

BIRCH BAY LEISURE PARK

JUNE 28TH 2026

BOARD MINUTES

Date: June 27th 2026

Time: 9am

Location: Brier Clubhouse

Called to order by: Frank Costanzo - President

BOARD IN ATTENDANCE

Frank Costanzo – President
Nathan Gurvich – Vice President
Roger Cochrane – Director HR and Secretary
James Walker – Director Entertainment
Sandra Sturko – Director
Brenda Bartleman – Director Finance
Cory Johansen – Director Communications VIA TEAMS

REGRETS

Nathan Gurvich – Vice President
James Walker – Director Entertainment

ALSO IN ATTENDANCE

Audley Adrian – Recording Secretary

GUESTS

Jennifer Tindale – Circle Rep Chair

MEETING CALLED TO ORDER – 9:00AM

REPORT BY THE CHAIR OF THE CIRCLE REPRESENTATIVES

- Robert Kipps presented discussion points and suggestions from **June 13th** Circle Rep Meeting.
- Notes from that meeting have been posted to the BBLP Website previously and are currently available for member viewing.
- Applicable follow-up from this meeting will be discussed with Circle Reps at **July 11th** CR Meeting and will be summarized in that meeting's subsequent notes
- Discussion around posting CR Reports – who to get to do the posts. Chris or Terri apparently
- Any 'action items' will be deferred to a later date (with GM situation)

ADDITIONS TO AGENDA

- Nothing to add

RATIFICATION OF PREVIOUS MINUTES – MAY 16TH, 2026

- Unanimous

MOTIONS OCCURING PRIOR TO THIS MEETING:

- Director Johansen, during June 23rd email Board communication, put forward motion:
 - "In accordance with By-law II, Subparagraph b, I propose that the BBLP Board of Directors appoint Sandra Sturko to fill the current Board vacancy until the next scheduled AGM which is set for September 6th, 2026."
 - Seconded by Director Gurvich
 - Passed unanimously
- During email communication on June 16th, the Board unanimously approved Sullivan Plumbing to scope and camera as follows:
 - Sullivan Plumbing Pricing Estimate:
 - "Because the total required is difficult to fix, I propose a daily rate of \$1964.00. Our goal is to complete the work as efficiently as possible"
 - Based on the daily rate, here is the projected workup:
 - Circles (43.5 remaining): ~\$24,400 (Approximately 12.5 days)
 - Mains (9767 feet): ~\$16,000 (approximately 9days)
 - **Estimated total Cost: \$40,500 (approximately 20.5 days)**
- During email communication on June 16th, Board has unanimously approved the appointment of Denise Gunn to be Nomination Chair for the 2026 AGM.

PRESIDENT'S COMMENTS

Referenced motions from previous communications – above.

GENERAL ADMINISTRATION/CORRESPONDENCE

- President Costanzo: Question re items on the chalk board in office – they are all communications from members – email, phone, in person. Told they are only a reminder of those communications.
 - Frank's concern is that these need to be communicated to the Board.
- To be forwarded to Director Bartleman:

- Site XX-XX
 - Long detailed email sent to office.
 - In 2024 GM at time repaired their fence.
 - This communication from Son of owner - who has passed (spouse still alive).
 - Has been reimbursed for the fence.
 - Board will not answer to a non-owner / non-member.
 - Will be addressed directly to the member.
- Site XX-XX
 - Trailer infested with rats.
 - Determined that a window was left open.
 - Email will be sent by Board to Member

GENERAL MANAGER UPDATE

- Director Bartleman to give update:
 - Been working on the accounting:
 - GM had started talks with accounting company
 - Director Bartleman had discussion with them on Tuesday
 - Discussed having an audit done
 - Proposal sent yesterday. More than initially thought due to higher work load.
 - In order for BBLP to contract them – need to move away from App Folio back to Quick Books (for accounting only) – other functions stay with App Folio as-is.
 - High end for potential workload ~ \$20k. If Board and staff helps out, it would reduce it.
 - Moving forward to do bookkeeping, payroll, taxes
 - Estimate \$7K/month (could be reduced if office staff helps)
 - President Costanzo's question why it went from GM's initial \$1500-2000/month
 - That didn't involve bookkeeping
 - Director Cochrane adds good to have it separate from our staff
 - Director Johansen asks what the time commitment is? Reply only 6 months.
 - Quote to be sent to Board and be considered for an email vote soon after this meeting.
 - Last time we had full audit was 2015
 - Accounting firm stated that as a not for profit we should consider a full audit every year.
 - Full audit is \$40-\$50k per year.
 - We would likely need a membership vote to decide NOT to do audit every year. 67% vote needed in favour of a delay.
 - Firm said BBLP basically functions as an HOA
 - Director Johansen asks if the Accounting Firm has concerns over the way our taxes have been filed.
 - No, did not bring up any concerns.
 - We just need to make some 'fixes' moving forward.
- Director Bartleman asks Traci to discuss how this week has been going
 - New maintenance person starting Monday
 - Still looking for one more in maintenance
 - Having some attendance issues with one staff
 - Ideally have had 3-4 maintenance people in the park during busy season.

- Talked about using a Temp Employee service – looking into it.
- One employee has accreditation for pool.
 - Another employee knows the technical aspects, but needs official certification. Will look into getting done ASAP.
- President Costanzo asks Traci if anything needs immediate assistance.
 - Traci says it's a learning curve and is already bringing anything she needs assistance with, directly to the Board.
 - Focusing on staffing.
 - All staff will work on July 4th – specially security issues.
 - Circle 17 – working on a plan to move it along.
 - Director Johansen asks how Members have been with staff since GM change.
 - Traci has had to interject in a few interactions between some members and office staff. Mostly concern over 'unknowns'.
 - Generally, has been good.
 - Director Bartleman brings up Sullivan Plumbing
 - 2/3 of the park has been done.
 - Two worst areas are near the boat/RV storage area.

COMMITTEE REPORTS

- **LONG RANGE PLANNING**

- Nothing currently

- **GROUNDS COMPLIANCE / RULES & REGULATIONS**

- A lot of sites need attention – long grass, unkept yards.
 - As security does their rounds, they're taking pictures and office is sending notices to those sites.
 - First sites have received \$50 fines.
 - Director Cochrane asks that the list of sites be sent to Director Gurvich.
 - Receiving more complaints about the Circle centers – grass overgrown, etc.
 - Director Cochrane asks interim GM to send notices to every site around a circle that is in disrepair.
 - Director Johansen interjects that we should forego inspections of circle centres of circles right now, while other issues are more urgent. General agreement to wait on centres.
 - If members have issues about their circle centers, ask them to discuss with their fellow circle members.

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- **HR AND COMPENSATION**

- To be in-camera discussion

- **ENTERTAINMENT**

- Circle 17 issues causing delays to some events.
 - Top dressing isn't complete yet – grass needs regular watering and time to grow.

- **FINANCE COMMITTEE**

- Haven't met recently because committee doesn't have updated statements right now.

- **COMMUNICATIONS**

- Communications to go out shortly, after thorough review by Board.

NEW BUSINESS

- Regarding the vacant Board position
 - Will be 4 vacancies this AGM – 3 for two years, one will complete Director Vandenberg's last year of his term.
 - Will confirm with Lawyer that the process for AGM is correct, prior to that date.

OLD BUSINESS

- None

DATE FOR NEXT BOARD MEETING – JULY 25TH 2026– 9AM IN PERSON

MEETING ADJOURNED – (moved directly to in camera) 10:16am

Moved to In Camera