

**Sunkatchers RV Park Co-Operative**  
**Agenda for Board of Directors Meeting**  
**Thursday, August 17, 2023**

**Call to Order: 10 AM in the Clubhouse**

**Welcome & Remarks –**

**Amendments to the Agenda:**

**Approval of Minutes:**

- July 2023

**Correspondence:**

**E-Mail:**

- Notice re: Guest on Lot 112 – B. Littau will be staying in the Parkmodel while R. Johnson is away to babysit cat. E. Gavlin will be sponsor.
- Notice re: Guest on Lot 120 – daughter will be staying in the Parkmodel to babysit dog while N. Prosser is in surgery. J. Swanson will be sponsor.
- Request to post signage. R. Varley Lot 169 requested to post signage for sale by real estate agent. Response from BOD - sign outside parkmodel or on co-op property is not permitted but in window OK.

**Financial Statement – Cathy Chadsey**

- Financial Report

**Committee Reports**

- **Maintenance –**
  - Request for Maintenance Co-Ordinator and volunteers
  - Window repair Lot #109
- **Membership –**
  - Applications for membership and approvals from BOD were conducted for R. Miner & L. Otto as well as Steve & Patty McKenna.
  - Lot #125 has sold. Ron Miner & Laurie Otto will take possession end of the month. Permission granted by B & C Oakford for storing of property and staying overnight.
  - Lot #110 has tentatively sold to Steve & Patty McKenna. Estimated possession date is Aug.17.
  - Notice has been received from D. Tanke & J. Dueck that they intend to surrender their shares upon the sale of their improvements. Posted in the Park Aug. 9 – 16.

Agenda for Board Meeting – Thursday, August 17, 2023

- Improvements on Lot 169 still for sale.

- **Landscaping** – Lis Rettke – attached.
  - Quote for tree trimming/removal

**OLD BUSINESS:**

- Motion re: tractor for GM

**NEW BUSINESS:**

- General Meeting – September 20, 2023

**Requests, Complaints, Concerns**

- Concern received from Lot 131 with regards to signage in window and the use of real estate agents in the Park.

**Next Regular Board Meeting to be held:** September 21, 10 AM. Required?

**General Meeting** – September 20, 2023 – 10 AM

**Motion for Adjournment:**

**Sunkatchers RV Park Co-Operative**  
**Minutes of Board of Directors Meeting**  
**JULY 20, 2023**

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**CALL TO ORDER:** Glen Dickie called the meeting to order at 10 AM

**DIRECTORS IN ATTENDANCE:** Glen Dickie, Heather Katcher, Lis Rettke, Cathy Chadsey, Ernie Gavelin, Ken Defoe, Donna Tanke, Rick Johnson. Absent – Paul Vanderwiel

**Amendments to the Agenda:** Agenda amended to add J. Swanson re: Blue Tractor; L. Rettke – Landscaping – Blue Water. Accepted as amended.

**Approval of the Minutes:**

- May 2023 – R. Johnson moved Lis Rettke seconded. Approved.

**BUSINESS ARISING:** None

**CORRESPONDENCE:** None

**E-MAIL CORRESPONDENCE:**

- Notice received from D. Kirkhus that guests will be staying on his lot from Jul. 18 to Aug.1. Sponsor will be V. Matchett.

**FINANCIAL STATEMENT – Cathy Chadsey – financial attached.**

- \$960 income is from new member Szautner; Bank charges refunded for processing tax payments of \$95; \$2994 property taxes; \$3409 Accounting fee from Grant Thornton annual "audit"; still working on annual rate for phones with Telus. C. Chadsey moved her report be accepted, R. Johnson seconded. Carried.

**NEW DIRECTORS:**

Paul Vanderwiel as Vice President will complete the remaining 1 year term; Directors E. Gavelin will serve 2 years as Mechanical repair; K. Dafoe will serve as Lawn Maintenance for 2 years; D. Tanke will complete the 1 year term as Membership Liaison.

Discussion with regards to winter maintenance. G. Dickie will ask for a volunteer or group to look after maintenance for the winter. Maintenance people are reminded there is a Maintenance Manual in the office of the actions required and when.

**COMMITTEE REPORTS:**

**Maintenance –**

- J. Swanson reported to the Board that the blue tractor is having more problems. A steering pin needed to be replaced. The hydraulic pump is failing and using the bucket has become unsafe. The repair costs are prohibitive to replace/repair. A sign will be placed on the tractor that it is not to be used for personal use as the bucket hydraulics are failing. R. Johnson will keep the key and explain as required the pitfalls of using the tractor in its current condition.
- D. Phillips thanked for fixing the snap key on the tractor.

**Membership –**

- Lot #104 has sold and will close July 22, 2023. New Members – David & Marie Szautner.

- Improvements on Lots 110, 125, & 169 still for sale.
- In addition to David & Marie Szauner, we received application and conducted a Meet & Greet with Ivan & Vel Smyth who were accepted by the Directors via e-mail voting.

**Landscaping – Lis Rettke –**

Thanked all the volunteers in the park for their work on landscaping. But there are issues with the timers for the watering. While Liz was away the timer was turned off at the firepit causing stress on the trees. Do not adjust the water timers without discussing it with Liz. Small leaks are not being reported so they can be fixed. The water was turned off at the mailboxes. A sprinkler by lot 143 was broken too far below the ground to be repaired locally so Blue Water was called in to repair. At the same time they checked and adjusted the other sprinklers to be sure all the landscaping is getting watered. A water line at the top of the park needs to be replaced with approx.. 30 ft. of line due to blockage or damage and they will be back to do that. Water can be turned off manually during a rainy period – check with Liz before turning anything off. There were questions about the amount of time each zone is watering. Also questioned Regional District water restriction.

We have received request for action with regards to 2 trees. One tree in front of 104 from J. Plewes. G. Elderkin is asking for the trees in Central Park be trimmed back and topped at 15'. Liz, Ken & Rick had a look around the park and there are other trees that need trimming. An arborist with a bucket has been contacted and Liz will obtain a quote from him about the safe topping or removal of some of the trees. A telescopic chain saw as well as a hedge trimmer will be investigated so we can do some of the trimming ourselves. G. Dickie will obtain quote. Members are asking that the trees beside lot 150 be removed because they are hanging over lots 141, 143. Other trees in the row will need to be removed as well as they were planted too close and when one tree is removed the others will be unsightly. Directors are asked to do a walk around after the meeting and decide on the course of action.

**OLD BUSINESS:** - None

**NEW BUSINESS:**

- **C. Chadsey moved that we stop secret ballots at Board of Directors meetings.** Discussion. **Motion amended to allow Secret ballots as appropriate in some instances.** G. Dickie seconded. Carried.
- **R. Johnson** opened discussion with regards to allowing **B. Littau** to be added to his share certificate. As this was already voted on by the BOD no further action will be taken by the BOD until after the committee formed to add names to shares for estate purposes only has presented their findings at a town hall meeting to be held in September.
- **Re-Imbursing Members for damages – G. Dickie.** A letter has been received from lot 109 that a rock thrown from the lawnmower broke her window. Her deductible on her Homeowners Policy is \$1000. Discussion with regards to when the park responsibility stops and the homeowners starts. Approval will be on an individual basis. **The board voted to pay for the window repair.**
- **Pizza Oven – C. Chadsey –** objected to the Sunshine Club being advised to cancel their Pizza night because the fire risk. **R. Johnson** stated he contacted **Jennie** with regards to the fire regulations from the Kamloops Fire Area Regulations. **C. Chadsey** responded that she had been in contact with the Fire Chief in Keremeos who accepts that our Pizza oven is safe because it has a spark arrestor. Discussion continued – **C. Chadsey** will bring the letter received from the Keremeos Fire Chief to the next meeting. Until that is received the Pizza Oven will not be used during the fire ban season.

Minutes of Board Meeting – July 20, 2023

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- L. Rettke – Washrooms – we need a volunteer or volunteers to look after the washrooms. Members are using the washrooms but not cleaning after themselves or their guests. There is a special cleaning floor washing solution for the floor. Paper is not being replaced because there is no one looking after the washrooms. A sign will be posted in the washrooms that members are responsible for cleaning the washrooms after they use them.

**REQUEST FOR ACTION/CONCERN:** - None.

**NEXT REGULAR BOARD MEETING TO BE HELD:** August 17, 2023 @ 10 AM.

**ADJOURNMENT:**

R. Johnson moved to adjourn. 11:54 AM

**Submitted by:**

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Heather Katcher, Secretary

**Adopted and approved:**

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Glen Dickie, Chair

Date

## Landscaping Report Aug. 2023

We had some concern and a note for action about our trees in the park. I got Dave Gaudet from the tree company here for an estimate for cutting down a tree and a lot a trimming. I am waiting still for my second estimate! Blue Water put some new waterline at the berm. We had a Workbee for cleaning most of the creeping vine outside the berm. Some Members did a lot a cleaning + weeding around the park. We got 75,-D credit from Don + Anna. I brought one new shrub and two perenial flowers for the park. Everything is working and looking good. Today the guys cleaning up all the piles outside the berm.

Thanks to all

L.R. Landscaping

## Quote Sheet

Customer: Sunkatchers RV  
Address: 4155 Hwy 3A  
Keremeos, BC  
Phone: 250.499.2065 Ext 147  
E-mail:  
Project: Tree services proposals for address above

### 4 Tree Service

contact: **David Gaudet**  
424 East Eckhardt ave.  
Penticton, BC , V2A 1Z8  
Phone: 250-493-3358  
Text: 778-939-4300  
Worksafe BC# 200778307

Work order particulars

Print date:

July 30, 2023

#### Standard Full Service Package to include:

- ~ Bucket truck or climbing, tree pruning or removal services. Trunks and limbs 6" diameter and thicker will be cut into 12' logs, left on-site for use by others.
- ~All 6" minus tree waste materials to be chipped and chips hauled off-site.
- ~Site will be raked clear of debris, sidewalks and driveways will be blown clear.

#### Details of this Proposal:

- ~Fir tree near washroom/office building to be taken down via our bucket truck from park area. Dead Fir tree at North end of property to be taken down via our bucket truck.

|  |   |            |
|--|---|------------|
|  | <u>Take down only price</u>                 | \$682.50   |
|  | <u>Take down and cleanup (Full service)</u> | \$1,260.00 |
- ~Birch tree in park near washroom/office, Locust tree in park, walkway between units 161 & 162 (2)Maple trees, (2)Fir trees in central park (over flower garden area): all to have canopies raised, clearancing to buildings adjacent done via our bucket truck and/or ladder work (as possible)

|  |   |            |
|--|---|------------|
|  | <u>Prune only price</u>                 | \$892.50   |
|  | <u>Prune and cleanup (Full service)</u> | \$1,575.00 |

~Our machinery is large and heavy, and our positional requirements for the service work we propose to do may leave behind tire marks, oil, and/or impact scars. We intend utmost courtesy and care, but any damages will be repaired by us ASAP (depending upon conditions present during undertaking of proposed services).

~Please understand that safe distances must be maintained for us to complete these tasks without incident, and that hard-hats, protective ear, eye, and footwear as well as high visibility clothing must be worn by anyone approaching the work areas or machinery while in use.

#### Notes

- ~Site must be cleared of all vehicles, obstacles, implements, etcetera that may impede workers. Removal of tables, chairs, fences, breakables, etcetera required prior to commencement. Area must remain clear until service completion.
- ~Main fall areas will be policed by us to ensure safety of all persons.
- ~Stumps will be left at 30" (+/- 6") above adjacent gradeline, **or** as noted above.

#### Included in estimated costs

No surcharges or hidden costs will be added to this pricing, except noted.

|                           |                                      |    |          |
|---------------------------|--------------------------------------|----|----------|
|                           | Collective <b>Full Service</b> price | \$ | 2,300.00 |
| GST Reg# 894716216 RT0001 | GST (5%)                             | \$ | 115.00   |
|                           | <u>Total Estimated cost:</u>         | \$ | 2,415.00 |

Project estimated to complete within 1 to 2 weekday(s).

Work may ensue at an agreed to morning. Please give advanced notice of desired commencement.

Balance due upon completion of contract. Cash, cheque or E-transfer accepted, receipt will be issued.



| CERTIFICATE OF INSURANCE   |   |   |  |                                  | DATE<br>September 29, 2022      |             |
|--|---|---|--|----------------------------------|---------------------------------|-------------|
| BROKER<br>   |   | This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policies below. |  |                                  |                                 |             |
| <b>COMPANIES AFFORDING COVERAGE</b>  |   |   |  |                                  |                                 |             |
| INSURED<br><b>David &amp; Mary Gaudet</b><br>424 Eckhardt Ave East<br>Penticton, BC V2A 1Z8  |   | COMPANY A <b>Wawanesa Mutual Ins Co</b> {Wawanesa Mutual BUA<br>Contract # 0109762, As arranged by Westland Insurance<br>Group Ltd.}  |  |                                  |                                 |             |
|  |   | COMPANY B   |  |                                  |                                 |             |
|  |   | COMPANY C   |  |                                  |                                 |             |
|  |   | COMPANY D   |  |                                  |                                 |             |
| <b>COVERAGES</b>   |   |   |  |                                  |                                 |             |
| This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies. Limits shown below may be reduced by paid claims: |   |   |  |                                  |                                 |             |
| CO LTR   | TYPE OF INSURANCE   | POLICY NUMBER   | POLICY EFFECTIVE DATE<br>(YY/MM/DD)  | POLICY EXPIRY DATE<br>(YY/MM/DD) | LIMITS                          |             |
| A  | <b>GENERAL LIABILITY</b><br><input checked="" type="checkbox"/> Commercial General Liability<br><input type="checkbox"/> Claims Made<br><input checked="" type="checkbox"/> Occurrence<br><br><input checked="" type="checkbox"/> Tenant's Legal Liability<br><br><input checked="" type="checkbox"/> Non-Owned<br><input type="checkbox"/> Hired | 964WP11479  | 2022-10-01   | 2023-10-01                       | Each Occurrence                 | \$2,000,000 |
|  |   |   |  |                                  | General Aggregate               | \$5,000,000 |
|  |   |   |  |                                  | Products – Completed/Op Agg     | \$2,000,000 |
|  |   |   |  |                                  | Personal Injury                 | \$2,000,000 |
|  |   |   |  |                                  | Tenant's Legal Liability        | \$500,000   |
|  |   |   |  |                                  | Medical Payments Any One Person | \$25,000    |
|  |   |   |  |                                  | Non-Owned Automobile            | \$2,000,000 |
| A  |   |   |  |                                  |                                 |             |
| A  | <b>ADDITIONAL INSURED</b> but only with respect to liability arising vicariously out of the operations of the named insured.  |   | DESCRIPTION OF OPERATIONS/LOCATIONS/AUTOMOBILES/SPECIAL ITEMS<br><br><b>Tree Pruning, Landscaping &amp; Renovations Contractor</b>   |                                  |                                 |             |
| <b>CERTIFICATE HOLDER</b>  |   |   | <b>CANCELLATION</b>  |                                  |                                 |             |
| <b>For Information ONLY</b>  |   |   | Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the certificate holder named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives. |                                  |                                 |             |
|  |   |   | AUTHORIZED REPRESENTATIVE - Tanya Cliff<br><br><br><br><b>Westland Insurance Group Ltd</b>  |                                  |                                 |             |

**This policy contains a clause that may limit the amount payable.**



**REQUEST FOR ACTION**

**Date:** AUGUST 6 - 2023

**Site #:** 169

**Please check one of the following:**

**Complaint**

**Concern**

**Park Policy infraction**

**Suggestion/idea**

**Explanation:** Please be as specific as possible and include date(s), name(s), location(s), policy/Rule # infraction, suggestion(s) for correction, ideas for park improvements.

\* THERE IS A REAL ESTATE SIGN IN THE WINDOW OF SITE 169 -  
IT IS OUR UNDERSTANDING THAT REALTORS ARE NOT ALLOWED  
TO SELL IMPROVEMENTS IN SUNKATCHERS.  
PLEASE SEE RULE ON ENCLOSED SHEET # 19.01  
THE PLAQUE ON OUR FRONT GATE READS - NO AGENTS  
- RULE 15.01 - SIGNS NOT PERMITTED WITHOUT WRITTEN CONSENT  
OF DIRECTORS

(If necessary, please attach additional pages as needed)

MY QUESTION - WHY IS THE REAL ESTATE SIGN ON SITE 169??

**Submitted by:** EVELYN PHILLIPS

**Site#:** 131

**Signature:** Evelyn Phillips

*This form may be submitted to the office, attention: Board of Directors.*

## Sunkatchers Occupancy Agreement

### Rule 19.01

#### Disposal of shares

If the Occupancy Agreement is terminated by reason of termination of membership, withdrawal of membership by the Member, or as otherwise provided herein, the Co-op shall have the right to find a new Member for the Site and to dispose of the Shares of the Co-op held in the name of the departing Member, and the Co-op shall be the sole and irrevocable agent and attorney of the member for the purpose of finding a new member to purchase the Shares held in the name of the departing Member and occupy the Site under a new Occupancy Agreement.

### Rule 15.01

#### Signs not permitted

The Member shall not place signs or notices on any door, window or wall or other part of the Site where they may be visible from the outside of the Site without prior written consent of the Directors, excepting political signs during election campaigns. Consent to be in the sole and absolute discretion of the Directors.