

Community of Sun Rivers Owner Association (CSROA)

Minutes of the Annual General Meeting the owners of Community of Sun Rivers Owner Association held on Thursday, January 12th, 2023 at 6:30pm Via ZOOM.

1. Meeting called to order at 6:37pm by President and Chair of the meeting Doug Howard
2. Roll Call and Certifying Proxies – 11 Present, 4 Proxies = 15 members represented
3. AGM Notice packages were sent out to all owners via email on December 22, 2022. Packages were emailed to the email address registered on file with the association.

4. Motion by Deb Janowsky, Seconded by Parm Armstrong to adopt the AGM Procedures as presented. **Carried.**

5. Motion by Parm Armstrong, Seconded by Steve Davidson to adopt the Agenda.

Motion by Deb Janowsky, Seconded by Tom Hoffman to amend the agenda to include Review of financials statements to fiscal year ending December 31, 2022 and to also add discussion items of drainage plan and power outages.

Carried.

Vote was then called on the amended agenda.

Carried.

6. Motion by Deb Janowsky, Seconded by Lenore Mallais to approve the minutes from previous AGM held January 12th, 2022

Carried.

7. Reports

i. Playground Summary

Motion by Tom Hoffman, Seconded by Geoff Tywoniuk to adopt the report into the minutes as Appendix A.

Carried.

ii. Utility Rate Committee

Motion by Lenore Mallais, Seconded by Mark Barrett to adopt the report into the minutes as Appendix B.

Carried.

Motion by Parm Armstrong, Seconded by Geoff Tywoniuk for the Utility Rate Committee, or designate, to follow up with MLA/Minister of Energy (and any other party they feel is warranted) regarding the BC Hydro rebate that has been offered to BC Hydro customers. Committee is to explore all options, with in reason, in order for Sun Rivers residents to obtain the same rebate offered to other residents of BC.

Carried.

iii. Special Events Summary

Motion by Parm Armstrong, Seconded by Doug Howard to adopt the report into the minutes as Appendix C

Carried.

iv. Traffic & Safety Report

Motion by Tom Hoffman, Seconded by Parm Armstrong to adopt the report into the minutes as Appendix D.

Carried.

8. Financial Statements for fiscal year ending December 31st, 2022 were presented. Motion by Tom Hoffman, Seconded by Doug Howard to approve the financials as presented.

Carried.

Motion by Tom Hoffman, Seconded by Mark Barrett to move the surplus for fiscal year ending December 31, 2022 to the Reserve Fund.

Carried.

9. Motion by Parm Armstrong, Seconded by Sue Perry to approve the Operating Budget for fiscal year ending December 31, 2023.

Carried.

Note: the board has committed to tendering the contract for Landscape Maintenance for the 2024 landscape season. This will take place during the summer or early fall of 2023.

Note: The CSROA has hired a contractor to assist in clearing snow from sidewalks. However, this does not eliminate the owner's responsibility to make sure the sidewalk that runs alongside of their property is cleared at all times.

NOTE: Fees will remain the same for 2023 for Adult Oriented and Multi-Family Neighborhoods. Fees will increase by \$2.75+GST per home for Estate Neighborhoods (Canyon Ridge, Ironwood, Mariposa, Trillium, Sillaro, Visao) retroactive to January 1, 2023. If you are currently on pre-authorized debit these fees will be adjusted automatically. Kinetic will send all effected owners communication on this prior to the adjustment on February 1, 2023. (For more information on this fee increase, please refer to your Estate Neighborhood AGM minutes.)

10. Resolutions

- i. Snowflake Additions: Motion by Lenore Mallais, Seconded by Deb Janowsky resolved by Special Resolution vote of The Members, Community of Sun Rivers Owner's Association, to approve the expenditure of up to \$12,000 plus taxes for the addition of forty (40) snowflakes to the community Christmas decorations. The funding for this project would come from the Legacy Fund.

Carried. In Favour 14, Against 1, Abstain 0

- ii. Resting Benches: Motion by Mark Barrett, Seconded by Lenore Mallais to approve by Special Resolution vote of The Members, Community of Sun Rivers Owner's Association, the expenditure of up

CSROA SPECIAL EVENTS REPORT
DIRECTORS SUMMARY
DECEMBER 2022

Submitted by: Lenore Mallais, Deb Janowsky

The year started tentatively as the COVID PANDEMIC had cancelled 2020 and 2021 events and there was no guarantee that the events planned for 2022 would continue as scheduled. Lenore and Deb decided to team up as co-chairs of Social & Community Events. This evolved to be a terrific collaborative decision.

No Policies & Procedures Manual to lead us through the events.

Our legacy is a binder full of facts, financial accounting, purchasing options, volunteer recruitment, sponsors and ideas for the future. What worked and what did not - mainly for the community fair as it was the biggest and more complex of the events.

In retrospect, difficulties included: lack of history: financials, volunteer list, processes, list of props, purchasing options, volunteers and how to communicate with residents through the Sun Rivers website & emails.

We started by clearing out the "community shed" at the garden center on Shuswap Road. This is where all the props, signs, lighting, for all manner of events, were stored. It was full of dust, cobwebs, wasp nests and confusion. We conducted an inventory, sorted "keep" from "discard" to "maybe useful", then organized placement by event for easy access

Event Calendar 2022:

- * Garage Sale - June 25, Saturday, 9am - 2pm
- * Community Fall Fair - September 11, Sunday, 11am - 3pm
- * Christmas Social - December 10, Saturday: cancelled due to ongoing respiratory health concerns / fairly hefty cost increases for food & beverage / limited space upstairs in Masons (only available large space) for the ever-growing population in Sun Rivers
- * Coldwell Banker: food drive, gift, cards, money - donations collection for United Way & RIH People in
- * Motion: food drive

Garage Sale was held Saturday, June 25, 9am to 2pm

- * posters emailed to all Sun Rivers residents and displayed on neighbourhood mailboxes and/or library boxes
- * directional signs moved from shed to Lenore's garage where residents picked up for their neighbourhood
- * a successful event with room for improvement: more advertising outside Sun Rivers, in papers & via websites, to attract other communities in Kamloops
- * suggest event be held in late May rather than June

Community Fall Fair was held Sunday, September 11, 11am - 3pm big

- * success
- * many volunteers came onboard for the event day and stayed to help with cleanup - more volunteers needed next year for pre-event duties
- * artisan involvement was a great addition sponsors
- * provided \$2,000: event cost \$3,094
- * comments from guests were positive - it was a fun family event with many crafts and activities for kids plus free giveaways

Proposed Special Events 2023

1. Garage Sale: Sunday, May 28
2. Community Fall Fair, Sunday, September 9
3. Childrens Christmas Party

CSROA TRAFFIC & SAFETY COMMITTEE
DIRECTOR'S SUMMARY
DECEMBER 2022

OVERVIEW.

The committee is comprised of 10 volunteers from 7 neighbourhoods. To date there has been one in-person meeting, which unfortunately not all could attend, so will likely repeat in the spring of 2023. The focus of the meeting was on introductions and a review of the committee's terms of reference (below) and objectives.

1. A general discussion ensued in the 3 major areas of focus
 - a. Traffic & traffic safety (speeding & calming, pedestrian safety)
 - i. Vehicular speed, speed bumps, roadway parking, were discussed
 - ii. Visibility issues at stop signs and pedestrian walkways, and transit.
 - b. Emergency Management (flooding & drainage, emergency planning & access/egress).
 - i. Discussions included emergency alert systems such as Voyent.
 - ii. A second exit was discussed as well as the roundabout on Shuswap Road.
 - iii. The area of responsibility CSROA, SRDC and Corix provide to the residents. This is regarding the responsibility of the governing body of Sun Rivers and overall maintenance of the community.
 - c. Accessibility (routes & route maintenance – vehicular and pedestrian, transit etc.)
 - i. The need for more lighting at the entrance to Sun Rivers.
2. Also discussed
 - a. The need to create a process by which we could identify issues, collect info to validate the issue, provide personal observations and propose a possible solution. Volunteers would then report findings to the director of this committee that would then be presented to the CSROA board.
 - b. The set-up and usage of a common file share via Google or something similar.

PROJECT UPDATES

1. Pedestrian Warning Lights for Sun Rivers Drive 4-way stop
 - a. The property manager purchased some equipment, but upon review by a traffic engineer was deemed unsuitable for that intersection. The equipment was returned to the supplier.
 - b. The traffic engineer suggested a few cost and effort effective changes that should be implemented.
 - i. Suggests that we change the crosswalk lines from the zebra pattern to parallel lines as the zebra pattern indicates a crosswalk not located at a controlled intersection (the controls here are the stop signs) see below. The parallel lines additionally enforce the Stop signs
 - ii. Clear all shrubbery etc. to allow clear site lines
 - iii. Use high reflective stop signs and add post panel the posts, even use larger stop signs
 - iv. Improve the street lighting and/or add crosswalk specific lighting
 - v. Add a flashing red light to the stop signs and/or posts
 - c. These solutions have been discussed with Corix and we have a commitment to perform the first three recommendations but without implementation dates.

2. Trillium & Sillaro Speeders
 - a. Met with petitioners regarding speeding up & down the hill on Trillium and Sillaro drive and a request for a speed hump as a remedy. Some of the offenders are residents. Both areas need further investigation to ascertain if speed humps are the correct solution. The speed reader equipment should be set up in both areas to gather accurate data.
 - b. Some actions that can take place in the interim;
 - i. If the perpetrators are residents, I suggest writing them a stern letter reminding them of the speed limit, safety etc.
 - ii. Advise the RCMP of the problem, they won't action a single complaint but will likely attend if there are many calls.
3. Sun Rivers Drive W. X-walk
 - a. The same Trillium petitioner noted the lack of and requested a crosswalk across Sun Rivers Drive West at the Rosewood roundabout to assist with safe crossing to the hiking trail and dog pot station.
 - i. This was completed in Sept. 2022
4. Community Wide Traffic Plan
 - a. Proposing a professional be contracted to evaluate and formulate a master plan for traffic governance throughout Sun Rivers. Also include specific solutions to current issues.
5. Emergency Planning & Egress
 - a. Recently met with Lee Morris (TNRD director for our area) to share ideas on how to proceed with whom on establishing a distinct workable emergency plan and additional egress route(s). Lee advised she would broach the topic with both our MP & MLA at the earliest opportunity.
 - b. Recently received an invite to meet in the New Year with Dustin Osborne (Development Manager Sun Rivers) and Shane Wardrobe (Emergency Planning Coordinator TteS) to discuss Ttes efforts, major concerns and new ideas to further emergency planning and egress.

Traffic and Community Safety Committee Terms of Reference (ToR)

Purpose & Focus

To deal with parking enforcement, traffic calming, lighting, cameras, crosswalks, transit (conventional, handi-dart, school busses) drainage issues, community accessibility, community security and emergency management).

1. To review and assess Traffic and Community Safety issues
2. To consult with Community Residents, RCMP, Ministry of Transportation and Corix, the TteS as required,
3. Make recommendations to the CSROA Board.

Skills & Commitment:

1. Knowledge and awareness of parking rules, traffic calming, safety strategies, drainage issues, transit and emergency management would be an asset.
2. The anticipated time commitment for meetings is approximately 2 hours, 3 to 4 times per year. Expect to spend at least that on research, investigation etc. Expected term is to Jan 2024.