

# COUNTRYSIDE ESTATES R.O. ASSOC. INC.

## A 55+ RESIDENT OWNED COMMUNITY

### Board of Directors Agenda Meeting Minutes

**DATE: Tuesday , March 5 2024**

**TIME: 10 AM**

**PLACE: Clubhouse**

**Meeting opened by Steve McGill**

**Roll Call: Steve McGill, Barry Colantonio, Jackie Danko, Michel Bernard, Al Carpanelli, Ken Cunningham, Jim Rigney**

Tony Toscano talked about the format of the Agenda Meeting which helps to streamline our regular board meetings. There are no motions, after the roll call we go directly to the Agenda items. It's a time to discuss the parks infrastructure, general policies, to iron out the details, which helps to streamline the direction of what the Board should address at the next Board meeting.

**Correction of the Date of the Board Meeting, Tues March 12th, 2024 at 7:00 pm.**

#### **Agenda items:**

##### **Infrastructure and General discussion items**

- 1. Security Cameras:** Jim Rigney worked with Bobby Barnett on obtaining 3 quotes ranging from \$3.0 to \$13.0 Steve to provide copies of the quotes to the board members.  
Tony Toscano is to provide an additional quote & have the companies do a demo at the next meeting.
- 2. Shuffle Canopy:** repair & paint existing structures & monitor use before doing any major work.
- 3. Water Lines:** need an evaluation & in depth study of the whole system to determine where shutoffs for each road are or should be – a mapping system of the water lines. Will need a motion.  
Tony Toscano to look into & get a quote.

##### **Manager update**

- 1. Office use and coverage:** Tony Toscano will be in the office once a month & needs a key. He is to review the cost & implementation of a paid service 2 hours/week initially.  
Checks/cash are not to go to the office, if anyone is having trouble with the transition, refer to a board member for help.
- 2. Website:** still in planning stages, Jackie working with Jason from Ameri-Tech as to subject matter.  
What forms are needed to add to the website and what other items are needed.  
New photos of our park, Sales application, social events  
Posting of Meetings, Minutes of meetings and financials.  
**website address is: [countrysideestates.org](http://countrysideestates.org)**
- 3. Reserve Study:** Tony Toscano recommends we have one done which address' all assets & infrastructure over time. Tony will setup an assessment independent of Ameri-Tech.  
Steve stressed that reserves are required by law.

## **Policies**

**1. Late Fees:** Need a letter to go out to our membership regarding HOA fees policy to address the importance of submitting payments on time to avoid late charges. Implementation May 1, 2024

### **2. Forms:**

**Pet Registration** – is covered in our rules & regs. pictures of pets being grandfathered in were required. We need a registry list to monitor & support this.

**Rental Agreements** – where applicable, are in the respective lot folders.

**Guest Registry** - need a process that is monitored

**Travel form** – Snowbird Form - Discussed this form to go into a mailing to our members.

This form is a way of knowing who is in our park at any given time. If you are going away you should have arrangements for someone to maintain the upkeep of your flower beds and to collect any debris around your unit. When away, who to contact in emergency

**Architectural changes** – need for a form with guidelines?

Request to Make Additions or Changes Form - This form is to address the need to have in writing what a member is wanting to add or change to their unit. All work needs to be presented and approved by the BOD before work begins. There is a clause in our Rules & Regulations pertaining to making changes to the outside of a member's mobile.

**3. Letters for policies: Tony Toscano** recommended including all forms to members with the Late Fee letter.

### **Board open session:**

Election Process – Ken Cunningham noted we need to name the non-board person who will replace

Diana McLellan in the position of the election coordinator for the next election 2024/2025.

Ken Cunningham suggested a calendar of helpful hints/reminders on a monthly basis to reinforce park standards.

(i.e. Sept. if you are seasonally renting your unit get your forms in order.) Could be an e-blast & on the website.

Steve McGill noted any mobile home exterior changes are included in Rules & Regs Section 3.1 and 3.2

Michel Bernard – clarified the rate used for determining rent for #15 park owned unit.

The current industry standard is \$1.42 per sq.ft., we charge \$1.97 per sq.ft.

Barry Colantonio – lot #86, fresh water vs reclaimed water is being used for watering. Needs to be addressed.

### **Audience questions**

Terri Prince - Unit # 61 No Main water shut off found, where to look?

Anthony Libby noted Unit # 37 across from office has a fresh water spigot under the trailer.

Linda Rylance – asked about Website – Tony Toscano noted Website is not password protected, so only put info on it that you want to share with the world.

Pete Kempainen noted possibly standards are needed i.e. Community Centre Bathroom updates, any additions/exterior skirting, Paint Colours, etc. Also possible Website Forum Moderator to vet the content which Tony Toscano did not recommend any type of Forum exist on the Park website.

Mary Tibby is concerned about too many restrictions on members in particular about paint colours.

Steve McGill explained the ruling of exclusive use of property - Bylaws Article II - Definitions Section 2.3 -

"Lot/Unit shall mean and refer to any mobile home lot within the Community as shown on the Plot Plan of

Units in the Master Occupancy Agreement which is subject to exclusive use and possession of the Member."

Pete Dinsmore pointed out regarding the formation of a Standards Committee that it only makes recommendations and it is up to the board to accept or reject.

Terri Prince - old cable wires are a mess & the cable companies don't clean them up. What to do?

Steve McGill - Palm trees on the corner of palm/circle drive need trimming as can't see around the corner.

- Damage done to Park Fence due to road construction on Evans Road needs to be addressed.

- All info/input from all is appreciated.

**Agenda meeting adjourned 11:30a.m.**

**Jackie Danko**  
**Secretary**