

PBCOC SGM
Sask Polytechnic
March 18, 2018
1:00pm
MINUTES

Attendance:

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

Meeting called to order at 1:01pm.

1. **Adopt agenda** – A motion was made by Site #31 to adopt the agenda. Seconded by Site #97. All in favour – passed.
2. **Approve meeting minutes from AGM (Nov 19, 2017)** – A motion was made by Site #28 to approve the minutes from the last meeting. Seconded by Site #45. All in favour – passed.
3. **Welcome and President's Message** – Richard McAllister welcomed the members and gave a brief summary of upcoming initiatives and our need for volunteers to help with summer events.
4. **Board of Directors** – think over the summer if you'd like to join the board as 3 terms will be up for renewal in the fall.

Richard McAllister (President – Term Ends 2020)
Twyla Chupa (Secretary- Term Ends 2018)
Marion Fetter (Treasurer – Term Ends 2019)
Kim Gulka (Communications – Term Ends 2019)
Shelly Weiman (Member at Large – Term Ends 2019)
Doug Andreen (Member at Large - Term Ends 2020)
Stan Jackson (Member at Large - Term Ends 2019)
Pat Boyko (Member at Large – Term Ends 2018)
Ron Moore (Member at Large – Term Ends 2018)
Marlene Schmidt (Member at Large – Term ends 2019)
Brian Klassen (Member at Large – Term Ends 2019)

5. **Communications – Kim Gulka - Communication is Critical!**

Email and Website is most efficient - pbcoc@poplarbeach.ca **or** www.poplarbeach.ca
If you aren't getting any emails from us please let us know and we will work to try and correct the issue as we are having trouble with a few email addresses.
Add PBCOC to Safe Send or check junk mail. 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.

New members move into our park every year. We do our best to seek them out; but cannot catch everyone. Please introduce yourself to a new neighbor and send them our way!
Don't forget to like us on Facebook - Poplar Beach Campground at Wakaw Lake.

6. Boat Yard – 2018 Fees are \$130.00.

Current Policy - all fees and outstanding amounts **MUST** be paid to obtain boat yard site
Boat Yard Site Request Form **MUST** accompany payment!! First come; first serve.

If more than 68 spots – name goes on waiting list

Only 55 sites have been filled to date!

Thank you to Kevin Gulka!

Please ensure your boat is parked in correct spot at correct angle – see map on website, in shower house or talk to park manager in the spring.

Map updated by May

Please ensure you keep your boat spot mowed, failure to do so may result in a fine as per boat yard maintenance policy.

7. Review Policies – Site and Boat Yard Maintenance

Boat Yard Maintenance

- If area around boat is unkempt, park managers are authorized to take pictures and contact the BOD for approval of a warning letter.
- A written warning letter will be issued by the park managers to the site and the BOD will issue the same letter via email.
- Area must be maintained within 2 weeks of notice or member to contact park managers to make arrangements. (i.e. member away and not at lake for 2 weeks)
- If area not maintained a second letter with a fine will be issued, currently \$100, fine must be paid within 30 days.
- If area still not maintained after second letter or fine not paid, member will be banned from the boat compound for a period of 1 year.

Campsite Maintenance

- Same format, but rather than banned, the fine will double.
- If fine not paid the cost is added onto membership fees, late fines will be added to any amount that is outstanding.
- The non-payment will fall under the policy/rules for outstanding membership fees, including loss of power, water and the revoke of the exclusive use agreement for site.

Site Development

- Since our November 2017 AGM we have received 3 requests for site improvements. We appreciate you taking the time to familiarize yourself with the rules and regulations which have been set by the members of PBCOC to ensure a fair, safe and pleasant environment to protect all PBCOC Members' interests at large.
- PBCOC requires all members to complete a Site Development Form BEFORE proceeding with any work on your site and submit to PBCOC. The forms may be printed from the PBCOC website OR contact park manager for a copy.
- It is your responsibility to obtain a permit from the RVOWL before starting your project. When in doubt if permit is needed, give them a call.

- Remember RVOWL permits along with PBCOC Development forms are to be displayed when work is being done.
 - Inspectors have been checking us out!
 - Before beginning any development on an RV site members ***MUST COMPLETE:***
 - ✓ “Development Request Form” and submit to PBCOC board for review.
 - ✓ Resort Village of Wakaw Lake requires a “Development Permit Application”
- *** YOUR BUILDING PERMIT MUST BE APPROVED BY RVOWL BEFORE ANY WORK CAN BEGIN!!! *****
- 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 an application well in advance for approval from The Resort Village of Wakaw Lake.

Resort Village of Wakaw Lake
 126 1st Street S Wakaw
 P.O. Box 58, Wakaw, SK SoK 4Po
 Phone 233-5671, Fax 233-5672
 Open: Tuesday, Wednesday and Thursday 9:00 – 4:00
 Email: rvwakawlake@gmail.com

8. Rental Site – 106B – New Policy – site rental change effective for 2018 season. Minimum stay on long weekends is 3 nights and RV trailer MUST occupy rental site. No change to fee – 35.00/night.

9. Park Manager – Contract tendered yearly to give all park members and members of the public a chance to apply equally. The position of park manager for the 2018 season has been contracted to John Zwarich – Site #39.

10. Volunteer/Social Report

- Fundraising effort is underway for the new Gazebo
- Potential July 1st celebration and parade.
- Looking for ideas for additional celebrations and volunteers to organize them.
- Our social programs makes our park special.
- We are looking for suggestions/ideas for summer activities, please bring forth to the BOD.

11. Treasurer’s Report – Marion Fetter

Poplar Beach Campground Owners Corporation
 Balance Sheet as of March 15, 2018

ASSETS
 CURRENT

Bank	\$	33,754.01
Credit Union Shares	\$	5.00
Investments	\$	138,534.05

Accounts Receivable	\$	6,175.36
TOTAL ASSETS	\$	178,468.42

LIABILITIES

CURRENT

Accounts Payable	\$	5,588.22
TOTAL LIABILITIES	\$	5,588.22

MEMBER EQUITY

Retained Earnings	\$	61,646.07
Profit for the Year	\$	111,234.13
Total Equity	\$	172,880.20
TOTAL LIABILITIES AND EQUITY	\$	178,468.42

	Budget	Actuals	Budget	Actuals	Budget	Actuals
	2015/2016	Sept 30/2016	2016/2017	Sept 30/17	2017/2018	March 6/18
INCOME						
Annual membership fee	117,175.00	117,175.00	121,900.00	121,000.00	128,650.00	120,735.00
Boat Yard Fees	8,840.00	8,840.00	8,840.00	8,060.00	8,840.00	7,150.00
Interest Income	1,200.00	1,521.53	1,000.00	1,357.04	1,200.00	124.47
Late Fees/Fine		1,700.00		1,950.00		300.00
Nightly campsite rentals	3,500.00	3,730.00	3,500.00	3,645.00	3,500.00	
Pre-Paid Memberships						

PBCOC REVENUE						
Advertising		40.00				
Gate Cards		325.00		550.00		
Keys Purchased		10.00		20.00		
Maintenance Income		687.50				
Showerhouse Income	1,200.00	1,483.95	1,200.00	1,747.00	1,300.00	13.00
Wood		20.00				
MISCELLANEOUS INCOME						
Fireworks Donations						
Raffle						
Donations		335.00		100.00		600.00
Recycling (bottle donations)	700.00	601.20	600.00	313.15	500.00	196.85
Fundraising						702.00
Social & Recreation Income		606.85		12.50		
Uncategorized Income		500.00		25.00		
Customer NSF Fee		25.00				
	132,615.00	137,601.03	137,040.00	138,779.69	143,990.00	129,821.32
PROFESSIONAL FEES						
Accounting	1,500.00	330.00	1,500.00	385.00	1,500.00	388.50
Security	5,000.00	2,445.86	2,500.00			
Insurance	4,000.00	3,834.00	4,000.00	3,909.00	4,000.00	1,446.90
Licences & permits	100.00	91.39	100.00	35.00	75.00	15.00
Legal Fees	10,000.00	5,385.56	7,500.00	3,132.28	7,000.00	4,130.85
Manager's salary	25,865.00	25,865.00	25,900.00	25,000.00	25,950.00	
RVOWL Property Tax & Fees	13,000.00	8,300.09	10,000.00	29,336.10	31,000.00	
Reconciliation Discrepancies				0.27		
DIRECTORSEXPENSES						
Mileage	750.00	1,372.48	1,500.00	1,619.04	1,600.00	686.24
Directors Expenses	5,000.00	5,139.12	5,000.00	5,363.83	5,500.00	762.83

OFFICE						
Advertising						
Annual Meeting costs	500.00	422.86	450.00	382.89	400.00	184.17
Bank charges	300.00	277.30	300.00	235.80	250.00	100.40
Office Supplies	400.00	569.74	450.00	483.65	500.00	30.26
Computer/Software	200.00	259.16	260.00	251.94	275.00	126.54
Postage	100.00	168.44	150.00	64.48	100.00	26.78
Website	500.00	423.50	450.00	427.35	450.00	
SOCIAL & RECREATION	4000.00	1856.35	3500.00	2,300.00	2,000.00	
Public Relations/Gifts	500.00	144.75	300.00		300.00	
REPAIR & MAINTENANCE						
Fuel for Equipment	550.00	307.33	350.00	86.40	200.00	114.60
Common area water	3000.00	2,362.50				
General Repair Maintenance	16325.00	24,217.97	18,000.00	5,158.90	12,000.00	148.46
Janitorial Supplies	750.00	1,124.03	1000.00	664.73	800.00	
Electrical Upgrade		63,566.07	13,000.00	15,017.54	5,000.00	
Equipment Upgrade					3,500.00	3,139.20

UTILITIES						
Water/Sewer						
Water Testing	1,000.00	838.95	1,000.00	1,519.35	1,600.00	
Sewer Dumps	2,200.00	1,506.75	1,500.00	1,009.50	1,250.00	
Water Consumption	5,000.00	5,354.29	5,500.00	3,121.02	3,200.00	4,342.77
Post Box Rental	175.00	163.80	175.00	170.10	175.00	
SaskEnergy	1,100.00	1,120.30	1,100.00	1,050.96	1,100.00	410.99
SaskPower	25,000.00	24,201.58	24,500.00	37,376.43	32,000.00	11,469.77
Sask Tel Mobility	800.00	678.68	800.00	813.81	900.00	177.93
MISCELLANEOUS						
Mis Expense		1,000.00				
Reserve	5000.00		6255.00	6,255.00	1,365.00	7,666.91
	132,615.00	183,327.85	137,040.00	145,170.37	143,990.00	35,369.10
NET INCOME	0.00	-45,726.82	0.00	-6,390.68	0.00	94,452.22
				-135.68		

Your membership fees are **due every year by December 31**.

- We accept pre-payment of monthly payments **BEFORE** the due date, (so will accept payments now for 2019). However, the fee may change based on budget presented at the Fall AGM.
- We also accept e-transfers for payments. When sending e-transfer please use the security question ... "What month is it?" ... Answer: the month you send the transfer (lower case). Please keep this in mind for Dec 31/18.

Outstanding Member Accounts as of Mar 13/18. Please help us collect by reminding your neighbors' – we are all owners of this park. We apply fees paid to the fines and late fees prior to applying them to the yearly membership fees.

- Site 42 – Lance & Debbie McDougall - \$250.00
- Site 56 – Dave & Barb Galbraith - \$250.00
- Site 110 – Calvin & Lanna Prestupa - \$1100.00
- Site 112 – Rene & Colette Lemire - \$100.00
- Site 113 – Rene & Colette Lemire – \$1100.00
- Site 118 – Christine & Terry Lamping – \$1100.00
- Site 119 – Christine & Terry Lamping - \$1100.00

Outstanding Member Accounts with the Resort Village of Wakaw Lake as of February 27/18.

- 13 members have not paid taxes with RVOWL
- Amounts range from \$64 - \$1477.71
- BOD's would like to encourage everyone to deal with their accounts.

- We have QuickBooks on laptop and can open to explain any expenses.

- Financial Binder is available at front for all members to review.
- Anyone wishing to review the books on another day, please contact PBCOC email to set up an appointment.

12. Capital Projects

- Removal and replacement of sign for the park which is located on the corner of the property beside the highway. The ice cream cone will be removed – still open to what we want to do with it if we are able to remove it in one piece. Any comments or questions regarding it can be sent into the board.
- Fundraising for new Gazebo – Steak night – Pleasure-Way Pub and Northridge Lounge, Saskatoon Soccer Centre 150 Nelson Road. Wed., March 21/18. Drinks at 6pm and Supper at 7pm. Please refer to email sent out from PCOC for more info.
- List of needed materials will be posted on the website as another way for the members to assist.
- Garage Sale – when spring cleaning consider saving your “trash” and donating it to the park so it can be someone else’s treasure! Tentatively set for a weekend in June 2018. If you are interested in helping in any way – contact one of the Board members.

13. Resort Village of Wakaw Lake – Lawyer/Mediation Update

- Update on – Exclusive Use Matters – Richard was away so hasn’t been in touch with the lawyer so he will have more info in the near future.
- Follow up – tax assessment – received refund of \$759.56 (only made changes regarding the boat compound area) that will be put towards next year’s taxes but no other changes were made despite our efforts.
- Potential amalgamation of Wakaw Lake beaches’ government into the RVOWL government structure. Review info that has been emailed out and form a personal opinion and voice your opinion via email to the RVOWL prior to the end of March. All members are **STRONGLY** encouraged to give their own individual opinions to the RVOWL.

14. SGM – Do we wish to continue having one? Think about it as members and we will discuss if we need to continue with an AGM and SGM in the future. The board is willing to take the direction that the members wish to see.

15. Other – general suggestions, comments – nothing brought forth.

16. Meeting adjourned at 2:13pm. Motion made by site #45.