelek, Kevin Hughes, Bonnie Semeschuk, Gerry Power, Ted Hart, Paul Roggeman, Jim Bland, Norma Grace Scott, Jim Waddell

Garry Gray moved the adoption of the minutes of the last meeting as posted on the website. Seconded by Ted Wood. Carried.

Treasurer's Report: Bonnie Semeschuk reported on the progress of getting the new version of Simply Accounting set up with our budget and expenditures and on the collection of dues. A second invoice was sent to all property owners who have not paid the full membership fee. We still have a few unpaid properties. Bonnie will send another invoice marked Over Due to those still unpaid. The final receipts for summer events and expenses should be turned in to Bonnie for approval and payment as soon as possible.

Columere Park Community Association Comparative Income Statement as emailed prior to meeting

	Actual 05/01/2013 to 07/31/2013	Budget 05/01/2013 to 07/31/2013	Difference
<u>REVENUE</u>			
Sales Revenue			
Memberships Annual Current Dues	51,225.00	51,400.00	-175.00
Uncollected Membership Dues	-4,000.00	-4,075.00	75.00
Interest GIC's	0.00	62.49	-62.49
Keys	240.00	120.00	120.00
Other Revenue	150.00	25.00	125.00
Net Cash Sales	47,615.00	47,532.49	82.51
TOTAL REVENUE	47,615.00	47,532.49	82.51
<u>EXPENSE</u>			
General & Administrative Expenses			
Beach Maintenance Contract	3,200.00	3,500.00	-300.00
Beach Toilet	0.00	375.00	-375.00
Uncollected Membership Due	125.00	0.00	125.00
Community Events	321.85	350.00	-28.15
Depreciation & Amortization Expense	1,485.18	1,350.00	135.18
Insurance	1,963.16	1,624.98	338.18
Interest & Bank Charges	7.00	0.00	7.00
Legal & Registration Fees	25.00	25.00	0.00
Newsletter	0.00	500.00	-500.00
Taxes	750.95	400.00	350.95
Office Supplies	607.30	450.00	157.30
Repairs - Tennis Court	0.00	250.00	-250.00
Repairs - Irrigation	428.96	200.00	228.96
Repairs - Outhouse	0.00	500.00	-500.00
Repairs - Beach Fencing & Parking	505.05	650.00	-144.95
Repairs - Canoe, Kayaks & Paddle	78.75	200.00	-121.25
Repairs - Benches	89.47	150.00	-60.53
Repairs - Garden	73.92	100.00	-26.08
Repairs - Playground	0.00	400.00	-400.00
Repairs - Beach Supplies	648.57	1,150.00	-501.43
Trees	0.00	0.00	0.00
Security	1,518.40	2,270.00	-751.60
Total: General & Admin. Expenses	11,828.56	14,444.98	-2,616.42
TOTAL EXPENSE	11,828.56	14,444.98	-2,616.42
NET INCOME	35,786.44	33,087.51	2,698.93

Generated On: 08/30/2013

In recording these minutes:

All reports submitted via email, to the board members, prior to the meeting are in smaller print depicting the information was clarified and/or accepted at the time of the meeting.

Secretary's report: Norma Grace

It has been an unusual year with a second invoicing. Much of the banking duties were done by Treasurer Bonnie Semeschuk. I have made updates to the membership list, including gaining most of the email addresses. Minutes were placed on the website within two weeks of the meeting. I have sent a note to the Nature Conservancy to take us off of their mailing list. Judy Roggeman (past president) has given me 3 boxes of documents. There are lots of wonderful historical files in the boxes. Chris Rae was notified as people paid their dues. Community updates were placed on the bulletin board, on the website and posted at the gate.

Recommendation: I would like to make a recommendation to distribute a binder to each Board member when they become a director. I would like to include information that would make a smoother transition (project list, budget, timeline, constitution, etc.). These binders would be returned when the director's term is over.

Beach Toys: Report by Ted Wood

The kayaks and paddles need some repairs. Each of the units will be assessed when they are put away for the winter. Bonnie informed us that the paddle boards require, by law, a tether for the safety of the users. The problem of kayaks and paddle boards not being returned to the racks, especially at the end of each day was discussed. The onus has to be on the users and/or their parents. All of the community property (buoys, swim docks, kayaks, paddleboards, paddles and tennis nets) will be put away on the 3rd weekend in September.

Beach Maintenance Report: by Gerry Power

The grass & outhouse contract awarded to Gabby Laub has been improving as guidance has increased. Garry Gray, Paul Roggeman and Gerry Power will review the contract and make changes for the Board's approval, prior to next spring.

Sprinklers: Don Neitzel is helping Gerry with some of the irrigation system that is still causing problems.

Outhouses: Gerry will be contacting Dehart to pump out the toilets in October. He reminded us, as he offered at the AGM, if anyone wants to get personal septic systems pumped at the same time, to contact Gerry. Property owners will be responsible for making their septic tank access available.

Completed Projects Report: Garry Gray

- gravel, in parking lot, sand in sand box/play ground
- canoe racks removed and moved
- new tether ball install
- tennis court gate posts straightened,
- replaced wood on 3 benches, raised one bench,
- signs relocated
- guard rails replaced
- bbq and tanks removed from the shed (scheduled use can be booked)

Also we had to replace a defective timer (unplanned) to a 12 zone waterproof panel which could be installed outside the pump house next year.

Two guard rails and fence posts were replaced because people doing donuts and losing control causing damage in the parking lot.

Beach Clean-up Report: Kevin Hughes

The clean-up went well. There was a good turnout of volunteer workers. The canoe rack from the marina area was removed. The unusable canoes were taken to lot 4. (They were removed in late August when they had remained unclaimed.) The natural debris was once again deposited in an area

approved by Chris Rae. Another year we may have to rent a dumpster but saved that expense this year. The serving of refreshments was appreciated by the families who came to work. Jim Waddell was thanked for looking after the refreshments. The cost of refreshments: \$116.62.

Night Security Report: Garry Gray

It is amazing what goes on virtually every night down at the beach area. There were no major incidents but the guard struggled in July and was overwhelmed the July long weekend. Board members assisted him the first 2 nights as we had many young folks setting up tents and would not leave. The second night just after 11 there were 3 cars of 8, 4 and 4 that came in from outside of the park to party and were asked to leave.

Most of the summer the guard spent chasing off groups of youth, many times the same evening about 30 minutes apart. It seems to be a game! He would do his rounds and sit up on the point. He also did Bob Coy's and Bob seemed pleased with no incidents. (This was negotiated in June and the cost was shared.) I did have a complaint about our guard going to house parties and trying to get them to be quiet. I talked to him on this and called the owner to stop this process.

We had 2 nights this summer not covered as there was not enough funds to cover the nights. One night he was not there and there was a complaint and a community member went down at 1:15 AM to kick them out. Just recently we have seen evidence of our youth going out of the park and kids using private residence fire pits when the owners were not there. The owners were not happy!

I think next year we won't want to eliminate this, but try to pare it down somehow. July is very important for many reasons and I think there may be a wknd or two in August that could be one night etc. We may want to ask the parents and youth group to find ways to provide an outlet for the kids that keep them off the beach, but in the park. Maybe we could have a supervised beach party once a month by the youth group?

The representative of Night Hawk Security gave written reports as requested. Each report indicated young adults attempting to gain access to the beach to party. They were sent away often to return when the guard moved away. It is essential we have this service in order to protect the community. At the beginning of summer, parties from outside the community were coming into Columere. That was curtailed by the presence of the guard.

Daytime Security Report: Norma Grace Beach

Entrance Security: Kevin Cadger worked 12 of the 17 days. The days ran from 10 am – 4 pm. There were fewer vehicles turned away this year. The number of turn a-ways and the community members who were collected from, because of the Security person being on duty, were noticeable. Early summer weekends had the largest number of people turned away. One couple staying in the Timber Springs area came to the beach believing they had a right to use the beach. Two instances of verbal abuse were reported. One weekend we had Ron Smith fill in. He commented on the friendliness of our residents. On Aug. 11, three trucks hauling boats were turned away and one went into the marina. Chris Rae dealt with this. On 3 of his days, Kevin felt that he wasn't of any value to us as there was no one, other than paid members coming to the beach. On Sat. of the Sept. long weekend I did the security and turned away 9 vehicles. This expense is definitely keeping outside visitors from coming onto our beach, therefore protecting our rail crossing, and reducing our liability. ** Chris Rae disengages Marina Cards Keys if people have not paid their dues.

Recommendation: Next year, instead of hiring our Beach Entrance Security person for weekends only, we hire them for weekends the first 2 weekends in July, long weekends and then 8 to 10 random, hot 'beach days'. I would also recommend we alternate the time from starting at 10 to 11 and ending at 4 to 5 occasionally. It could be the decision of the Security person and the contact person with what they observe. It would benefit us and the guard to have 2 or 3 people share this job. Having done this for 3 years, I would like to have someone else take on this job next year. Besides keeping the position filled, the biggest part of this job is keeping the paid membership list updated.

CPCA Members' Barbecue Report: Jim Waddell

Besides a great deal of help from the Board of Members, Jim reported having 28 volunteers who stepped up to help make this event a resounding success. The switch from beer kegs to cans of beer and coolers, increased the cost slightly, but was very popular. Chris Rae offered the use of two bouncing

air houses that were very popular with the children. We had 266 people in attendance from 68 households. Ted Wood passed \$100 from the chipping contest over to the treasurer and John Selzler added \$250 from the 50/50. Ted Wood moved we put these funds toward the cost of the barbecue. Secunder: Mike Lelek. Carried.

Jim expressed his appreciation to Big Way Foods for the discounts they gave the community for this event. Left overs were returned or sold. Total cost: \$1588.66 (before the deduction of the money raised during the event.)

Jim was thanked for all his work and complimented on a job well done.

Youth Group Initiative Report: Mike Lelek

The youth congregating in their home and around local campfires were talked with by Mike and Isabelle. They had conversations with some of the group leaders about respect and responsibility. Many of the problems with youth need to be handled by parents. Garry suggested having a planned party for teens.

Landscaping Plan Report: Norma Grace Scott & Jim Bland

Given the more pressing concerns the board is working on, it was decided that a Master Plan for Landscaping is not a priority at this time. Norma Grace moved we rescind the motion to budget \$1000.00 to a Landscaping Plan. Seconded by Jim Bland. Carried.

Memorial Bench- Jim reported the placement of a memorial bench for Betty and Harry Sawatzky using aggregate and trek 2X4.

A discussion ensued about families wishing to donate to the community in the name of their loved ones who were CPCA members. It was suggested we have a wish list of things needed on Community Property or the setting up a Legacy Fund. Members of the Board are asked to think about this and be prepared to discuss the idea at the next meeting.

Member Data Base, Email and letter: Garry Gray

We are down to about 50 left to go for updated e mails and Lynn Vernon and I will complete this on a confidential basis. I have a CPCA President's email account set up now so we can send and receive files in the future. My intention would be to send a letter and possibly the survey in late September or early October as to our progress etc. This letter will be approved by the Board before being sent out. Thanks to Norma Grace who worked hard on this.

All mail will be sent as blind copies so privacy is maintained. A second email address will be set up for the Treasurer in order for her to invoice our members and have funds/payment transferred.

Signs Report:

Signs were placed on the bulletin board, sandwich board and website prior to events and when notifying the community of restrictions, and dangerous wildlife in the area. When the sign advising of cougar in the area was put up, it was stolen. For weekend events, the signs were put up on the bulletin board 2 weeks prior, on the sandwich board on the Thursday prior to the weekend event. The signs were removed immediately following the event. Norma Grace Scott

Paul Roggeman reported that he has taken the original Columere Park sign to the shed. We may like to repaint and display it if appropriate.

Ted Hart reported the fire restrictions didn't change much over the summer. Surprisingly enough, small contained fires were allowed in this area. Fireworks and open fires were and are banned.

Ditch/Tennis Court drainage Report: Paul Roggeman

In consultation with Chris Rae and Ron Routledge, Paul has determined this seems to be a seasonal problem. The spring was very evident early in the year but less so as the summer went on.

The elevation from the SW to the NW corner of the tennis court is 17", suggesting the water could be directed to the pond. Paul recommended the area not be cleaned out at this time. A full investigation should be complete before the work proceeds. An irrigation head along the West side of the tennis court was leaking adding to the standing water. Suggestions included relocating the heads and the use of another covering on the side hill. This repair issue is being tabled and will be revisited next spring to determine the direction we should take. It was decided the allocated funds will be carried forward.

Beach/Breakwater Restoration Report: Garry Gray

Chris and I will be meeting in the next few weeks to finalize the work scope. He has some rock already stockpiled for the project. We are set to go at the end of September. (from pre-meeting report) Chris is also helping us reduce the cost by offering his bob cat and labor at half the usual cost. The reclamation will include fill as well as rock and gravel being replaced after high water erosion. Garry and Jim Bland volunteered their labor for this project.

Archive Storage Report: Garry Gray

I sent out two request letters to the Past Presidents and Judy has turned over files to Norma Grace. Harry Mitchel and Pat Merz are working on files as well to turn over. There has been no response from Harley Calkins. Once we know what we have, we can make the decision on how to properly store these files at our fall meeting. I would say however that these files in the future are property of the CPCA and not the Past Presidents to keep. We currently have no budget for this.

Ted Hart will help Norma Grace go through the files and sort the information for storage. Ted has extensive experience in archiving and the storage of historical information.

President's Comments: Garry Gray

The nightly lockup of the toys is not working. I went down some nights around 10:30 and kayaks and paddle boards were still half on half off the water etc. They are unlocked apparently in the mornings and when they should be put away there is no key. This can be partly solved with communication, but more is required. There is also constant maintenance required. Some paddles are broken, fins, straps etc. and we need to address this next summer for improvement.

For the parking lot there were three occasions this summer where the gravel is displaced and full circles on the gravel from donuts. ????

The biggest issue for me this summer was the sprinklers. We had equipment problems causing the sprinklers to clear the beach for hours at a time. Gerry has worked to solve the issues and is still learning. Sprinkler heads were tuned against Ron's pump house so he was not happy. We also had some water flow and timer issues on the garden recently which Gerry is working on. I asked him to hire Don Neitzel to get this all behind us.

The barbeque and tanks are removed as per my previous report and the barbeque is still available to us through Donna Rae. It was used for the family bbq.

For Accounting the big change is separating it into its own stand-alone position and using Simply Accounting reconciled to the bank at all times. CGA filing and minutes will be kept up and we ordered new 2 signature cheques. All expenses are scrutinized then approved by the President. The cheques require my signature in combination of either Bonnie or Norma Grace.

It became very obvious this summer that we are going to need a maintenance budget next year. I don't know about the rest but I am tiring of repairs already. We will probably need about \$1,200 for miscellaneous things that constantly come up. It is not fair to the board to have to do all this. Chris has also been more than helpful in many ways this summer!

New Business:

1. Strategic Survey: Mike Lelek, Paul Roggeman, Ted Hart have been working on a draft of a proposed survey to be completed by members of the CPCA, then used as a guide for the Board of Directors. Mike gave a report on the scope of the survey and offered options on how the

survey may be distributed. It covers items such as the tennis court, water 'toys', security, events, memorials, insurance and finances. It is thought the president's email list may be used for distribution – a URL to Survey Monkey could have the membership access and complete the survey. Copies of the survey could be placed on the Bulletin Board. Directors are asked to peruse the survey and offer suggestions to the committee as soon as possible. The committee was complimented on the job they have done. We look forward to the feedback from the members.

2. Leases: Since Paul had to leave the meeting at this point, this discussion will be tabled until the next meeting. The leases are retained with the secretary's files. All renewal dates are monitored and reviewed yearly in order to keep all leases current.
3. Website: Norma Grace Scott

My report is a request for us to

1. Identify the role of the webmaster and that of the liaison/contact
2. Discuss what we would like to see as 'the look' of the website

During my 4 years of past experience:

- Webmaster set up and controlled the technical aspects of the website
- Liaison/contact entered the updates of warnings, signage, events, photos, etc.

Clarification: When putting anything on the website, I have always run it by the president prior to publishing (including when I have been asked by the president, to put specific information onto the site). I have kept the website simple, posting current information, updates, upcoming events and photos. If it is a non-community sponsored event like the Barn Dance and Fun Run, I have stated that fact on the Events page.

- My vision for the website is to have a fresher look. I think it is necessary to have much of the website for CPCA members' access only but I would like to see a Home Page that can be seen by people going on line and looking for Columere Park. A blog could be included so people would be notified when an update was posted, including photos. The minutes (including the financial report), upcoming events, notices of threats, reminders, notifications of board requests and hopefully invoicing can all be done through the website. It may be possible to have a historic post for those who have an interest.

I have been blocked from being able to put anything on the website. I have contacted our server (Black Sun Inc., a Canadian company) to double check on our current contract. Our cost is currently \$162.26 (\$119 for server, \$25 for domain name and taxes). Depending on the requirements of our software they could probably still support us. We should contact them when we have our requirements. Our volunteer Webmaster is Brian McIntosh with Cathy assisting with the administration.

Garry Gray and Mike Lelek will meet with Brian McIntosh to discuss the roles of those involved and the future of the website.

4. Bouncy House: Gerry Power

Chris brought the Bouncy Houses to the Barbecue for our use. We have been offered an opportunity to purchase one-half ownership in the 'toys' for \$400.00. They were very popular at the Barbecue and it was very much appreciated. Due to the questions of storage, rental, repairs, etc. it was agreed we would put this decision on hold until results of the survey send us a message of the direction the members approve when it comes to community owned 'toys'.

5. Refundable Rack Deposits: Garry Gray

Chris and Jim Bland were kind enough to take the old unusable canoes to the dump a few weeks ago. There are many down there taking space and never used. Something to think about: What if we cleared all watercraft off the racks and went to a registry system with a refundable \$100.00 deposit? Could this work to know who's down there and give them an incentive to take them out when they move etc.?? This will be a discussion for another time.

6. Water Testing: Garry Gray

I was at a multi-community meeting about our lake and there are some initiatives starting to happen to preserve the watershed and water quality of Columbia Lake. One thing that became obvious is that there has not been any meaningful water testing for a few years. Something to think about: What if we came

together as communities and contracted lake water testing over the next few years so we can determine the water quality over a longer period of time. This might cost \$300 to \$500.00 each but crucial to future water quality concerns. By example, the weed count was the highest we have ever seen this summer probably due to the nutrient level from runoff being higher. ???

The Columbia Lake and Watershed is of importance and concern for all. The long term testing, although the responsibility of many levels of government, may need to be a local, communities initiative, in order to ensure water testing. We are invited to give this some additional thought for future discussion. The next step is an informal round table discussion, to which Ted Hart and Ted Wood will attend. Any interested party is welcome to attend.

7. Alternate AGM Date: food for thought Garry Gray

Currently, our fiscal year ends in April, we budget on the past years' dues, and have new Directors coming in May and we get hit hard by projects, maintenance etc. I have been thinking lately that a later AGM like September long would give us the winter to mentor new board members, properly plan projects, budgets etc. This would be a little tricky to change over but food for thought. ??? Bonnie informed us, the AGM is usually held 3 – 6 months after the year end. This will also be for discussion at a later date. Some Constitutional/Bylaw investigation is required.

8. Alternate Spirits Reach User fee: food for thought Garry Gray

By observation this summer there are 5 to 8 families using the Marina facilities, but not our beach. (This was negotiated and agreed upon by Dave & Donna Rae and the CPCA several years ago.) I approached the Raes and asked if they would have a problem with a partial user fee, to CPCA for these people. They share the cost of the security, insurance, crossing fee, gravel etc. I think we can sell this at \$100.00, but they would still be restricted from the beach ??? This topic will be for further discussion at a later date.

9. Seniors Discount: Garry Gray

I was very surprised to have received some very negative letters from mostly the fulltime senior community on many things. One common thing was they want a resident seniors' discount. In my letters I explained that we have many seniors from Alberta that run two places and would also be entitled. The \$200 from each property covers the cost of all of the community property maintenance, insurance, taxes and leasing costs. The feelings of this minority need to be considered but in an organization, the majority rules when it comes to a vote. A discussion about dues in general ensued. Mike Lelek pointed out that many of the fulltime residents have their homes overrun for the summer and doesn't want to see these valuable community members alienated. The survey may give some additional input to this concern with the questions on finance, level of reserve and comments. This too will be revisited.

10. Barn Dance: Bob Coy is interested in opening this event to a broader base. Ted Wood reported that CPCA is welcome to do a 50/50 or other fund raising at the Barn Dance if we like.

11. Columere Celebration: Norma Grace

The group of interested residents have met a number of times. Although there was interest in preserving and celebrating Columere history and offers to share stories and photos, there has been no one coming forward to take on the leadership to proceed. We feel the seed has been planted. We will continue to collect memorabilia and perhaps this will be renewed at another time.

12. Beach Maintenance Contract: Garry Gray

Lawn Contract: In light of some issues this summer I would like to see this contract tightened up and our tender Process more transparent using the website, email and other posting opportunities. Because of the outlay for equipment I would recommend a 2 year contract with a 30 day Termination Clause for Breach of Contract for both parties. We may want to set up a 2 to 3 person review committee for this and the tender process qualification. I think every kid in here knows what we have paid and that is not competitive.

Action: Paul and Gerry

13. AGM Breakfast: Garry Gray

I would suggest we get a sponsor for the breakfast and/or trim this down to croissants, muffins, fruit and coffee. I don't think that we, as the Board have to be responsible to do all of this when the meeting is our focus. ??? Pardon the pun.... food for thought. This is addressed in the survey and the response will be our guide for this too.

Next Board meeting will we held on Nov. 24 at 9:30 at the home of Kevin Hughes.

Garry thanked everyone for all the work they had done over the summer.

Garry Gray then adjourned the meeting at 12:00.