

**DIAMOND IMPROVEMENT DISTRICT  
MINUTES**

**MONDAY, July 18, 2018 – 7 p.m. – Diamond Hall**

**Present:** Elizabeth Suttie (Chair), Debby Baker, Bob Kitching, Stephanie Irvine, Perry Daly

**Absent:** Bob Kitching

**Minutes:**

Moved: Bob Kitching

Seconded: Perry Daly

That the minutes of June 27, 2018, be adopted as typed and circulated.

Carried

**Agenda:**

Moved: Bob Kitching

Seconded: Stephanie Irvine

That the agenda be adopted as circulated.

Carried

**Discussion 2018:**

Elizabeth advised that she spoke with John Lewis felt that his services weren't welcome. Elizabeth said that we wanted a point man. John has a concern about the PRV's on our property. He might be able to offer suggestions on what our priorities should be.

**Committee to discuss future:**

All of the Trustees present said that they would sit on a committee to discuss what our future priorities should be.

Elizabeth will sit down with John Lewis and discuss what we would like from someone such as himself.

**Business arising:**

**Roof:**

Roof has been completed. Jesse will stop by after work one day and do the little roof over the entrance doors. This wasn't part of the quote but he will do it for free as he wants it all to look good.

**Water Bill delinquents:**

Stephanie Irvine and Perry Daly will deliver notices for shut offs including to the one residence where we have had issues in the past.

Discussion on the need to have a list of where the meters are located. Administrator to ask Tony if he will mark a map of where the meters are. Elizabeth says that she has a map that he can use.

**Tax sale:**

We have 3 residents who are on the list for tax sale. Administrator to send the 3 offenders registered letters asking them to pay or make arrangements to pay within the next few months.

**Policy on leaks:**

Discussion on a policy on leaks will be tabled until the next meeting when Elizabeth has had a chance to speak with John Lewis.

**Utility account payments:**

Administrator and Elizabeth looked into the possibility of residents being able to pay their utility bills at major banks. After receiving information it is prohibitively expensive.

Moved:                    Bob Kitching  
Seconded:                Stephanie Irvine

That the utility payments remain as is, that being, paid at the Island Savings Credit Union, e-transfer, money order, or cheque.

Carried.

**Water report:**

None

There are three properties where meters are not being used. Egeli property had 7 cubic meters of water used.

**Building Permits:**

None

**Maintenance:**

Administrator to follow up with hydrant serving this week. Hydrants to be painted and footprints done after the hydrants have been torn down.

**Insurance for all sleepovers:**

Discussion that for sleepovers, renters would also need to obtain their own event insurance.

Moved: Bob Kitching  
Seconded: Stephanie Irvine

If rental includes kitchen use, bar or sleepover (higher risk rental), the renters must obtain event insurance as of September 1, 2018 (new bookings after this date).

Carried

**Hall custodian:**

Moved: Bob Kitching  
Seconded: Perry Daly

That the Chair of the Board of Directors be authorized to sign the variance application on behalf of the Board of Directors.

Carried

Holiday coverage for custodian:

Administrator has secured a relief custodian. This person will only do the cleaning not the bookings and will do the 3 bookings that are booked for during Krista's vacation.

**Bylaws:**

The new tolls bylaw will be presented at the next meeting as the Town of Ladysmith has increased their user rates. This will need to be passed on to residents.

**Resolutions:**

None

**New business:**

**Letter from Ed Nicholson**

Trustees requested that Ed Nicholson be invited to the September meeting and that he be advised that the Trustees will allow for a 5 minute delegation.

**Bills:**

Moved: Bob Kitching  
Seconded: Stephanie Irvine

Town of Ladysmith	\$11,367.52
Town of Ladysmith	\$12,236.40
Brilliant Business Solutions	\$1,027.16
Wendy Nuytten	\$527.10
BC Hydro	\$73.90

Home Hardware	\$21.44
Mastercraft flooring	\$929.25
BC Hydro	\$647.98
Heart Lake Roofing	\$12,810.00
Joanne Schneider	\$43.66
Joanne Schneider	\$178.50
49 <sup>th</sup> Parallel Printers	\$219.41

That we pay the bills if found correct.

Carried

Next meeting: August 22, 2018 at 7 p.m.

**Adjourn:**

Moved: Bob Kitching

That the meeting be adjourned. (8:13 p.m.)

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Elizabeth Suttie, Chair

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Debby Baker, Administrator