



# SPIDER LAKE SPRINGS CAMPERS ASSOCIATION

## Draft Minutes of the Board of Directors Meeting for July 15, 2018

### Directors Present:

President:	Henry Helin (D07)
Vice President:	Elaine Layman (G13)
Secretary	Debbie Graham (B05)
Treasurer:	Robert Scantlebury (A-19)
Section A:	Ken Leahy (A20)
Section B:	Dave Clark (B04)
Section C:	John Adams (C48) Absent with regrets
Section D:	Teresa Nielsen (D37)
Section E:	Lottie Legros (E21) Absent with regrets
Section F:	Doug Hogg (F23) –
Section G:	Wendy McLeod (G14)

9 Delegates were present

1. President Henry Helin called the meeting to order at 1000 hrs
2. **Approval of Consent Agenda** – Moved by Teresa Nielsen, seconded by Wendy McLeod the agenda be approved as circulated. Carried
3. **Treasurer** – Robert Scantlebury highlighted his report - it is business as usual. Of note, all lots are up to date on the yearly billing.
4. **Social Committee** – no report
5. **Maintenance/Manager's Report** – Al Mainprize read through his report for the benefit of the delegates. Report is attached. It should be noted we are down a staff member. A job posting is currently active.
6. **Business from the Minutes** – the Open House went well however owner attendance was low. The Board will ensure better advertising of such before next year's meeting.
7. **Correspondence** - none
8. **Old Business**
  - a. Signage – placing of some has been completed however manpower has limited the ability to complete the task fully
  - b. New playground – there has been little interest in the project. Elaine will update the posted information and try again to create interest.
  - c. Bridge work is ongoing – Teresa Nielsen brought it Al's attention there are nails protruding from the Melanie Creek bridge that are a hazard. Al to check on same.
9. **New Business** – none
10. **Delegates**
  - a. D36 – inquired about the placing of rubber mats in front of the lower washroom to prevent sand, rocks etc from being brought into the building – Al purchased new ones and they should be in place – it will be checked out. Also, the lower washer needs repair/replacing. Al to pursue promptly. And a big thank you for the No fishing sign that went up in her area. It has made a huge difference.



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- b. D36 – also asked why each director’s email address is no longer on the website. We had difficulties with gmail this year and the transition of email addresses from one rep to another did not go as planned. Send all your inquiries to the secretary and they will be routed from there. [spiderlakeseecretary@gmail.com](mailto:spiderlakeseecretary@gmail.com)
- c. E4 – how many lots have sold this year? While the exact number was not known right off hand, many have sold and at this time there are very few left for sale.
- d. E2 – the water pressure in the E section is low – Al stated the water slide is to blame – it needs to be topped up every morning, usually between 0800 and 0900 so this will have a temporary effect in that area. Outside of that hour pressure should be good
- e. E5 – A Safety & Evacuation group was created however the chair of that group is no longer able to continue. The group has made a list of thing to be addressed and would like a board member to assist. As well, Al Mainprize would need to be fairly involved. Unfortunately Al does not have the time during the summer to devote to this but will keep informed. Board member Doug Hogg volunteered to assist with the project.
- f. E5 – would like to see a “welcome package” given to all new owners – Julie Carter will liaise with Elaine Layman and come up with something to present to the board.
- g. E4 – when will the new lot # reflective signs be dispersed? Al says it is being done by request at this time due to higher priorities.
- h. Security – There are often line ups to come in the main gate and no one is monitoring who comes through. Do we have a false sense of security? This generated a good discussion. How should we deal with this? Is having someone monitor a good use of resources? While the traffic has not produced an increase of thefts, etc., it does pose parking issues for everyone. Owners are reminded you must park your personal vehicles within your site. There is overflow parking for guests. **Please do not park on the roadways or impede traffic or sight lines.**
- i. Security – many owners are going to the security site to ask for access to the park as they have forgotten or lost their gate card. This has become an issue of inconvenience and interruption. A logbook will now be kept and those who are repeatedly involved will be contacted by the board. **If you need a new gate key just let us know and we can make one available for you for \$20.00.**

Meeting was adjourned at 1043 hours

Next meeting is to be held in the clubhouse on August 20, 2018 at 1000 hrs. All campers are welcome!

## July 2018 Maintenance Report

1. Staff Priorities for the coming weeks:
  1. The highest priority is given to operational requirements for the Resort. These are the tasks required to meet regulatory obligations. Failure to meet these could result in fines, or worst-case: closure of the park. Emergency infrastructure repairs are always an immediate top priority.
  2. Ongoing chores: washroom cleaning and waterslide are the priorities in this category, followed by grass trimming (mower and trimmer).
  3. General Maintenance: signage, road surfaces, speed bumps, yard-waste pick-ups.
  4. We do **try** to accommodate campers and address camper concerns, but not every item can be handled immediately within the time we have.
2. The sprinklers on the Main Field have all been raised by 3/4" to 1-1/2", any sprinkler found to be faulty was replaced and nozzles were changed out as necessary. Twice daily watering was implemented to encourage new growth but has since been reduced to one nightly watering.
3. The Main Field received a light fertilizing at the end of June.
4. The waterslide concrete surfaces have all been pressure washed.
5. The Store/Office sidewalk has been nearly completely pressure washed, the lower facilities sidewalk will be next.
6. The source of the puddling water on Whitby Way has not been determined. A crushed and damaged drain pipe (that seemed to just end, possibly in a non-functioning rock pit) was located while excavating for a simple rock-pit drain to deal with the water accumulation. This was exposed until a fair section of pipe was reached, connected to new 6" drain pipe and routed to the creek along Angel View Road. This will be monitored after water blow-out in the fall as part of the investigation into the source.
7. The waterslide received its high-contrast striping, but time did not permit the application of additional coats of paint to the walls or pool bottom. If weather is cooperative in September the pool will receive another coat of paint at that time.
8. The fencing around the back of the waterslide building and bottom of the ramp has all been replaced and slightly reconfigured. The fence previously required to separate the washrooms from pool access (for Longhouse functions) was replaced by a small gate at the base of the waterslide ramp.
9. A self-closing valve has been installed for the waterslide shower as requested by Elizabeth Thompson of VIHA last year. This allows the shower to be operated only as needed, extending the time of available hot water considerably. The installation of the valve was done in such a manner as to permit seasonal removal of the valve for storage, maintenance, and to extend its functional life as much as possible.
10. The pool was filled and the pumps were tested on Wednesday June 27 (a required inspection was scheduled for the June 29). It did not go well. As covered in previous reports, we replaced the rusted steel rails that the 2 waterslide pumps were previously mounted on. During testing, which can only be done when the pool is full, the mounts for all the other plumbing components failed, resulting in excess movement of the components and ultimately failure of a coupling. The failure was not catastrophic, but had to be repaired prior to inspection. All items in the pump pit were braced, the butterfly valves closed tight and repair commenced at 6:50 am on Thursday. This involved the complete removal of all support components under the 10" check valves, the two steel 10" to 4" bell reducers, and the 10" 'Y'. New adjustable supports were fabricated, the embedded steel in the concrete floor (min. 1-1/2" thick) was ground to

clean steel, and new steel feet were welded to it and anchored into the concrete. The adjustable supports were welded to the feet and after final adjustment, welded in place to prevent falling out of adjustment during operation. The coupling was repaired, valves opened and the pumps were tested again at 6:45pm without issue. It was a long day.

11. The waterslide was inspected and passed most items, but was not ready to open. A second inspection was scheduled for the following Friday.
12. The following items were purchased for the waterslide: new first-aid kit plus latex free bandages, new skimmer net, pool testing reagents (must be replaced annually), 2-way radios for communication between staff and volunteer.
13. The waterslide was inspected on July 6, 2018 and deemed ready to open. Comments from the inspector for VIHA were generally positive: the pool color and contrast striping, shower valve, new fencing, signage, painted tank cover, and skimmer operation were all complimented. Daily start-up and shut down procedures are adequate for now, as the slide has been staffed by the same personnel for the past few seasons, but these procedures will be expanded before the start of the next season.
14. The store was inspected by VIHA and deemed ready to open.
15. Hydraulic dump trailer ceased to function at the end of June, staff suspected solenoid. Replaced solenoid, hydraulic pump still failed to operate. Despite testing well for voltage, ultimately the batteries were determined to have reached the end of their life, no longer able to provide the current necessary for the pump. The batteries provided many thousands of loads worth of use. The hydraulic dump trailer is used for everything from gravel to wood chips to yard waste pick-ups. It is used extensively during the off-season for moving soils and aggregate for the many improvements done during those months. Replaced trailer jack as parts presumably fell off during use and were unable to be located.

## July 2018 Management Report

1. I have completed the Small Waste Water System course, and am continuing to work on the Small Water System course on my own time.
2. I have been unable to source sodium bentonite for sealing the annular space at the lower well and have opted to hire a well maintenance company to do the job properly. Quotes are in the works. I located the drilling record for the well in the boxes of archived paperwork, which simplified requesting quotes.
3. While the inspector from VIHA was here for the store and waterslide, I inquired about installing the retention tank at the lower well and am glad that I did (the idea that I would need approval came from the Small Water System course I am currently taking). I was informed that approval is required. I will have to provide a diagram of all the equipment, flow rates (minimum and maximum), calculate the contact time for the chlorine and await approval. The VIHA inspector stated the same thing the MoE inspector did: any alterations to the system that affect the quality or quantity of the water (or effluent) require approval.
4. New gate cards have arrived and should be sufficient for a couple years.
5. An ad for a park maintenance worker has been posted (Thank-you Elaine). I have received 10 applications as of 4:30 Saturday afternoon.