

CSROA Board Meeting Minutes  
Community of Sun Rivers Owners Association

Date: November 8, 2022

Start time: 9:30 a.m.

Location: Kinetic Property Management Office

Attending: Doug Howard, Lenore Mallais, Rick Siemens, Deb Janowsky, Mark Barrett – via Zoom  
Eric Yeo – Kinetic Property Management

Welcome to: Brian Dunn & Jim Marcenko – Bighorn Golf

Meeting called to order at 9:34 a.m.

1. Motion to approve the agenda made by Lenore Mallais. All in favour.
2. Motion to approve the minutes of the August board meeting made by Doug Howard. All in favour.
3. Motion to approve the financial statements for June 30, July 31, August 31 and September 30 made by Deb Janowsky. All in favour.
4. Board of Director roles: Doug Howard as President, Lenore Mallais as Vice-president, Mark Barrett as Secretary and Deb Janowsky as Treasurer. These are interim positions until the AGM in Jan. Wayne Vollrath resigned his role as President in Aug of this year
5. CSROA Board of Directors: How do we amend policy that a director must be a neighborhood president in order to sit on the CSROA board? Do we need to amend policy or is there an interim measure to utilize prior to amending the by-laws?
  - a. After some discussion, it was decided that neighbourhoods could appoint a director to be a candidate for the CSROA board, which at build-out would have 7 neighbourhood reps, 1 Bighorn rep, and 1 commercial rep. This initiative will be brought forward at the next AGM for discussion and vote. Rick Siemens to have CSROA lawyer draft changes to the Bylaws for director approval.
6. Committee Updates:
  - a. Playground
    - i. Lenore Mallais reiterated that the playground project is deferred indefinitely due to lack of suitable location, usage level and cost. The refund for the equipment has been received.
  - b. Traffic and Safety
    - i. Mark Barrett discussed the initial meeting (meet & greet) of about ½ of the 9-member volunteer group with a focus on time commitment, not a platform for personal pet projects and a system to get issues to the CSROA board. Updates on the 4-way stop on Sun Rivers Drive, speeders in Trillium and a crosswalk at the Rosewood roundabout.
  - c. Dog Park
    - i. Deb Janowsky stated that some volunteers were at the ready, the current proposed area is too small, BC Hydro permission is required, appropriate planning and budget are required before being presented to the board. There may be an opportunity to work Ttes and/or the city on this in the future. Deferred at this time.
  - d. Communications
    - i. Volunteers needed

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- e. Community Garden
    - i. Volunteers needed; in past the gardeners have volunteered. It is expected that this will continue to be the case.
  - f. Rate Review
    - i. No report available at this time.
  - g. Taxation and Local Agreements
    - i. Again volunteers required for this committee.
  - h. Bighorn Golf
    - i. Reminder notice to residents for winter access to the course hasn't been sent (or posted on mysunrivers.com) as the maintenance team has not completed year-end work which has now been thwarted by the weather. The notice will be posted soon. A discussion regarding weeds and invasive plants on the tertiary land around various golf holes ensued stating that the main indicator is HO's watering outer their property.
7. The Pointe: A homeowner received an occupancy permit upon completion of his home but he has not completed landscaping and home finishing as required by the permit, within the two-year period.
- a. Action: The CSROA will contact the homeowner and neighborhood association of The Pointe to suggest they review their bylaws and guidelines. This is not a CSROA issue. This is a homeowner issue.
    - i. A discussion proceeded regarding where the responsibility for enforcing this lies; CSROA, the neighbourhood (NOA) or the developer (SRDC). Rick to pose this to the legal team for opinion.
8. Legal: The CSROA is currently obtaining a legal opinion on the use of fines and the recommended procedure to follow to collect the fines.
- a. To be discussed with item 16 below
9. Concrete Sidewalk Snow Removal: CSROA has contracted Interior Continuous Gutters for snow removal from the community concrete sidewalks for the 2022-2023 winter season. Corix Utilities has contracted Lyons Landscaping to remove snow from the asphalt golf cart pathways.
- a. A reminder notice will be sent & posted on mysunrivers.com regarding HO's of their obligation to keep the sidewalk in front of their property clear and Not to dump snow on the roadway.
10. Landscape Contract:
- a. The community landscape and maintenance contract will expiring on December 31 of this year. How does the board want to proceed with the renewal of the contract? There are a number of issues to consider if we want to put this contract to tender.
    - i. The incumbent (Sun Rivers Landscaping) will be retained for the upcoming year with a view to explore the market next year.
11. Budget meeting
- a. Scheduled for Nov 23<sup>rd</sup>, 9:30 at Kinetic Property Management HQ.
12. 2022 AGM
- a. Scheduled via Zoom for Jan. 12, 2023 6:30 pm.

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- b. Kinetic to work with CSROA to ensure packages will be ready before Christmas break.
13. There are home alteration issues before the neighborhoods and CSROA that technically do not fit within the current guidelines. Examples of these issues would be the addition of patio lights or the install of heat pumps to either heat or cool a garage or solar panel installations.
- a. How do we keep Sun Rivers 'modern' with the current guidelines knowing that twenty-five years ago, when the guidelines were first developed, that today's technologies and products were not even thought of? Is there an option available to amend an outdated guideline or introduce a new guideline knowing that existing guidelines are attached to the sub-leases?
    - i. After a lengthy discussion, Rick will take this up with CSROA legal group.
14. Team Approach continues to fulfill their contractual obligations and are working towards a smooth transition with Kinetic Realty & Property Management on Nov. 12, 2022.
15. CSROA IT – Information Management
- a. Mark Barrett indicated some shortcomings in the current methods of board communications resolving issues, file sharing, file access & storage, back-ups & security, historical SR data archives, the use of director's personal email addresses and succession of personal.
    - i. Mark & Rick will investigate some possible solutions.
16. The Enforcement of the Bylaws, Rules and Guidelines by the Community of Sun Rivers Owner Association (the CSROA). Discussion on the legal opinion provided by Pushor Mitchell LLP.
- a. The opinion states that CSROA has no jurisdiction of enforcement on the NOA's homeowners (HO's) as the HO's are not members of the CSROA but members of the NOA.
  - b. Currently CSROA is providing services through the collection of fees to the Adult, Multi-family and the Estate neighbourhood. The Adult & Multi-family neighbourhoods employ their own PM at their additional costs. The Estate neighbourhoods get the services of CSROA PM by default at no additional cost.
    - i. A decision to have Estate neighbourhoods engage PM services was made.
    - ii. Rick to create a sample agreement for review and Eric to provide costing for this service.
    - iii. This initiative will be on the AGM agenda.
17. Meeting adjourned at 12:32 p.m.