



# SPIDER LAKE SPRINGS CAMPERS ASSOCIATION

## Draft Minutes of the Board of Directors Meeting for June 16, 2024

### **Executive Present:**

Kevin Baker – President  
Lottie LeGros – Treasurer

Teresa Nielsen – Vice President  
Joanne Boomer – Secretary

### **Directors Present:**

Ken Leahy – A      Justine Scott – B (VIA ZOOM)      Petty Wong – C  
Brian Weikum – D      Doug Hogg – F      Cheri Doney – G (VIA ZOOM)

### **Directors Absent:**

Laura Geberdt – E

### **Guests:**

Brian Lamb – Park Manager

Seven delegates were present.

1. President called the meeting to order at 10:01am.
2. **Approval of Agenda.** Approved.
3. **Approval of 2024 AGM meeting minutes of May 19, 2024.** Motion by Joanne Boomer, seconded by Doug Hogg, to approve minutes. **Approved.**
4. **Business arising from Minutes/Old Business**
  - Student Grant. We did not receive the Student Grant this year due to the large volume of applicants. Lottie LeGros suggested to Teresa Nielsen that she start the grant process earlier, by December this year instead of February of next year. We did have enough in the budget to hire a student and they will start at the end of June.
  - Work Vehicle. The work vehicle is a 2003 truck that needs to be replaced. Due to the poor condition of the truck, it is rarely used. If a one-ton truck with a dump box were purchased Brian feels it would be used daily. It would help reduce the number of times they go back and forth with ground waste loads/gravel/sand etc. The truck would also be used outside the park which would cut down on the cost of deliveries. Brian will research the costs of a used truck and bring a proposal back to the August Board meeting. This item would come out of the Operating Budget.
  - Website Update. Joanne Boomer spoke to Devin Columbus our Web Administrator about making the website both public and private.  
Suggestions for some of the pages that could be made private are;
    - Board Meeting Minutes
    - Committee Minutes
    - Contact information for the Board and Park ManagerSuggestions for some of the pages that could remain public are;
    - Sites for Lease or Sale
    - Contact information for Secretary
    - Park photos and maps



## SPIDER LAKE SPRINGS CAMPERS ASSOCIATION

Devin, our Web Administrator would create a Membership Portal. Owners would fill out a registration form - only needed once. Specific password for each site owner which can be reset if forgotten or site is sold. The Board asked Joanne to find out the cost of these changes and would how busy is the website. Joanne will get back to the Board at a future meeting.

- Parking Permits. The Board is aware that the owner decals seem to be curling up and falling off the windshields. Ken Leahy has contacted the manufacture asking for a solution. Donna-Maria Lamb is now attaching them to acetate sheets. Information will be posted on the website and Facebook page on when owners can pick up the acetate sheets from Donna-Marie.
  - Emergency Exits and Fire Hydrant Demo. Brian Lamb to arrange a walk through to show Board members where the emergency exits are. He will also arrange a walk through of the emergency exits for anyone interested and a fire hydrant demonstration. Brian to send Joanne information to post.
5. **Treasurer's Report** - Robert Scantlebury's report was circulated to the Board. **Motion** by Lottie LeGros seconded by Doug Hogg, to accept the financial statements as presented. **Approved.**
- Property Taxes. Up \$3,500 from last year for a total of \$57,840.95.
  - **Motion** to renew the SAGE Accounting System subscription fee for \$691 and to purchase a new laptop for \$760. **Motion** by Teresa Nielson, seconded by Doug Hogg. **Approved.**
6. **Park Manager's Report** - Brian Lamb's report was circulated to the Board.
- If the power goes out for longer than 6-8 hours Brian Lamb will ask Joanne Boomer to post information on the website and Facebook page.
  - The washers and dryers purchased in April last year are working well. The coin deposit from the beginning of the camping season to the first week of June was \$800.
  - The garbage bin that was near the overflow parking close to the tennis courts has been placed with the other bins near the playing field. This bin has not been used since. Brian feels we may be able to return the bin which would save us the \$300 dumping fee and the monthly rental cost (**Brain do you know what the monthly rental is?**) Brian will wait until September to confirm the bin is not needed.
  - Bottle Recycling Bins. Two site owners, Graeme, A15 and Jim, A22 are looking after the sorting but more volunteers are needed. Please email Brian at slsmanager2@gmail.com if you would like to help.
7. **Correspondence**
- Carol Hagle, A17 had a few suggestions regarding the branch and burn pile area. Brain Lamb will email her back. All other emails sent to Joanne Boomer, Secretary to the Board, have been answered.
8. **Standing Committee Reports**
- **Rules & Regulations/Bylaws Committee.** The Committee presented a Compliance Policy and Fines Process document for the Board's review. The objective of this process is not to collect fines, although this is certainly an important element in the process. It is to discourage undesirable behaviour and non-compliance with rules to keep us all safe and keep our fees down. The fines are a strategy to achieving these goals, not the end game. The Committee feels the Rules and Regulations should be properly updated and thoroughly vetted before we start fining people against the rules and regulations within.



## SPIDER LAKE SPRINGS CAMPERS ASSOCIATION

The Committee requested permission to hold an information session with owners asking for their input for this process and on the Rules and Regulations. The Board approved the document in principle and agreed that the Committee could hold an information session. Joanne Boomer will provide the Board with the draft email to owners for approval then send an email to owners and add information to the website and Facebook page.

- **Store Committee.** The store is ready for a soft opening June 22. More volunteers are needed. Please contact Teresa Nielson at [teresalynne142@gmail.com](mailto:teresalynne142@gmail.com) if you can help.
- **Social Committee.** The Board gives a big thank you to Cheryl Johnson, Chair of the Committee for organizing the potluck for Brain Lamb (5 years as Park Manager) and Rob Scantlebury (12 years as Board Treasurer), it was a huge success.

### 9. **Working Committee Reports**

- **Pond Committee.** Rick Hanson, F10 says they are still working on Evelyn's Pond as Larry's Pond hadn't been excavated yet.

### 10. **Delegate Question/Presentation**

- Judy Webster, F32 complimented Dave and Mike for the security sites looking good.
- Nancie Moran C24, called a Point of Order regarding the use of Call the Question at the 2024 AGM regarding the Motion to Charge for Guest Trailers. Nancie handed out information on Robert's Rules of Order on Call the Question. Nancie pointed out that there should have been a vote on the Call the Question prior to a vote on the Motion. Nancie wanted to provide the information to the Board so if this occurs again at a Board meeting or AGM that they know the correct process.
- Nancie Moran, C24 asked if there is a record to monitor when an owner has guest units to confirm the Section 4 Occupancy, 4.07, which says in part that - Guest Units may stay for a period not to exceed seven (7) days consecutive and a cumulative period of twenty-one (21) days in any calendar year. Brain Lamb said he keeps the Guest Trailer Registration Form on file but has not been keeping a record. He will ask Donna-Maria, his Administrative Assistant to start a record.

### 11. **New Business**

- Brian Lamb received a request from Ian and Wendy Anderson, D5 asking for a variance on building a retaining wall over the allowable height. Brian explained that the retaining wall is needed to secure an area at the side of their site that includes common ground. The park will help provide material and staff help if requested when common ground is involved. The Board approved the variance to the retaining wall with the stipulation that it be build with material and design approved by Brain. Brian will get back to Ian and Wendy.
- Brian Lamb received a request from Stephen Appleton, A11 for a variance to convert his storage shed into a bunkhouse. There are a number of sections in our Rules and Regulations that clearly state this is not allowed. The Board voted to not approve Stephen's variance request and table it with prejudice. Kevin Baker will inform Stephen of the Board's decision.

There being no further business for the good of Spider Lake Springs Campers Association,  
**Motion** by Kevin Baker, to adjourn at 12:29pm.



## SPIDER LAKE SPRINGS CAMPERS ASSOCIATION

Next meeting will be July 21, 2024 at 10:00am in the park.

### Manager's Report for June 2024

First, a huge shout out to Jeff who covered the AGM for me while I was away. Also, a shout out to the volunteers who put in time to either beautify our park or assist in the safety of our park.

1. Pond Committee and volunteers, thank you for partnering up with the SLSR staff in the cleanup of the ponds. Cleaning up the ponds is a huge annual undertaking and the staff is grateful to work by your side.
2. Security Volunteers, the donation and support of your time on our first long weekend of the season was a huge success. Your feedback is very valuable to the continued success of our security within the park, especially on the long weekend.
3. To the garden team, the gardens and boxes are looking amazing. Thank you for taking time out of your own gardening to beautify our park.
4. Bylaw Committee, for their time in the support of creating a stronger foundation of safety and respect of our resort and campers.
5. Pond clean up, we had 11 loads of sand brought in and 4 loads of weed contaminated sand taken out from Evelyn's pond, while also protecting the natural pond environment. Grumbach donated half the sand that was brought in, saving us approximately \$2,000 dollars. We will continue to keep working on the ponds with the Pond Committee.
6. As discussed in previous board meetings we have hired Trefor Digby, who is properly licensed to oversee our septic system for the next 5 years, as per EOCP. This was mandatory as per new regulations so that we could be properly licensed to operate. He will work in conjunction with Roto Rooter and SLSR staff.
7. Rock work around bridges has not been completed as yet, we are fitting this in with other projects, routine park maintenance and supporting site owners in their needs for their sites. For example, gravel deliveries, plumbing repairs, tractor assistance, power post replacement, etc. Also, for those who requested a power post replacement, the cost is \$75 if no extra work is needed. Some have not paid.
8. Footprints Security has been hired to assist only on the night of the dances and during the dance. The park will split this cost with the social committee. Donna-Marie is currently working on putting the schedule together for the Canada Day long weekend volunteer security team and staff.
9. Weather has not been on our side to repair the water slide flume, that being said we are working hard to have it up and running by June 29<sup>th</sup>. All of course will be in accordance to the final safety inspection from VIHA.
10. We did not get the student grant this year. This is due to a large number of businesses now requesting the student grants. Robert has budgeted this to allow us to hire a student for 2 months to assist with the water slide, watering of plants and gardens, lawn mowing and clean up, etc.
11. The mini excavator has finally been repaired. While waiting for parts the staff did a complete tune up to the vehicle. Cost of mechanic and parts was \$2,100.



## SPIDER LAKE SPRINGS CAMPERS ASSOCIATION

12. The big excavator has been a huge and positive addition to the resort. We have used it to assist with the cleaning and removal of weed contaminated sand and new sand replacement. We have also used it within the resort to assist site owners with large projects. Fees for site owners to have us come assist with the excavator is \$150 per hour. The tractor is \$100 per hour. Please be mindful that this includes the operator and one staff member.
13. Calcium Chloride is on site and ready for the next dry spell for our roads.
14. Park repairs from what feels like a very long winter have been minimal this year. Mostly the odd water line here and there. We did order a new urinal for the men's washroom but it was damaged in transport and sent back. I will have to re-order.
15. With so much going on during a daily basis, I request that you send your requests to [slsmanager2@gmail.com](mailto:slsmanager2@gmail.com). It is best for me to have requests sent by email instead of verbal, this way when staff or myself receive a request we are less likely to forget what and or who requested it. There are request forms for gravel, wood and tree removal printed by the store door and also located on our website. If you are needing a copy emailed to you, email [slsstoreoperations@gmail.com](mailto:slsstoreoperations@gmail.com) and Donna-Marie will be much quicker at getting this to you than the staff as we are out working around the resort.
16. You may have noticed that the golf carts have emergency flashing lights. They are also now equipped with an audible warning feature. This is to assist with safety protocols while being operated within the park. There are times when we are responding to an emergency or something of an important nature. The visual and audible announcement of our presence in any emergency situation can only be a positive step towards the safety of all within the resort.
17. Except for the occurrence at the burn/branch pile this past week, there have been no acts of vandalism to report since opening in April.
18. New AED pads have been ordered and will be installed in the machines located in both laundry facilities.
19. The Cougar 5th wheel RV will be removed from the middle parking lot on Saturday, June 15th.
20. The upper horseshoe pit (beside the dog park) has been reconstructed and is ready for use.
21. All the known " broom" plants have been removed from the resort.
22. Two major windstorms in the past two weeks have caused power outages in the park lasting for about 2 hours each. These outages have been caused by outside sources, not from within the park. Although I will say that they have messed up our beaches, parking areas and roadways.
23. So far we have 5 families of geese residing in the park this year.
24. At this point in time, the bear problem has been eliminated. Others can still appear, so everyone must be mindful. We open up the garbage dumpsters in the morning and hook up the carabiners in the evening. Everyone has been great at ensuring they are attached again after evening garbage drop-offs. Thank you to all.
25. We have received 6 more recycle bins to use and a pick up of the full ones will be done as quickly as the recycle center can fit us in.

Again, thank you to my staff, volunteers and campers for supporting the safety, integrity and beautification of our resort. 65 acres is a huge undertaking to maintain. The support to make our resort one of the best on the island is so greatly appreciated by all.



# SPIDER LAKE SPRINGS CAMPERS ASSOCIATION

## **Rules & Regulations Compliance Policy and Fines Process Prepared by the Rules & Regulations/Bylaws Committee June 2024**

This document has been drafted by the Rules & Regulations/Bylaws Committee to give the Spider Lake Springs Campers Association (SLSCA) Board of Directors a mechanism to respond to SLSR owners' concerns about rule violations and behaviour of shareholders, owners, guests and lease holders.

Its goal is to encourage campers to uphold SLSCA Rules and Regulations to maintain a safe, respectful and enjoyable environment. It articulates a process for the Park Manager and Board of Directors to recognize, notify, record and assess fines for non-compliance of SLSCA Rules & Regulations and Bylaws. Fines collected would be allocated to offset damages and staff time which has been affecting our operating budget and placing pressure on owners' annual fees.

### **1. Policy Purpose**

The Compliance Policy and Fines Process is in place to maintain the safety and enjoyment for all Spider Lake Springs Resort owners, their guests and lease holders. The following process is designed to encourage compliance of SLSCA Rules & Regulations and Bylaws. It specifies how SLSR staff and SLSCA Board of Directors may recognize, record and assign fines for non-compliance.

### **2. Responsibility for Awareness and Compliance with SLSCA Bylaws and Rules and Regulations**

- 2.1 Owners (shareholders) and SLSCA members, will be supplied with and must review a copy of the SLSCA Bylaws and Rules and Regulations documents with their purchase materials. These can also be accessed on the SLSCA website at [Rules & Regulations - Spider Lake Springs Resort](#).
- 2.2 All owners, SLSCA members, guests and lease holders are subject to these Bylaws and Rules and Regulations.
- 2.3 All owners and SLSCA members should review the Rules and Regulations documents annually to ensure that their understanding of park expectations is current. They must share these details with their guests and lease holders as needed.
- 2.4 Infractions by guests or lease holders will be recorded under the applicable site's number and the owner of the site will be responsible for appropriate fines or consequences.

### **3. Non-compliance with Rules and Regulations**

- 3.1 The Park Manager and designated staff are able to issue warnings, and recommend fines or assign temporary suspensions of park resources as defined under Section 4 Progression of Fines & Consequences below.
- 3.2 The Park Manager and designated staff will refer recommendations for fines to the Board for their review. Notification of fines will be issued under the direction of the Board and in a timely manner.



## SPIDER LAKE SPRINGS CAMPERS ASSOCIATION

3.3 Owners will be notified in writing of non-compliance fines by the President of the Board, on behalf of the Board.

3.4 Owners may appeal fines to the Board in writing to [spiderlakesecretary@gmail.com](mailto:spiderlakesecretary@gmail.com). An in-person appeal may be made to the Board upon prior request and approval. The Board's ruling on the specific fine assigned will be final.

#### 4. Progression of Fines & Consequences

- **Non-Compliance Warning Notice** A warning, either verbally or via email is provided directly to owners. If the warning is for a guest or lease holder it will be given verbally and the owner will also be informed. The owner may contact the Park Manager or their Section Director to identify strategies for compliance. The warning is noted in the owners file by the park administration.
- **Second Notice of Continuing Offense & Consequences** A \$50 fine will be levied by the Board against the applicable owner's account. The Fine is noted in the park's record by park administration (and subsequent fines for this offense continue to be recorded).
- **Third Notice of Continuing Offense & Consequences** A \$100 fine will be levied by the Board against the owner's account. Access to the park is revoked for 30 days. If the offender is a guest or lease holder, immediate expulsion for 90 days in addition to the fine to the owner.
- **Fourth Notice of Continuing Offense & Consequences** Access privileges are suspended for 12 months from the date of the offense, plus a \$250 fine will be levied by the Board to the account of the owner. If the offender is a guest or lease holder of the owner, immediate expulsion for 12 months in addition to the fine to the owner applies.
- **Perpetual Offense or Single Exceptional Act of Violence or Damage** The Board may impose a \$500 fine plus an immediate and permanent expulsion of a shareholder/owner. If a guest or lease holder performs a violation at this level, they may be prohibited from all future park visits.

#### 5. Terms and Duration of Offense Accrual

- 5.1 Offenses recognized by the Board along with Board decisions and agreed upon terms for correction, mitigation or compromise will be recorded.
- 5.2 Repeated offenses for the same offense (e.g. repeat excessive noise, non-response to repeat lot compliance requests) will accrue over **one calendar year** from the date of the first recorded offense.
- 5.3 Non-compliance reports will be kept on record to identify a pattern of issues arising from one site that may impact the safety, respect or enjoyment of other owners or staff. Those owners with a pattern of non-compliance will be reviewed by the Board to determine if exceptional communication and steps may be necessary.



## SPIDER LAKE SPRINGS CAMPERS ASSOCIATION

### 6. Governance by External Regulatory Organizations

- 6.1 In addition to the SLSCA Rules and Regulations, all owners, guests and lease holders are governed by the civil and criminal laws of the Province of British Columbia, the BC Motor Vehicle Act, and the Regional District.
- 6.2 Acts of violence toward owners, guests, lease holders or staff or damage to park property that fall within Federal, Provincial or Regional laws may result in permanent expulsion and or legal action toward the offending individual.

### Call the Question

#### What does "call the question" mean in Robert's Rules of Order?

Question: To end a debate immediately, the question is called (say "I call the question") and needs a second. A vote is held immediately (no further discussion is allowed). A two-thirds vote is required for passage. If it is passed, the motion on the floor is voted on immediately.

#### How to Call the Question According to Robert's Rules of Order

If there's ever a question about the proper protocol for calling the question, Robert's Rules explains the process in detail.

Board members should never yell out statements like "Call the question!" or "Question!" as it's highly inappropriate.

As explained in the five steps for presenting a motion, a member calling the question must first have the floor and be recognized to speak by the board chair. Another member must second the motion. At that point, the board chair should not allow any debate on the issue but ask for an immediate vote.

A call for a question requires a two-thirds vote according to Robert's Rules. The reason for the two-thirds vote is to protect the rights of the minority. It also protects the majority because it takes more than one person to stop the debate.

If the motion passes, the chair takes the vote on the previous question without the benefit of further discussion.

Although this isn't something that commonly happens, calling the question can also be used on all pending motions. When this occurs, the board chair will take successive votes on each motion presented to the board.

Board members should know that Robert's Rules of Order regarding calling the question does not apply to committee meetings.