

**CONDOMINIUM CORPORATION NO. 0311515
COUNTRY LANE ESTATES
January 3, 2024**

**MINUTES OF THE BOARD OF DIRECTORS MEETING
5:30 PM – Held via Zoom**

Board Members in Attendance:

Mr. Chuck McClain – Chairman

Ms. Robyn Ollett – Director

Mr. Allan Faryna – Vice-Chairman

Ms. Mavis Forget – Director

Mr. Cameron King – Treasurer

Mr. Vern Lecocq - Director

Ms. Vicki Fritz – Secretary

1. CONSTITUTION OF MEETING

Chuck McClain presided as chair of the meeting to order at 5:27pm.

As proper notice of the meeting had been given and per the Bylaws of the Corporation, and quorum was established, the chair declared the meeting to be duly constituted for the transaction of business.

2. APPROVAL OF AGENDA

MOTION: 2024-01

Board of Directors approve the Agenda, as written.
Moved by Mavis Forget, seconded by Robin Ollett

CARRIED

3. CONFLICT OF INTEREST DECLARATION

No conflicts declared at this time.

**4. APPROVAL OF NOVEMBER 28, 2023 and DECEMBER 10, 2023 MEETING
MINUTES AND BUSINESS ARISING**

MOTION: 2024-02

THAT the Board of Directors approve the Meeting Minutes of November 28, 2023 and Business Arising
Moved by Vern Lecocq, seconded by Robyn Ollett

CARRIED Electronically

MOTION: 2024-03

THAT the Board of Directors approve the Meeting Minutes of December 10, 2023 and Business Arising
Moved by Vern Lecocq, seconded by Robyn Ollett

CARRIED Electronically

5. FINANCIAL REPORT

a. Our winter stay fees are on budget.

- b. Utilities are \$63,242 over budget with power consumption up 6% over 2022 and water consumption up 105% over 2022.
- c. YTD – CLE is over budget by \$59,618 which is all driven by the utilities cost overruns offset by salaries.
- d. RF capital projects now sit at \$88,818.59 driven by pool and hot tub project sitting at \$75,215.

MOTION: 2024-04

Cameron King moves to approve November, 2023 P&L and Balance Sheet, as presented.

Seconded by Robyn Ollett.

CARRIED

6. DIRECTORS' REPORT

- a. Vern Lecocq – Congratulations to the Board of Directors on moving forward with the recent Special Resolution.

Conversation regarding owner of Lot 130 for non-compliance fence according to Application for Lot Improvement form.

ACTION: January 3, 2024 – Vern Lecocq will have a discussion with the owner of Lot 130 as a first notification of non-compliance issue.

- b. Cameron King – nothing beyond the financials.
- c. Allan Faryna – Conversation held regarding Condominium Property Act and Condominium Property Regulation being added to website.

MOTION: 2024-05

Allan Faryna moves to add the Condominium Property Act and Condominium Property Regulation along with Country Lane Estates Bylaws on to the CLE website.

Seconded by Mavis Forget.

CARRIED

Action item: November 28, 2023 – Allan Faryna will ask Park Administrator to contact Jan Pro for this information. Completed January 3, 2024.

- d. Vicki Fritz – Next Bylaw Committee meeting on January 8, 2024. At this point the Committee will review each bylaw change addressed in the bylaw table completed by the group. Word changes, deletions or additions will be determined at this time. When completed and accepted by the Bylaw Committee, it will be presented to the CLE Board of Directors and then to produce a red-lined document for the owners. Timeline is hopefully presented to the Board at or before their next meeting on January 30, 2024.

e. Robyn Ollett – Spoke with Cheryl Hawes, supervisor of night monitoring in the park. All is going well and as a Board we are very pleased with the reports that are coming weekly.

Action Item: November 28/2023 Robyn Ollett will send out a thank you from our Board to Jack Klassen of Lot 28 for offering to create one sign for our Swimming Pool Rules. Completed January 3, 2024.

f. Mavis Forget – Voiced concern that the Wednesday night Jam Night will need new coordinators this spring as previous coordinators, Louise and Walter Wagner of Lot 35, are moving away from the park.

Would also like to see more standard emails used for common concerns.

g. Chuck McClain –

- 1998 Citation motorhome parked in the parking lot in front of Clubhouse – spoke to the owner and it will be moved (not into the park).
- all banking is up-to-date
- laundry money from December to be rolled shortly – Cam will assist
- all email replies are current
- Jan-Pro report is in, with accolades to the staff that are cleaning at CLE. Report included compliments to the site team from regional management
- rain on New Year's Eve has created a skating rink on CLE roads. Possibility of needing to bring a sanding truck in
- Township Planning has drafted amendments to DC10 for review of approval. Once Township Planning and CLE chairman, Chuck McClain, agree on amendments the Board of Directors will review them. They will be kept on hold until the exact wording is placed in Country Lane Estates bylaws for review and approval by owners with the other work the Bylaw Committee is developing

MOTION: 2024-06

Chuck McClain moves to increase the hot tub project from \$70,000 to no more than \$78,000 due to contamination soil removal.

Seconded by Mavis Forget.

CARRIED

7. NEW BUSINESS

a. Special Resolution

MOTION: 2024-07

Chuck McClain moves to forward the results of the Special Resolution to the lawyers for their registration at the Land Titles Office in order to amend our existing Bylaw 49(c).

Seconded by Allan Faryna

CARRIED

- b. Tentative date of 2024 Annual General Meeting
- need to have notice to the owners 60 days in advance with date and location
 - call for proposed Agenda items (no more than 30 days before)
 - must include a description of proposed Agenda items that provides sufficient detail for purposes of a vote by owners on the contents of the Agenda
 - May 26, 2024 is tentative date for Annual General Meeting
 - By the end of February, 2024 the Board of Directors will have an Agenda ready for release to owners for their consideration

c. Full financial audit

Conversation held relative to audited financial statements and any requirement from the Condominium Property Act or Condominium Property Regulation given the potential high cost. Will do a follow up.

ACTION: January 3, 2024 – Chuck McClain will follow up in Condominium Property Act or Condominium Property Regulation as to the requirements.

ACTION: January 3, 2024 – Cameron King will contact Masone and Company regarding not to exceed payment required to complete full audit.

d. Owner Interface

In the Bylaws where an owner has a fine or levy charged against them for more than 30 days the Corporation can charge interest on the outstanding balance and if necessary register a lien on the property. One lot owner is more than 30 days overdue and is accruing interest at this point.

MOTION: 2024-08

Chuck McClain moved that we discuss all available options with Dixon Legal and be prepared to follow the bylaws and the Condominium Property Act and counsel from Dixon Legal for cost recovery from owners of Lot 153.

Seconded by Vern Lecocq

CARRIED

e. Defamation/malicious conduct concerns

The Board of Directors has determined we will act collectively with use of the Acts' provisions for court ordered remedies (Section 67(1)(a)(iii.1)) or the Court of King's Justice for defamation charges against three owners in the park regarding their behavior on social media and directly with other owners in the park. Initial written communications with the three owners produced no results.

8. In-Camera Discussion at 6:54 pm

Out of Camera at 7:03 pm

9. NEXT MEETING

January 30, 2024 at 5:30pm

10. TERMINATION OF MEETING

MOTION: 2024-09

Chuck McClain recommends terminating the meeting at 7:08pm

Seconded by Cameron King

CARRIED

Dated: January 30, 2024

"Chuck McClain"

Chuck McClain

Chair

"Vicki Fritz"

Vicki Fritz

Secretary