

PBCOC AGM MINUTES  
SASK POLYTECHNIC  
SUNDAY, NOVEMBER 18, 2018  
1:00PM

**Attendance:**

Richard McAllister (President) - Absent  
Marion Fetter (Treasurer)  
Twyla Chupa (Secretary)  
Kim Gulka (Communications)  
Doug Andreen (MAL)  
Shelley Weiman (MAL)  
Ron Moore (MAL)  
Stan Jackson (MAL)  
Marlene Schmidt (MAL)  
Brian Klassen (MAL)

Meeting called to order at 1:00pm.

1. Adopt agenda – A motion was made by Site #63 to adopt the agenda. Seconded by site #102. All in favour – passed.
2. Approve meeting minutes from SGM (March 18, 2018) – A motion was made by Site #31 to approve the minutes from the SGM on March 18, 2018. Seconded by Site #28. All in favour – passed.
3. Welcome and Presidents Message – Brian Klassen addressed the members who were present at AGM on behalf of Richard McAllister.
4. First call for Nominations to the Board – The current Board of Directors is as follows (terms are up to 3 years and then must be re-approved by members):
  - Richard McAllister (President – Term Ends 2020)
  - Marion Fetter (Treasurer - Term Ends 2019)
  - Twyla Chupa (Secretary - Term Ends 2018)
  - Kim Gulka (Communications - Term Ends 2019)
  - Shelly Weiman (Member at Large - Term Ends 2019)
  - Doug Andreen (Member at Large - 2020)
  - Marlene Schmidt (Member at Large - 2019)
  - Stan Jackson (Member at Large – 2019)
  - Brian Klassen (Member at Large - 2019)
  - Pat Boyko (Member at Large – 2018)
  - Ron Moore (Member at Large – 2018)

Bylaw: 8.2 Number: The Directors of the Corporation shall consist of a Past-president, President, President-Elect, Secretary, Treasurer, and up to seven Members-at-Large.

Positions Open:

SECRETARY: Twyla Chupa – term has ended

MEMBER AT LARGE: Ron Moore - term has ended

MEMBER AT LARGE: Pat Boyko - resigned

PRESIDENT – ELECT: Expected to transfer into President, but can shuffle within the board

Can have up to 12 members on the board. Discussed duties of Secretary, President-Elect, and Member at Large.

First call for nominations to the board was made for President, President-Elect and Member at Large. Donna Guigon site #6 was nominated for secretary. Don Unrau site #40 and John Zwarich site #39 were nominated for Member at Large positions along with Ruby James site #69 who put her name forward for a Member at Large position. Any other names are encouraged to be brought forward.

5. Communication –

Communication is Critical! Email and Website is most efficient [pbcoc@poplarbeach.ca](mailto:pbcoc@poplarbeach.ca) or [www.poplarbeach.ca](http://www.poplarbeach.ca). Add PBOCOC to Safe Send or check junk mail. Also check out our facebook page and like the page for another method of communication.

Please update us if information has changed

Exclusive Use Agreements- we **MUST** have a copy on file or you do not have legal use of your site

If you notice any new members that we do not have new information on, please introduce yourself to your neighbor and send them our way!

6. Review of Policies –

An Information Binder is given to all new board members to inform them on the operational aspects of the park and to help our executive manage the park.

Some Policies the members should be aware of are:

▪ Development of Sites –

- Before beginning any development on an RV site members **MUST COMPLETE:** “***Development Request Form***” and submit to PBCOC board for review. Form on PBCOC website under resources and forms.
- Resort Village of Wakaw Lake requires a “***Development Permit Application***” which can be found online at [www.wakawresortvillage.com](http://www.wakawresortvillage.com) or is linked at [www.poplarbeach.ca](http://www.poplarbeach.ca)
- YOUR BUILDING PERMIT MUST BE APPROVED BY RVOWL BEFORE ANY WORK CAN BEGIN!!!
- Building permits are not required for: fences or repairs using similar or same materials for maintenance
- When building a deck, members within the park must follow Provincial Regulation building codes.
- Application for construction of a deck **over 10”** off the ground will now be forwarded by the RVOWL onto the building inspector for approval.
- Please ensure that you are submitting your application well in advance for approval as the RVOWL only meets once a month.

Resort Village of Wakaw Lake  
126 1st Street S Wakaw  
P.O. Box 58, Wakaw, SK S0K 4P0  
Phone 233-5671, Fax 233-5672

Open: Tuesday, Wednesday and Thursday 9:00 – 4:00

Email: rvwakawlake@gmail.com

- Written Complaints - Ensure you are aware of the rules! Will be reviewed yearly and we are open to suggestions. Disrespect of the park managers will NOT be tolerated!
  - Written Policy in place
  - Step 1: talk member to member- we all own!
  - Step 2: call park manager for assistance.
  - Step 3: written complaint form - cannot be anonymous!
  - Fine: \$100 or more as reflective of offence & can be given on first offence, dependent of circumstances
  - PBCOC cannot police he said/she said - so call when incident is happening!
  - PBCOCB cannot help if you wait all year and send email in fall, need evidence and fairness.
  - Keep log/video if repeated infractions
  
- 7. Boat Yard – 2019 season fees remaining at \$130.00. ***“NEW Boat Yard Site Request Form”*** must be completed and payment accompany form before site issued. **Incomplete forms** will be returned to email on form.  
Current Policy - membership fees must be paid and account balance must be \$0.00  
Sites are issued on first come; first serve.  
Sites are ONLY for boats & trailers  
Limited spots for pontoon boats.  
If more than 68 requests, members will be placed on waiting list.  
Boats are to be parked in correct spot and angle by May Long weekend!!  
Please ensure you keep your site mowed!!
  
- 8. Park Manager – Thank you to John Zwarich for last season. Policy: Contract tendered yearly to give all park members and members of the public opportunity to apply equally. Position will be posted in the New Year.
  
- 9. The BOD’s is recommending that PBCOC cancel its SGM until further notice as per reasons presented to the members. The Board of Directors of PBCOC make a motion for Poplar Beach Campgrounds Owners Corporation to cancel the Spring General Meeting (SGM) held the 3<sup>rd</sup> Sunday in March until further notice. Discussion – could possibly have a meeting in the summer at the lake instead of the SGM. Seconded by site #6. All in favour – passed.
  
- 10. Committee Reports –
  - a. Development Committee Report – 27 sites making improvements this season and completed applications to the board. Tree cutting and severe pruning is a concern within the park. Double the trees must replace them. A lot of mature trees which have taken years to grow are dying and/or diseased. We ask members to please fill out form and receive permission beforehand.
  - b. Maintenance Committee Report
    - 2018 Capital Projects
    - Gazebo \$8501.09
    - Entrance Sign to Park \$ 1158.84
    - Discussion regarding future of ice cream cone.

- c. Social Committee Report – position currently “vacant” and looking for volunteers to assist. Any suggestions/ideas please bring forth to the board. Social programs make our park special. July Long Weekend – Sunday, June 30<sup>th</sup> @5pm @ The New Gazebo – Hog Roast/Potluck, Parade, band at gazebo, face painting/balloon animals, bouncy castle. Tickets will be presold prior to the event for the Hog Roast.
11. Second call for Nominations to the Board – Secretary, president-elect, member at large Do not have to be from city – can do Skype, meet monthly, must be committed, need to have email/computer access, current board members willing to mentor.
12. Treasurer’s Report –  
 Poplar Beach Campground Owners Corp. Financial Statements Year Ended September 30, 2018  
 (Unaudited – See Notice to Reader Report)  
 Auditor’s letter was read and shared with the members.

**POPLAR BEACH CAMPGROUND OWNERS CORP.**  
**BALANCE SHEET**  
**AS AT SEPTEMBER 30, 2018**  
(Unaudited - See Notice To Reader Report)

	<u>2018</u>	<u>2017</u>
<b><u>ASSETS</u></b>		
CURRENT:		
Bank	\$ 43,762	\$ 53,335
Credit Union Shares	5	5
Investments	48,104	21,413
Accounts Receivable	<u>(4,125)</u>	<u>(1,970)</u>
TOTAL ASSETS	<u>\$ 87,746</u>	<u>\$ 72,783</u>
<b><u>LIABILITIES</u></b>		
CURRENT:		
Deferred Revenue - Memberships	\$ 4,275	\$ 3,895
Accounts Payable	<u>5,432</u>	<u>7,392</u>
TOTAL LIABILITIES	<u>\$ 9,707</u>	<u>\$ 11,287</u>
<b><u>MEMBERS' EQUITY</u></b>		
RETAINED EARNINGS	<u>78,039</u>	<u>61,496</u>
TOTAL LIABILITIES & MEMBERS' EQUITY	<u>\$ 87,746</u>	<u>\$ 72,783</u>

APPROVED BY THE BOARD:

\_\_\_\_\_ Director

\_\_\_\_\_ Director

**POPLAR BEACH CAMPGROUND OWNERS CORP.**  
**STATEMENT OF INCOME AND RETAINED EARNINGS**  
**AS AT SEPTEMBER 30, 2018**  
(Unaudited - See Notice To Reader Report)

	<u>2018</u>	<u>2017</u>
<b>INCOME:</b>		
Membership Fees	\$ 128,270	\$ 118,086
Boat Yard Fees	8,580	8,060
Campsite Rentals	3,480	3,645
Gate Cards/Keys	395	550
Showerhouse/Maintenance Income	1,263	1,792
Social & Recreation Income	3,608	426
Fundraising Income	4,307	-
Interest Income	816	1,357
Late Fees/Fines	2,450	2,108
Other Income	<u>20</u>	<u>25</u>
<b>TOTAL INCOME</b>	<b><u>\$ 153,189</u></b>	<b><u>\$ 136,049</u></b>
<b>EXPENSES:</b>		
Cell Phone	\$ 562	\$ 814
Directors Expenses	6,646	6,983
Manager Salary	22,800	25,000
Insurance	4,224	3,909
Licenses and Permits	202	35
Professional Fees	6,836	3,517
Property Taxes/Fees	27,533	29,336
Repairs and Maintenance	4,863	5,159
Janitorial Supplies	832	665
Fuel for Equipment	650	86
Electrical Upgrade	-	15,018
Utilities	47,281	44,247
Office Expenses	1,453	1,846
Social Events	1,450	2,300
Side By Side Expense	3,000	-
Gazebo Expense	<u>8,314</u>	<u>-</u>
<b>TOTAL EXPENSES</b>	<b><u>\$ 136,646</u></b>	<b><u>\$ 138,915</u></b>
<b>NET INCOME (LOSS)</b>	<b>16,543</b>	<b>(2,866)</b>
<b>RETAINED EARNINGS, BEGINNING OF YEAR</b>	<b><u>61,496</u></b>	<b><u>64,362</u></b>
<b>RETAINED EARNINGS, END OF YEAR</b>	<b><u>\$ 78,039</u></b>	<b><u>\$ 61,496</u></b>

1 POPLAR BEACH CAMPGROUND OWNERS CORP.						
2	Sept 30/16	Sept 30/17	Budget 2018	Sept 30/18	Budget 2019	
3	<b>INCOME</b>					
4	<b>INCOME</b>					
5	Annual Membership Fee	117,175.00	121,000.00	128,650.00	128,650.00	128,650.00
6	Boat Yard Fee	8,840.00	8,060.00	8,840.00	8,580.00	8,840.00
7	Interest Income	1,521.53	1,357.04	1,200.00	816.01	1,000.00
8	Late Fee/Fines	1,700.00	1,950.00		2,150.00	
9	Nightly Cmapsite Rentals	3,730.00	3,645.00	3,500.00	3,480.00	3,500.00
10	<b>PBCOC REVENUE</b>					
11	Advertising	40.00			20.00	
12	Gate Cards	325.00	550.00		375.00	
13	Keys Purchased	10.00	20.00		20.00	
14	Maintenance Income	687.50				
15	Showerhouse Income	1,483.95	1,747.00	1,300.00	1,263.00	1,300.00
16	Wood	20.00				

17 POPLAR BEACH CAMPGROUND OWNERS CORP.						
18	Sept 30/16	Sept 30/17	Budget 2018	Sept 30/18	Budget 2019	
19	<b>SOCIAL &amp; RECREATION INCOME</b>					
20	Fundraising			4,307.45		
21	Park Donations	335.00	100.00	2,795.00		
22	Recycling Income	601.20	313.15	500.00	812.50	750.00
23	Social & Recreation Income	606.85	12.50			
24	<b>MISCELLANOUS INCOME</b>					
25	Uncategorized Income	500.00	25.00			
26	Customer NSF Fee	25.00				
27	<b>TOTAL INCOME</b>	<b>137,601.03</b>	<b>138,779.69</b>	<b>143,990.00</b>	<b>153,268.96</b>	<b>144,040.00</b>
28						

<b>EXPENSES</b>						
<b>PROFESSIONAL FEES</b>						
Accounting	330.00	385.00	1,500.00	388.50	400.00	
Security	2,445.86					
Insurance	3,834.00	3,909.00	4,000.00	4,224.10	4,500.00	
Licences & Permits	91.39	35.00	75.00	202.50	75.00	
Legal Fees	5,385.56	3,132.28	7,000.00	6,448.01	7,000.00	
Manager's Salary	25,865.00	25,000.00	25,950.00	22,800.00	25,950.00	
RVOWL Property Tax & Fees	8,300.09	29,336.10	31,000.00	27,532.57	31,000.00	
Reconciliation Discrepancies		0.27				
<b>DIRECTOR EXPENSES</b>						
Director Expenses	5,139.12	5,363.83	5,500.00	5,261.57	5,500.00	
Milcage	1,372.48	1,619.04	1,600.00	1,384.04	1,500.00	

**POPLAR BEACH CAMPGROUND OWNERS CORP.**

	Sept 30/16	Sept 30/17	Budget 2018	Sept 30/18	Budget 2019
<b>OFFICE EXPENSES</b>					
Annual Meeting Costs	422.86	382.89	400.00	313.34	300.00
Bank Charges	277.30	235.80	250.00	265.70	275.00
Office Supplies	569.74	483.65	500.00	372.18	250.00
Computer Equipment	259.16	251.94	275.00	253.08	375.00
Postage	168.44	64.48	100.00	74.56	100.00
Website	423.50	427.35	450.00		450.00
<b>REPAIR &amp; MAINTENCE</b>					
Fuel for Equipment	307.33	86.40	200.00	649.79	650.00
Common Arc Water	2,362.50				
General Repair & Maintenance	24,217.97	5,158.90	12,000.00	4,863.07	10,000.00
Janitorial Supplies	1,124.03	664.73	800.00	832.11	850.00
Electrical Upgrade	63,566.07	15,017.54	5,000.00		

**POPLAR BEACH CAMPGROUND OWNERS CORP.**

	Sept 30/16	Sept 30/17	Budget 2018	Sept 30/18	Budget 2019
<b>SOCIAL &amp; RECREATION</b>					
Social & Recreation	1,856.35	2,300.00	2,000.00	1,450.00	3,100.00
Public Relation & Gifts	144.75		300.00		300.00
<b>UNCATEGORIZED EXPENSE</b>					
Uncategorized Expenses			3,500.00	3,000.00	

**POPLAR BEACH CAMPGROUND OWNERS CORP.**

	Sept 30/16	Sept 30/17	Budget 2018	Sept 30/18	Budget 2019
<b>UTILITIES</b>					
Water Testing	838.95	1,519.35	1,600.00	1,339.80	1,500.00
Sewer Dumps	1,506.75	1,009.50	1,250.00	1,109.02	1,300.00
Water Consumption	5,354.29	3,121.02	3,200.00	6,600.28	5,150.00
Post Box Renewal	163.80	170.10	175.00	174.30	175.00
Sask Tel	678.68	813.81	900.00	562.35	750.00
Sask Energy	1,120.30	1,050.96	1,100.00	1,072.94	1,200.00
Sask Power	24,201.58	37,376.43	32,000.00	37,158.73	40,000.00
<b>OTHER EXPENSES</b>					
Other Miscellaneous Expenses	1,000.00			8,313.59	
Reserve		6,255.00	1,365.00	1,365.00	1,390.00
<b>TOTAL EXPENSES</b>	<b>183,327.85</b>	<b>145,170.37</b>	<b>143,990.00</b>	<b>138,011.08</b>	<b>144,040.00</b>
<b>PROFIT/LOSS</b>	<b>-45,726.82</b>	<b>-6,390.68</b>	<b>0.00</b>	<b>15,257.88</b>	<b>0.00</b>

QuickBooks available on laptop, can be opened to explain any expenses.

Financial Binder available at front for all members to view.

If wishing to view on another day, please contact PBCOC by e-mail to set up an appointment.

Discussion by members regarding power and burying cables. The board was asked to look at a solution for the exposed wires in the path behind the shower house to be fixed in the spring.

Marion Fetter made a motion to accept the financial report as presented and to accept the budget and proposed annual fees for 2018/2019 season to be \$950.00 and the boat compound to be \$130.00. Seconded by site #122. All in favour – passed.

**Dispensing with auditor – membership corporation**

150(1) The members of a membership corporation may resolve not to appoint an auditor.

(2) A resolution pursuant to subsection (1) is valid only until the next annual meeting of members.

(3) **Repealed.** 2005, c.22, s.13.

(4) Where the members of a membership corporation pass a resolution pursuant to subsection (1), they shall appoint a person who meets the qualifications prescribed in the regulations to conduct a review of the financial statements of the corporation.

(4.1) The members of a membership corporation may resolve not to appoint a person to conduct a review of the financial statements of the corporation.

(4.2) A resolution pursuant to subsection (1) or (4.1) is not valid unless it is consented to by a majority of not less than two-thirds of the members, including those not otherwise entitled to vote, who vote on the resolution.

(5) Notice of a resolution to be passed pursuant to this section is to be sent to all members, including members not otherwise entitled to vote, in accordance with section 125.

1995, c.N-4.2, s.150; 2005, c.22, s.13.

Marion Fetter made a motion to appoint Jocelyn Moe as our Accountant from Humboldt for an external review in the form of a notice to reader or annual review for the 2018/2019 fiscal year for Poplar Beach Campground Owners Corp. Seconded by Site #103. All in favour – passed.

Payment for fees may be made by: cheque – payable to PBCOC, cash, e-transfer ([pbcoc@poplarbeach.ca](mailto:pbcoc@poplarbeach.ca) - Security question: “What month is it?” Answer: month that e-transfer is being sent)

13. Resort Village of Wakaw Lake – Tax Assessment – Continuing to pursue the action against the RVOWL. The lawyer is finishing the preparation of the “affidavit of documents”. Once reviewed it will be submitted to the RVOWL legal council. Then both sides will meet in chambers to review.
14. Third call for Nominations – Secretary, President-Elect, Member at Large. No new names were brought forward. Donna Guigon won by acclamation for a three year term for Secretary. Three names were brought forward for Member at Large so Brad Gulka was nominated as the scrutineer for counting ballots. Seconded by Site #45. All in favour – passed. Ron Moore was nominated to assist the scrutineer. Seconded by Site #102. All in favour – passed. Based on the results of the vote, Don Unrau and John Zwarich will fill the Member at Large positions for three year terms.
15. Other – A motion was made by Site #103 for the BOD to look at the park getting fire insurance for volunteer fire fighting costs as a park. Seconded by Site #45. All in favour – passed. Discussion in regards to the roadways within the park and whether they are private or public property – BOD will discuss at their December meeting.
16. Meeting adjourned at 2:49pm. Motion made by Site #122.



