

Community of Sun Rivers Owner Association

Annual General Meeting Tuesday December 10, 2019

Minutes

Rick Siemens, CSROA President and Sillaro
Wayne Vollrath, CSROA Director and Mariposa
Sandy Cooper, Alamar
Dave Dean, Big Horn
Brian Dunn, Golf Ridge
Deb Janowsky, Ironwood
Katina O'Neil, Paloma
Mark Barrett, Rosewood
Doug Howard, Stoneridge
Gary Ireland, Visao

Sylvie Bouchard, CSROA Director
Lenore Mallais, 9th Green
Carol McWilliams, Belmonte
Mike Correale, Fairways
Gary Sallaway, Irongate
Karl Schable, Navarro
Tony Daburger, Rio Vista
Pat Lainsbury (proxy for Sue Perry, Sagewood)
Brenda Coleman, Trillium

Regrets:

Sheryl Corrigan-Snider, Canyon Ridge

Gary Innis, The Pointe

1. Call to order: 5:40 pm
2. Quorum met: 19 members present, including 1 by proxy
3. Proof of Notice of Meeting filed
4. Adoption of AGM Rules: moved by Karl Schable – Approved
5. Adoption of agenda: moved Brenda Coleman – Approved
6. Approval of minutes from December 6, 2018 AGM: moved by Wayne Vollrath – Approved
7. Reports
 - Development Update:
 - a) Village Centre: Buyer has not been able to complete purchase. Still working on putting deal together but are also looking for new buyers.
 - b) River Gate Townhouses: Site preparation and building has begun. 32 units with first units complete in spring.
 - c) Rio Vista: Phase 1 – sold out, Phase 2 – half sold. Phase 3 servicing to be complete by the spring.
 - d) Sillaro: 2 lots lefts and 4 lots to be built on.
 - e) Roundabout construction planned for 2020. Highway 5 intersection improvements being designed with construction in spring.
 - Community Events, Activities:
 - a) Report provided and attached to these minutes
 - Community Garden:
 - a) Report provided and attached to these minutes

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- Communications Committee:
 - a) Report provided and attached to these minutes
 - Taxation and Local Agreement Committee: Changed to Community and Intergovernmental Relations Committee:
 - a) The purpose of this committee is to build and maintain relationships with local government and other governmental agencies and community groups to advocate on behalf of Sun Rivers residents. We currently have Wayne Vollrath as volunteer on this committee, but more volunteers are needed. Contact us if you'd like to volunteer.
 - Utility Rate Review Committee
 - a) Report provided and attached to these minutes
 - Traffic & Safety Committee
 - a) Report provided and attached to these minutes
8. Approval of Financial Statement to September 30, 2019: moved by Deb Janowsky - Approved
- a) Wayne Vollrath reported he reviewed financial statements quarterly and agrees that everything is in order and that nothing is cause for concern
 - b) Revenues are ahead of budget due to the addition of new lots completed sooner than projected, and higher parking pass revenue from the Village Centre parking
 - c) Accounts Receivable: At September 30, approximately \$13,000 of overdue fees and fines, of which we have subsequently collected about \$8000. In a couple instances we had to take collection action, filing in Small Claims Court and being granted judgements.
 - d) Surplus to September 30. Expect to end the year with surplus exceeding that budgeted.
 - e) Over \$90,000 in operating account, with reserves of:
 - i. General \$35,898
 - ii. Capital Fund \$104,427
9. Appointment of Directors
- a) Developer: Rick Siemens, Sylvie Bouchard
 - b) Neighborhood Directors: Wayne Vollrath, Doug Howard, Sue Perry
10. Old Business
- a) Big Horn investment: The Committee did not see a benefit to invest. A letter was sent to Big Horn declining the investment.
 - b) Security camera – see Traffic and Safety Committee report
 - c) Emergency planning – see Traffic and Safety Committee report
 - d) Bus Bench, Shelter – see Communications Committee report
11. New Business:
- a) Amendment of Bylaws: The Bylaws as amended in 2017 include the definition and use of the term “2/3 Vote”. Under the Society Act, a special resolution is defined as requiring a 2/3 vote. To be consistent with the Society Act, the definition 1.1(t) is removed as not required, and the term “2/3 Vote” is replaced with the term “special resolution”.

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Motion: To amend the Bylaws of the Association to delete definition 1.1(t) and to replace the term “2/3 Vote” with the term “special resolution” in section 3.4 and 17:

moved by Brenda Coleman – Approved

b) Delinquent Association Fees Rule:

- CSROA adopted a rule in 2010 to charge a Homeowner a charge of \$25.00 for each month Community fees are in arrears.
- During collections activities, it was established that the \$25.00 charge against fees is an exorbitant interest rate in relation to the invoice amount and cannot be charged.
- Therefore, proposal made to amend the wording of this rule, currently reading as “A charge of \$25.00 will be billed to the Homeowner for each month Community Fees are in arrears. After three months on non-payment, the account will be turned over to collections. Any and all costs incurred to collect delinquent Community fees will be at the Homeowner’s expense”.

Motion: To amend the wording of the Delinquent Association Fees Rule to read: An interest rate of 2% per month, compounded monthly, will be charged on overdue Community fees until paid in full. After three months of non-payment, the account will be turned over to collections. Any and all costs incurred to collect delinquent Community fees will be at the Homeowner’s expense.

moved by Gary Sallaway – Approved

c) Snow Rule:

- The rule was adopted by the Board of Directors on October 17, 2019. It requires ratification at the AGM to remain in force.
- This rule was proposed and adopted out of concern for safety and convenience of residents. A number of households have in the past pushed snow from their driveways onto the street after snow removal was complete on the streets. This creates icing and dangerous driving conditions.
- The City of Kamloops has a Bylaw in place with similar wording. This rule is needed to provide a means to enforce a restriction against pushing snow onto roadways.

Motion: To adopt the Snow Removal on to Streets Rule:

No Homeowner or occupier of any Homesite shall shovel, place, move or otherwise deposit or permit the shoveling, placing, moving or depositing of snow or ice from any Home site or any sidewalk, footpath, driveway access, road right-of-way or boulevard abutting the real property owned or occupied by them, onto the travelled portion of any Community roadway. Every Homeowner who commits an offence or permits an occupier of their Homesite to commit an offence against this rule will receive one warning. For every additional offence the Homeowner is liable to a fine as set out in the Bylaws of the Community of Sun Rivers Owner Association.

moved by Deb Janowsky – Approved

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d) Rule: Home-Site Irrigation Rule:

- This rule was also adopted by the Board of Directors on October 17, 2019 and also required ratification.
- This rule was developed with Corix Utilities. There has always been a policy requiring odd/even days for irrigation on home-sites, however neither Corix nor CSROA had an effective means to enforce the policy.
- Again, the City of Kamloops has a Bylaw with similar irrigation restrictions.
- The restrictions are necessary to ensure the irrigation reservoir maintains sufficient water for firefighting purposes.

Motion: To adopt the Home-Site Irrigation Rule:

All Homeowners are required to comply with the following sprinkling and irrigation rule:

- a) **Properties with even numbered addresses are allowed to sprinkle or irrigate only on even numbered days.**
- b) **Properties with odd numbered addresses are allowed to sprinkle or irrigate only on odd numbered days.**
- c) **Where a Neighborhood Association controls the irrigation system and uses internal addresses or other identifying numbers, the Association will set watering days for Homesites within the Neighborhood so that approximately 50% of the Home-sites irrigate on each of odd and even numbered days.**
- d) **Sprinkling and irrigating are not allowed between the hours of 11:00 am and 6:00 pm in each and every day from May 1st through August 31st in each and every year.**
- e) **Sprinkling and irrigating between the hours of midnight and 6:00 a.m. are restricted to automatic irrigation systems or sprinklers controlled by a timer.**
- f) **All outdoor hand use of hoses for other than filling swimming pools and/or hot tubs shall be equipped with a working spring-loaded shutoff nozzle.**
- g) **Hand watering of plants using a hose with a working spring-loaded shutoff nozzle or a hand-held container is allowed at any time.**
- h) **Every Homeowner who commits an offence or permits an occupier of their Homesite to commit an offence against this rule will receive one warning. For every additional offence the Homeowner is liable to a fine as set out in the Bylaws of the Community of Sun Rivers Owner Association.**

moved Brenda Coleman – Approved

e) Resident use of on-street visitor parking (Discussion):

- Patrolling of visitor parking over the past few years has educated most residents and tenants of the restriction against using visitor parking for vehicles normally associated with a residence. Residents and/or tenants are not permitted to park in visitors parking.
- The current process for parking enforcement of residents' vehicles is:
 - i. Vehicles parked on the street are noted by our parking attendant. If a vehicle remains in visitor parking for 24 hours, or after a number of times parked on the street is suspected of belonging to a tenant or owner, it is given a warning tag

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(green) which states that on-street parking longer than 48 hours or by residents is not permitted. The tag provides the Community contact information and states that vehicles may be towed.

- ii. After 24 hours, a second tag (yellow) is affixed to the vehicle. The same information is provided on this tag.
- iii. After a further 24 hours a red tag is affixed to the vehicle indicating Final Notice.
- iv. If the vehicle still remains after 24 hours, it is towed at the owner's expense.

- Staff try to provide some degree of leniency and do not tag vehicles suspected of being owners' vehicles immediately upon seeing them, as we do realize that there may be circumstances where they may need to use on-street parking for a short period of time.
- Resident vehicles may be tagged using the three steps over a longer period of time where they use visitor parking on a regular basis.
- In future, owners receiving a final tag will be contacted prior to towing. If continue to park on street subsequently, vehicle will be towed.

f) Pedestrian and bicycle access to downtown (Discussion):

- Talks have taken place between KIB and Sun Rivers Development Corp. about creating an access crossing KIB lands, but no progress has been made to date. Meeting scheduled for February 2020 and will continue discussions.

g) B&B, Airbnb Rule:

- The CSROA Directors have reviewed the B&B rule and suggest that a Rule be adopted stating the requirements for a B&B.
- Concerns about the operation of Airbnb's in Sun Rivers.
- B&B used must be a Permitted Use on the Sublease, otherwise the owner is in contravention of the Sublease. This applies to an owner advertising on Airbnb or other site.
- Concern raised about adding B&B's to existing neighbourhoods. Neighbourhood directors will be consulted before the addition of any B&B.

Motion: To adopt the Bed & Breakfast Use Rule (including units advertised through Airbnb):

Bed & Breakfast use is only permitted where such use has been included as a Permitted Use under the Sublease and Homeowner Agreement. If necessary, the Homeowner must request the modification of the Sublease and Homeowner Agreement to permit such use prior to commencing operation of the Bed & Breakfast.

Determination as to permitting the use of the homesite for a Bed & Breakfast is at the discretion of the Administrator and Neighborhood Directors where permitted under a Neighborhood's Guidelines, keeping in mind lot size, location, the provision of and potential traffic safety concerns.

Where a Bed & Breakfast use has been permitted in the Sublease and Homeowner Agreement, the homeowner must:

- 1. Normally reside within the home and must be present in the home when guests are residing;**

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2. Obtain a Business License from Tk'emlups te Secwepemc;
3. Provide parking for all guest vehicles on the Home-site, in conformance with the Guidelines respecting finish of the parking areas;
4. Not use more than three bedrooms for the Bed & Breakfast operation;
5. Homeowners must ensure guests abide by the terms of the Sublease, Guidelines and Rules of the Community and Neighborhood, including, without limitation, noise and disturbance of other Homeowners.

moved – Brenda Coleman, Approved

h) Commercial and Golf Course fee schedule:

- Big Horn Golf & Country have indicated that they believe the current fee structure is too high for the benefits received by the golf course. The Big Horn directors submitted a letter proposing the elimination of the fees for the golf course.
- Dave Dean spoke to this matter, indicating that the golf course is an asset to the Community and requires the expenditure of over \$400,000 annually to maintain the course. Big Horn would allow residents access to the course for walking in exchange for the elimination of fees.

Motion: CSROA will exempt Community Fees to Big Horn Golf & Country for 10 years starting January 2020 with the following conditions:

- i. they provide limited walking access to Sun Rivers residents, with pets, to the golf course during the off season only, with rules as set by Big Horn subject to approval by the CSROA directors,
- ii. If ownership of the golf course and/or clubhouse changes, the exemption to Community Fees would be revoked at the option of CSROA.

moved – Garry Sallaway – Approved

- Further discussion was had regarding Community Fees to be paid by businesses operating in the future in the Village Centre.
- The current fee schedule was felt to be too high.
- CSROA should be encouraging development and new businesses within the Village Centre.

Motion: New businesses, including but not limited to retail, offices and hotels establishing operations in the Village Centre will pay Community Fees on the following schedule:

- i. The businesses will be exempt from Community Fees for a period of 5 years from the date they first occupy space within the Village Centre,
- ii. After the 5-year exemption period, fees will be paid on the following schedule, based on the current residential fee existing at that time and as set annually thereafter, and dependent on the square footage of the business property.

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<u>Business gross floor area (sq. ft.)</u>	<u>Multiplier (x residential fee)</u>
Up to 2,500	1
2501 to 10,000	2
Over 10,000	3

moved – Brenda Coleman - Approved

The following capital projects were proposed to the members:

- i) Dog Park:
- Residents have been requesting a dog park within Sun Rivers.

Motion: The directors first investigate whether Tk'emlups te Secwepemc intend on providing a dog park for residents on the Reserve.

If not or if the directors determine that it is still in the interest of Sun Rivers to have its own dog park, the directors investigate the costs and prepare a budget for the construction of a dog park. The maximum cost of the dog park would be set at \$30,000 with funds to come from the Capital Reserve Fund.

The directors are authorized to proceed with construction of the dog park without further approval from the Members, subject to the budget limit of \$30,000.

Moved: Rick Siemens – Motion Denied

- j) Compost site:
- The current compost site has been closed. The configuration is not successful as it is used by many non-Sun Rivers residents, continually receives garbage in the compost material and is costly to maintain. A proposal has been made for CSROA to allocate funds from the Capital Reserve Fund to provide for an improved and managed compost facility.
 - Tk'emlups te Secwepemc has been investigating setting up a compost facility for all residents on the Reserve, however this has not been confirmed.

Motion: The directors determine whether Tk'emlups te Secwepemc will be constructing a compost site, and whether it is in the interests of the Community to have its own compost site.

If the directors determine it is in the interest of the Community to have its own compost site, a budget be set to a maximum of \$20,000 for the capital costs.

The site and operations to include the following:

- i. Fenced and gated

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- ii. **Operating Hours to be 9 am to 4 pm, Saturday and Sunday only, May 1 to October 31.**
- iii. **Landscape contractors be permitted to use the facility for compost material from landscape maintenance performed only within Sun Rivers. Arrangement for access by such contractors to be determined by staff.**
- iv. **An employee be hired to be present at the site during operating hours to monitor that only Sun Rivers residents are using the site and to ensure only compostable material is dropped off.**

The directors are authorized to proceed with the construction of the compost facility without further approval by the Members, to the budget limit of \$20,000.

Moved: Rick Siemens, Approved

k) **Playground:**

- Many residents have expressed the need for a children's playground to be constructed within Sun Rivers. A suitable location is to be determined with an established budget.

Motion: The directors propose a location for a playground, with input from surrounding residents.

The directors be authorized to spend up to \$30,000 from the Capital Reserve Fund to construct a playground and purchase equipment upon completion and approval by the directors of a design and budget for the playground.

The directors are authorized to proceed with construction of the playground and purchase of equipment to the budget limit of \$30,000 without further approval by the Members.

Moved: Rick Siemens. Approved.

l) **Operating Budget for year ending December 31, 2020.**

- i. Proposed monthly fees remains to same at \$23 per month
- ii. Review of each line was done, comparing to historic and actual requirements.
- iii. New costs include \$20,000 for compost site and \$30,000 for playground and \$7,000 for speed humps to come from Capital Project Reserve. Transfer \$40,000 from Operating account to Capital Project Reserve.
- iv. Elimination of Commercial fees results in a loss for the year, however current operating funds in the bank are sufficient to cover the loss, and some expenditures in the current budget will not reoccur in future years.

Motion: To approve the budget as presented, adjusted to remove Commercial Fees, showing a net loss for the year of \$7,241.

Moved: Rick Siemens. Approved.

m) **Adjournment: 9:17 pm**



COMMUNITY OF SUN RIVERS OWNER ASSOCIATION

1 Sun Rivers Drive, Kamloops, BC V2H 1R4 • 250.828.9989 • sunrivers.com

2019 Community Events Report

Children's Christmas Party

The Children's party was not held in late 2018. This year's party is scheduled for December 7, with 30 children registered to participate.

2018 Residents' Social - December 9, 2018.

Over 250 people attended, donating a large number of toys and cash for our annual Christmas hamper campaign. 40 Christmas hampers were assembled by volunteers following the event for needing Tk'emlúps te Secwepemc families. Sponsors Corix and Safeway assisted. Excess toys were donated to the United Way.

This year's event is scheduled for December 8 with over 320 registrants at the time of writing.

Volunteer Recognition Social – March 28, 2019

The event, to recognize the many volunteers who commit their time to help with Community events and committees, was attended by over 40 persons. Held at Masons, the volunteers enjoyed appetizers, drinks and a few lucky people walked away with door prizes.

Bottle Drive – May 25, 2019

We held our first bottle drive supporting People in Motion. Their bus was fully loaded with bottles and cans and they were very appreciative of the great response from Sun Rivers residents.

Community Fair – June 9, 2019

The annual fair was another great success with over 175 residents and their children and guest attending. The many activities and contests were well received.

Garage Sale – June 2, 2019

The community supporting this annual event with advertising and directional signs. Residents indicated a good turnout of buyers.

Food Bank Drive – August 14, 2019

Sun Rivers residents set a record this year, with 3,300 lbs of food and \$450.00 in cash donations going to the Kamloops Food Bank. The Food Bank was very appreciative as their donations drop off over the summer months.

Directors Social – October 10, 2019

Over 70 neighbourhood directors and their spouses attended at Masons. The event recognizes those residents who provide a service to their neighbourhood Owner Associations, as well as gives us an opportunity to update them on news and plans affecting Sun Rivers.



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2019 Community Garden Report

The 2019 season was very successful. 47 gardeners made use of the 55 plots available by growing produce for their own use as well as some 3 unassigned plots being grown and maintained for charitable agencies such as The Food Bank and The Mustard Seed New Life Community. A special appreciation goes out to all the plot holders who grew and donated produce for local charities.

Funds were allocated to fix or replace rotten plot boards, which was completed. More funds will be required for 2020 to fix and replace more boards, add soil to plots and paint the faded numbers on the garden plots.

Gardeners have been happy with the drip irrigation system as it seems to be a better system for watering. Water goes into the ground and is not lost as drift when the wind blows. Funds are needed for 2020 to complete the conversion of the remaining plots with the same system.

This year's season was successful due to commitment from users in maintaining their plots regularly and by cleaning up at year end.



2019 Communications Committee Report

The CSROA continues to use direct email and Constant Contact (an email marketing app) as the primary methods of communication within the community. We see an open rate of almost 80% for email campaigns, far above industry averages.

We encourage the residents of Sun Rivers to use mysunrivers.com for up to date news, events and information. The site has received a significant facelift and has been designed with future growth and functionality in mind. We also use Facebook and Twitter to keep our resident up to date.

2019 Initiatives

1. The Committee is updating the Sun Rivers “Welcome Package” to be distributed to all new residents. The package will also be available on mysunrivers.com. A draft of this package is included for your review. If you note any additional information you think should be included, please let us know.
2. The committee also worked on the design for a replacement for the business directory sign at the Sun Rivers entrance. No interest was shown by the current businesses to contribute to this sign's cost, so the project has been put on hold. We will look into updating the current sign or removing it.
3. The Committee recently researched and purchased the new bus shelter at the bus stop in the Village Centre. This shelter was supplied by the Community to give bus riders in the community shelter from the weather.

Submitted:

Sylvie Bouchard, Director





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COMMUNITY AND INTERGOVERNMENTAL RELATIONS COMMITTEE

PURPOSE: To build and maintain relationships with local government and other governmental agencies and community groups to advocate on behalf of Sun Rivers residents.

FOCUS: Scheduling regular meetings with Tk'emlups te Secwepemc to discuss issues impacting and affecting Sun Rivers residents. Develop strong relationships with the City of Kamloops, TNRD other governmental agencies and community groups to support initiatives both within Sun Rivers and in the surrounding area where these initiatives are beneficial to Sun Rivers residents.

COMMITMENT: The time commitment is approximately 3 hours – 3 to 4 times per year as required.

SKILLSET: Knowledge and awareness of local government procedures. Willingness to become familiar with First Nations governing policies and the agreements in place between TtS and Sun Rivers.



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2019 Utility Rate Review Committee Report

The Committee did not meet during 2019.

Corix provided to Sun Rivers Development Corp. a rate model showing annual increases at 2% per annum, the anticipated inflation rate. Sun Rivers and Corix are working together on matters outside of the utility rates, the intention of which is to allow utility rates to be maintained at cost of living increases only. We are hoping to conclude these discussions over the next month or so, after which Corix will provide a final rate model for review by the Committee members.

Corix introduced a 1% rate increase effective July 1 and will be starting the annual cost of living increases, 2% presently, effective January 1, 2020 in anticipation of concluding the discussions noted above.



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2019 Traffic and Safety Committee Report

Speed Reader:

The Speed Reader board arrived in spring and was installed on Sun Rivers Dr. just before Sagewood for uphill traffic. After a period of time it was relocated to the downhill side of the road at the same location.

Data generated from the board is summarized below:

- Average speed is between 30 and 34 km/h
- 85% of the vehicles' speed is 40 km/h or less
- When operated in "dark mode" (i.e. speeds not shown) on the downhill side for one week, 40% of the vehicles exceeded 40 km/h, which dropped to 12.5% when the speeds were flashing.
- Approximately 50% of the vehicles slowed passing the reader board

The Committee was recently asked to review the placing of speed humps on Sun Rivers Dr. W. in the Mariposa neighbourhood, and on Ironwood St. entering Irongate. Residents in these areas have expressed concerns about the safety of children playing with the speeds at which vehicles are travelling. The speed reader will be placed in these areas, first in dark mode to record speeds. The data obtained will be used to determine if speed humps would be beneficial.

Surveillance Camera:

The committee requested quotes for a camera to record licence plates of vehicles entering and leaving Sun Rivers. A system has been purchased at a cost of \$4,620.00 and should be installed prior to the AGM.

The system will record licence plates day and night. If any crimes are reported, we will be able to review the video and provide licence numbers to the RCMP for follow up.

Emergency Planning:

A meeting was held with the Tk'emlúps te Secwepemc emergency planning representative, following up on the discussion at last year's AGM.

The Band has not moved forward with the emergency planning process that was started a number of years ago. The Traffic and Safety Committee will need to take the lead on this and will be putting together an emergency response plan in the near future to review with the relevant agencies.

Current resident notification systems in place are:

- For planned events - resident email system
- For emergencies, unplanned events – phone call out system