



## **TBTA Annual General Meeting Minutes**

May 20, 2017 09:00 – 11:00 MST

TBTA Owls Nest

Lac Sante, Two Hills County, AB

<b>Board Members in Attendance</b>	<b>Position</b>	<b>Term</b>
Ralph Fowler	President	2-year (ending)
Tammy Murray	Vice-President	2-year (ending)
Ihor Bayduza	Treasurer	2-year (1yr remain)
Yvonne Stern	Secretary	2-year (1yr remain)
Mauro Pazienza	Director at large	1 year
Dave Bouchard	Director at large	1 year
Anita Klassen	Director at large	1 year
Craig Smith	Director at large	1 year

<b>Board Members Absent</b>	<b>Position</b>	<b>Term</b>
Brenda Dalziel	Director at large	1 year
Terry Leonard	Director at large	1 year
Tony Gray	Director at large	1 year

<b>Members in Attendance</b>	<b>Street</b>	<b>Lot</b>
Monika Lukas and David Jacobs	Catfish	2
Anita Klassen	Catfish	6
Steve Whitehouse	Catfish	7
Kristina Mullen	Catfish	8
Jeff McConnell	Catfish	10
Terry and Corona Leonard	Catfish	12
Lorne Pubantz	Catfish	14
Michelle and Gary Leddy	Jackfish	2
Bryan and Cathie Hayward	Jackfish	3
Paul and Candance Giasson	Jackfish	4
Al Stern	Jackfish	5
Charles and Brenda Schmidt	Jackfish	6
Fred Anderson	Jackfish	10
Dale Nisbet	Jackfish	10
Fred Anderson	Jackfish	12
Vern and Marg Andres	Jackfish	13
Simon Cooker	Ling	2
Debbie Tougas	Ling	4
Terry Noble	Ling	5



Members in Attendance	Street	Lot
Jeff Simmons	Ling	6
Randy Buchanan	Ling	7
Brian Little	Ling	9
Darren and Laura Murray	Ling	10
Marisa Pazienza	Ling	14
Ed Short	Perch	1
Troy Lymburner	Perch	2
Gord Bodnar	Perch	4
Russ Letkeman	Perch	6
Lori Kocken	Perch	8
Ron Mizera	Perch	9
Don and Marg Hnatiw	Perch	9
Dennis and Cheryl Ducholke	Perch	10
Ray Leblanc	Perch	11
Pat Lamb	Perch	12
David MacKenzie	Perch	13
Melissa and Mylan Worthington	Pickerel	2
Rick Collins	Pickerel	4
Brad Bell	Pickerel	5
Joyce Bell	Pickerel	6
Dale Nisbet	Pickerel	9
Bob Nisbet	Pickerel	10
Tim and Colleen McConnell	Pickerel	11
Mauro Pazienza	Trout	1
Shaune Altarui	Trout	6
Greg Rowan	Trout	7
Joe and Eileen Bilyk	Trout	8
Rob Little	Trout	9
Alberto Tonn	Trout	14
Peter Sarapuk	Trout	15
Dave Leslie	Whitefish	1
Terry Short	Whitefish	5
Ron Starchuk	Whitefish	6
Tina Dmytryshyn	Whitefish	7
Cindra Brooks	Whitefish	8
Bob Nisbet	Whitefish	11
Dave Murray	Whitefish	12
Sharon Bouchard	Whitefish	14

**Note:** No members were in attendance by proxy.



There were 57 of 97 (59%) members in good standing in attendance in person.

Meeting called to order at 09:40.

## **AGENDA**

1. Adoption of Agenda
2. Approval of Minutes from Previous Annual General Meeting on May 21, 2016
3. Business Arising from the Minutes
4. President's Report
5. Treasurer's Report
  - Review of the 2016 Financials
  - Review of the 2017 Budget
6. Long Term Planning Committee Report
7. Social Committee
8. Discussion on Structural Changes to the Association
9. Review of the proposed bylaws
10. Discussion on tree removal on TBTA common property
11. New business
12. Election of Directors and Officers
13. Adjourn

### **1. Adoption of the Agenda**

Motion to: Approve agenda  
Motion by: Tammy Murray  
Second by: Craig Smith  
Vote: All in favor  
Result: Motion Carried

### **2. Approval of minutes from May 21st, 2016 Annual General Meeting**

Motion to: Accept minutes from May 21<sup>st</sup>, 2016 General Meeting  
Motion by: Craig Smith  
Second by: Dave Bouchard  
Vote: All in favor  
Result: Motion Carried

### **3. Business Arising from the Minutes**

- No business arising from the minutes

### **4. President's Report**

- The following new members have joined this year.
  - Jason and Shannon Kowal — Catfish 3
  - Dale and Jamie Burghardt — Pickerel 1
  - Jeff and Michelle Simmons — Ling 6
  - Steven and Vanessa Clarke — Trout 2
- On September 3<sup>rd</sup>, 2016 the membership agreed to purchase the TBTA land from RV Park. In early March 2017 we received the land title. There will be no permits issued for the additional land (including parking, etc...) until decisions are made regarding



future land development.

- In December of 2016 Mike Brooks resigned and in response the Board appointed Ihor Bayduza as Treasurer.
- An Automated External Difibrillator (AED) was purchased and installed in the Owls Nest. The AED is for emergencies only.
- Unplanned maintenance costs stretched the 2016 budget to its limit.
  - \$4,000 for install softener in water system
  - \$2,200 for new water pump
  - \$4,400 tractor repairs.
  - \$2,000 to unplug culverts. Still 4 remaining to finish.
  - \$2,000 for gate repairs.
- We were also forced to purchase extra gravel to repair road damage from the numerous storms that hit the park last year.
- Already in 2017 the deep well pump had to be replaced for \$1,800 before the water could be turned on for the season.
- Park maintenance issues that are still pending include:
  - \$10,000 to repair the roads. This will cover the first 4-5 rows from the bottom that are in the worst shape. The remainder will have to be done in subsequent years.
  - \$7,000 to complete the water system upgrades.
  - \$3,000 to install security measures.
- The above items are not included in the 2017 budget. To cover these costs a special levy of \$200 will be assess to each lot.
  - Motion to: Assess each member \$200 to pay for the park maintenance issues above.
  - Motion by: Ralph Fowler
  - Second by: Craig Smith
  - Vote: All in favor
  - Result: Motion Carried
- ACTION: Invoices will be sent out for the \$200 special assessment. Prompt payment is appreciated.
- Ralph Fowler (President) advised he would not be seeking re-election to the Board of Directors for an additional term.
- Tammy Murray (Vice President) advised she would not be seeking re-election to the Board of Directors for an additional term.



## **5. Treasurer's Report**

- Review of 2016 budget to actual
  - 2016 expenditures were \$10,000 over what was budgeted. (See attached)
  - Final numbers are not available yet but will be sent to members as soon as they are ready.
- 2017 Budget
  - Budget is based on 2016 values (see attached). Membership fees have not been increased.
  - Budget does not include revenue nor expenditures from the special assessment as noted in President's report.
  - Motion to: Accept the Jan 1, 2017 to Dec 31<sup>st</sup>, 2017 budget as presented with membership fees remaining the same (\$1,200).  
Motion by: Ihor Bayduza  
Second by: Tammy Murray  
Vote: All in favor  
Result: Motion Carried

## **6. Long Term Planning Committee Report**

- Reserve fund balance at April 30, 2017 = \$23,821
- Using the reserve fund to complete the park maintenance projects listed in the Presidents report would be irresponsible since it would completely drain the reserve fund for ongoing maintenance and repairs for which it is intended.
- Reserve fund budget/estimate is a living document that will be adjusted accordingly as the aging park dictates.
- Boat launch is in need of repair (widening) to prevent boat trailers from slipping off and causing damage. Approximate cost is \$15,000-\$20,000. Not considered in 2017 budget but will be considered for 2018.

## **7. Social Committee Report**

- Since no volunteers came forward this year, there will be no July 1<sup>st</sup> fireworks. Possible to do something with the allotted funds for the kids instead.

## **8. Discussion on Structural Changes to the Association**

- Discussion about whether to be Co-op or Bare Land Condo. Ihor explained zoning limits the number of lots that we can have not the room to be Bare Land therefore some members would have to give up their lots. (See attached)
  - Only allowed 50 lots as a bare land condo and not 97 as current.
  - Each lot has to be 20,000 sq feet (1858 m<sup>2</sup>) but TBTA lots are only 4,200 sq ft (390 m<sup>2</sup>) each. TBTA could potentially apply for an exception but given the lots and roads already do not comply there are impediments that are not likely to be



overcome.

- Member comment that they are not being given the option to choose between the structures.
- The Board of Directors did not make any decision(s) unilaterally but is providing the recommendations based on the research and advise of the municipality, legal counsel and development professionals. Based on this information and the considerable amount of time required to draft new bylaws it was prudent to prepare the bylaws for the most suitable option and present them. The membership is required to vote on the structural change option it wishes to pursue.
- Another member did some research and a friend told him TBTA could not become condo so they asked about co-ownership as an option. ACTION: The Board of Directors will research the co-ownership option and discuss with legal counsel.
- Lot transfer fees of \$3,000 are proposed. This includes the legal fees and issuing the transferring the share certificate. This fee is intended to cover the legal costs with the remainder going towards general revenue to operate the park. Pelican pay charges \$5000 for lot transfer.
- Member comment was made regarding paying the Park Manager commission for selling lots. According to the cooperatives act this is not allowed.
- A special meeting will be held on July 2<sup>nd</sup> to vote on the proposed structural changes.

#### **9. Review of the proposed bylaws**

- Proposed cooperative by-laws were discussed – all members were asked to review and provide any comments to Dave Bouchard as many already had.

#### **10. Discussion on tree removal on TBTA common property**

- Approximately 70 trees were cut down on TBTA common property. The cut trees were removed from the area and dragged to the south of TBTA property and discarded next to the trailside of the south adjacent farmers property.
- Pickerel 11 (Colleen McConnell) stood and admitted to the members in attendance that they (herself and Tim) cut down the trees in question in order to improve the view.
- Motion to: Have the persons responsible for cutting the trees down to ensure the cut trees are removed from both the TBTA property as well as the south adjacent farmers property.
  - Motion: Dave Bouchard
  - Second: Tammy Murray
  - Vote: All in Favor
  - Result: Motion carried
- ACTION: Immediate moratorium on cutting trees down on TBTA common property until further study is conducted on the impact of vegetation removal especially near



the shoreline. Trees previously designated as black knot contaminated and marked for removal are exempt from this moratorium. Members must consult with the Park Managers to confirm which trees are currently marked before removal.

- The Board of Directors recommends the formation of a committee to study the impact of vegetation removal on TBTA property. ACTION: Terry Noble agreed to chair the committee with representative from each row. The committee will report back to the membership with feedback and recommendations.
- Member comment that there needs to be significant consequences for violations of the TBTA rules and regulations. ACTION: The Board of Directors will do a thorough review of the current rules and regulations and will develop a framework for violation consequences.
- Dave Bouchard nominated Ralph to participate on the compliance committee.

#### **11. New Business**

- Member commented that the Board of Directors should not make up the Rules and Regulations.
  - It was explained to the membership that the Board monitors and enforces the rules that have been developed over life of the Association and implements new rules in response to emerging situations. Often rules are brought forward from the membership directly at a General or Special meeting and voted on directly. In other cases the board is tasked with revising the rules to stay current. These rules are in force when they are issued however they must be ratified by the membership at the next General or Special meeting. If the membership is not in favor of the rule then it is struck from the Rules and Regulations going forward.
- Thank you to Ralph Fowler for his many years of service on the Board of Directors.
- Items from the Park Managers
  - Please notify Miles and Terry if someone is planning on coming to the Park during the winter months (Oct 15- Mar 31). This allows them time to ensure the roads are clear and so they know who is in the park if motion sensors are tripped.
  - Do not put large cardboard boxes in the garbage bins. These should be taken to the burn pile and secured so they don't blow away.
- Review of Guest Camping Status
  - Online camping registration website interface is in development and expected to be released this season.
  - One unit/site per booking.
  - \$30/night, online booking — cash will not be accepted.
  - Booking requires:
    - Sponsor member information (name and lot #)
    - Arrival date/time
    - Departure date
    - Guest info (names, address, phone, email)



- Vehicle info (make, model, color, license)
    - RV Unit info (make, model, color)
  - Picture ID must be supplied
  - Pre-registration is required. Guest must check in with Park Mangers prior to parking their unit.
  - No overnight parking in “Day Use area.
  - Guests must follow TBTA rules and regulations.
  - Sponsor members are responsible for their guest and their adherence to the rules and regulations. Violations will be the members responsibility.
- Member comment: Boat compound and trailer parking area is being used for year round storage of trailers, RV’s, ski doos, etc... This area is intended for use by member trailers and recreational equipment for the summer. Some members are storing winter equipment such as ski-doods all year round leaving limited space for seasonal equipment (watercraft, quads, etc...) during the summer season. Each member be permitted a unit in public storage. ACTION: The Board of directors will review the boat compound and upper parking lot for off-season equipment storage exceeding a reasonable per lot space allotment.

## 12. Election of Officers and Directors

- Ralph Fowler, Tammy Murray and Terry Leonard are not running for re-election.

Nominations for Officers & Directors	Position	Term	Accepted	Vote
Dave Murray	President	2-year	Yes	Majority
Brenda Dalziel	Vice-President	2-year	Yes	Majority
Ihor Bayduza	Treasurer	2-year	Yes	Majority
Yvonne Stern	Secretary	2-year	Yes	Majority
Tony Gray	Director at large	1-year	Yes	Majority
Craig Smith	Director at large	1-year	Yes	Majority
Dave Bouchard	Director at large	1-year	Yes	Majority
Mauro Pazienza	Director at large	1-year	Yes	Majority
Gary Leddy	Director at large	1-year	Yes	Majority
Darren Murray	Director at large	1-year	Yes	Majority
Terry Short	Director at large	1-year	Yes	Majority
Kristina Mullen	Director at large	1-year	Yes	Majority

## 13. Adjourn

Motion to Adjourn: Dave Bouchard @ 11:00

Respectfully submitted,

Yvonne Stern  
TBTA Secretary

Financial Statement

Tranquility Bay Trailer Association

For the year 01 January 2016 to 31 December 2016

**Assets:**

Cash – Bank accounts	\$ 30,304.92	
Accounts Receivable	\$ 5,307.26	
UFA Equity Share	\$ 353.22	
Equipment	<u>\$380,738.43</u>	
<b>Total Assets</b>		<u><b>\$416,703.83</b></u>

**Liabilities:**

Accounts Payables	\$4,299.16	
Loan Payable – Equipment	<u>\$7,275.96</u>	
<b>Total Liabilities</b>		<u><b>\$ 11,575.12</b></u>

**Income:**

Yearly Maintenance Dues	\$113,975.00	
Electrical Recovered (Individual lots)	\$ 24,040.20	
Property Tax Recovered (Individual lots)	\$ 10,978.91	
Camping Fees	\$ 5,505.00	
Recreation Centre Fees	\$ 260.00	
Laundry/Shower	\$ 1,270.00	
Gate Pass/Gravel Fees	\$ 215.00	
Late Payment	\$ 94.76	
Lot Transfer Fees	<u>\$ 3,000.00</u>	
<b>Total Income</b>		<u><b>\$159,338.87</b></u>

**Disbursements:**

Advertisement	\$ 675.28
Bank Charges	\$ 343.95
Payroll Expenses	\$ 29,532.49
Caretaker residence Expenses	\$ 8,109.21
Electrical Utilities	\$ 31,737.11
Property Taxes	\$ 20,990.17
Property Maintenance/Repairs	\$ 10,331.56
Equipment Maintenance	\$ 2,875.21
Equipment Repairs	\$ 4,582.35
Water Treatment System expenses	\$ 5,240.94
Amortization – Depreciation	\$ 10,016.27
Recreation Centre expenses	\$ 4,662.76
Fuel	\$ 10,261.24
Insurance	\$ 5,964.00
Office supplies/expense	\$ 2,115.35
Waste Disposal	\$ 3,790.50
Small tools and Equipment	\$ 4,009.21
General Park supplies	\$ 1,935.14
Canada Day expenses	\$ 1,100.00
Social Activities	\$ 109.12
Rental expenses	\$ 1,136.30
Professional Fees	\$ 13,383.60
Interest expense – late penalty	\$ 8.69
Bad Debt (Write Off losses)	\$ <u>437.04</u>

**Total Disbursements****\$173,347.49**

**Approval Statement:**

**This financial statement has been reviewed and approved by:**

\_\_\_\_\_  
Printed Name and signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name and signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

## TRANQUILITY BAY TRAILER ASSOCIATION 2017 PROPOSED BUDGET

<b>REVENUE</b>	<b>2016 Actual</b>	<b>2017.Budget</b>
Fees	113,975	116,400
Electrical Recovered	24,040	24,000
Property Taxes Recovered	10,979	11,000
Camping fees	5,505	5,500
Recreation Centre Fees	260	250
Laundry/Showers	1,270	1,300
Lot Transfer Fees	3,000	3,000
Sundry	310	300
<b>Total</b>	<b>159,339</b>	<b>161,750</b>
<b>PAYMENTS</b>		
Advertizing	675	500
Bank Charges	344	400
Payroll	29,532	39,000
Residence Expense	8,109	4,000
Electrical	31,737	33,300
Property Taxes	20,990	22,000
Property Maintenance	10,332	10,000
Equipment Maintenance	2,875	2,500
Equipment Repairs	4,582	2,500
Water Treatment System	5,241	1,500
Rec Centre Expenses	4,663	5,000
Fuel	10,261	8,200
Insurance	5,964	6,292
Office Supplies/Expenses	2,115	2,000
Waste Disposal	3,791	4,100
Small Tools /Supplies	4,009	2,500
General Park Supplies	1,935	2,000
Canada Day Expenses	1,100	1,100
Social Activities	109	100
Rental Expenses	1,136	1,200
Professional Fees	5,504	6,000
Interest Expense	9	11
Bad Debts	437	-
Tractor payments	9,701	7,276
Mower Payments	1,850	-
	<b>167,001</b>	<b>161479</b>

# TRANQUILITY BAY RV PARK

## OWNERSHIP STRUCTURE

Now that the members of Tranquility Bay Trailer Association have acquired title to the land on which they were formerly tenants, we needed to look at the best way to conduct our future business.

The two most vehicles used for multiple owners to own their exclusive use areas and common property are : 1. Condominium

The owners have title to their exclusive use areas and own a proportionate share of the common property and are responsible for a proportionate share of common expense.

### 2. Cooperative

The title to the entire parcel of land is held by a corporation and the owners have a share in the corporation. The owners also have defined exclusive use area and own a proportionate share of the common property and are responsible for a proportionate share of common expenses.

The advantage of the condominium structure is that each owner has a deed to their exclusive use area and can pledge that deed with a lender for financing. The lender can register a mortgage against the title for security.

The disadvantages are the obstacles to getting a condominium plan approved by the County, registered at land titles and the costs associated with doing so.

The zoning on the area of the land owned by the association and occupied by the current development is Intensive Campground (IC) district. To obtain subdivision approval in order to register as a "Bareland Condominium" we would have to meet the requirements of this district.

The following are some of those sections that would be difficult or impossible to comply with:

1. 8.5.4 1. Minimum Lot Area a. Type B single detached dwellings 1,858 sq. m.

This means that any lot with an "Arizona Room" would not be allowed. The lot sizes are currently 390 sq. m.

2. 8.5.4 7.e This section deals with internal roads which have minimum widths and are to be constructed to County standards. I haven't been able to determine the exact requirements but attach an email from County of Two Hills regarding this.

Upgrades to meet requirements would be costly.

3. 8.5.4 7 n. This clause states that the maximum number of stalls per development shall be 50.

From discussions with County officials , I left with the impression that a "little flexibility" in this number could be possible but close to double would out of the question.

A subdivision would also require Reserve Dedication to the County. This is 10% of the total parcel of land or cash in lieu. The County is now asking for an "Environmental Reserve" which would prohibit any development within 30 meters from top of bank. From a review of aerial photographs this may infringe on some of the 1st row of lots.

In light of the foregoing obstacles to doing a subdivision to obtain a Condominium Plan for the existing development we recommend strongly that we proceed with a Cooperative structure for the land we own.