

**CONDOMINIUM CORPORATION NO. 0311515
COUNTRY LANE ESTATES
January 30, 2024**

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

Board Members in Attendance:

Mr. Chuck McClain – Chairman

Mr. Allan Faryna – Vice-Chairman

Mr. Cameron King – Treasurer

Ms. Vicki Fritz – Secretary

Ms. Robyn Ollett – Director

Ms. Mavis Forget – Director

Mr. Vern Lecocq - Director

1. CONSTITUTION OF MEETING

Chuck McClain presided as chair of the meeting and called to order at 5:30pm.

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: 2024-10

Board of Directors approve the Agenda, as written.

Moved by Vern Lecocq, seconded by Robin Ollett

CARRIED

3. CONFLICT OF INTEREST DECLARATION

No conflicts declared at this time.

4. APPROVAL OF JANUARY 3, 2024 MEETING MINUTES AND BUSINESS ARISING

MOTION: 2024-11

THAT the Board of Directors approve the Meeting Minutes of January 3, 2024 and Business Arising

Moved by Allan Faryna, seconded by Cameron King

CARRIED

5. BUSINESS ARISING FROM MINUTES

ACTION: January 3, 2024 Vern Lecocq will have a discussion with lot owner 130 as a first notification for their non-compliance issue **COMPLETE** January 30, 2024 – Letter was sent to the owners.

ACTION: January 3, 2024 Chuck McClain will follow up in Condo Act or Regulation as to the requirement of audit. Found there to be no requirement stated in the Condominium Regulation or Condominium Act. Stated to follow general acceptable accounting

principles. Discussion held as to serve good governance and be prudent in following these practices especially while running with a volunteer board. **COMPLETE** January 30, 2024

ACTION: January 3, 2024 Cameron King will contact Masone and Company regarding not to exceed payment required to complete full audit. **COMPLETE** January 30, 2024
Amendment to October 25, 2024 Motion 2023-089

MOTION: 2024-12

Chuck McClain moves to amend Motion 2023-089 on October 25, 2023 to include and not to exceed \$5,000.00 to complete Masone and Company's financial audit of Country Lane Estates for the fiscal year 2023.

Seconded by Robyn Ollett

CARRIED

ACTION: January 30, 2024 Robyn Ollett will make sure all documentation for the AGM 2024 is prepared.

6. FINANCIAL REPORT

The Treasurer's Report was provided to all board members. Two additional expenses that came in December – one for the work being done with Township Planning for DC-10 bylaw review amounting to \$2,041.00 – and the other was Accounting \$2,835.00 which was the deposit on the audit fee. Overall expenses for 2023 came in at \$780,888.00 vs budget amount of \$714,205.00. We were over budget by \$66,682.97. This will be included in the budget presentation in May.

MOTION: 2024-13

Mavis Forget moves to approve December 2023 Financial Report, as presented.

Seconded by Vern Lecocq.

CARRIED

7. PARK ADMINISTRATOR – Helen Thomas

We appreciate the Park Administrator's support in maintaining our park administration efforts over the winter along with the particular effort during bylaw change, interface with accounting, legal and Revenue Canada.

8. DIRECTORS' REPORT

a. Vern Lecocq – no comment.

b. Cameron King – We have started the audit for the 2023 Fiscal Year and we are populating the data and working with the auditor to ensure all policies and practices are sound so that future board members will have good governance and guidance to help them.

We have a debriefing on the analysis between the ABS contract and Direct Energy contract. Cameron King will incorporate that into his financial presentation that the owners will see when they attend the financial presentation in May.

Board meeting – April 9, 2024

Bylaw General Meeting – May 5, 2024

Tentative date for Financial presentation – May 11, 2024 (date will be firmed up at next Board Meeting)

AGM – May 26, 2024

- c. Allan Faryna – Electric cars in the park? Conversation will be brought forward again in the summer.
- d. Vicki Fritz – no comment.
- e. Robyn Ollett – no comment.
- f. Mavis Forget – no comment.
- g. Chuck McClain –
 - Lawsuit that has been filed by Rod and Karen Smith for salary to be paid for hours not worked after termination of their janitorial services (includes a request for interest and legal fees).
 - We have now been given notice to attend mediation on April 5, 2024. Under instruction from the Courts, the lawyers do not speak, only the Plaintiffs and Defendant are able to speak at this time to the mediator. It will be a Zoom conference and the Board is prepared to attend – Chuck McClain (Chairman), Allan Faryna (Vice-Chairman) and Cameron King (Treasurer).
 - Had a conversation with the Township Planning on DC-10 Bylaws and have framed up the go forward on the County bylaw changes. The plan is to do the changes of County's DC-10 concurrently with CLE bylaw changes. We will likely not be in front of the County council until July or August.

9. NEW BUSINESS

2024 Bylaw Proposal

A copy of a bylaw table with proposed changes of the Bylaws, as well as the redline document, have been emailed to all Board members and to the Bylaw Committee for review. Board members will review in the next two weeks and give their input for changes as they see fit. When it has been approved for release, it will be provided to the Corporation's legal counsel for their review.

By the end of February, a special Board meeting will be held just for the Bylaws and a motion will be raised to release the recommendations to the owners with a request to support the Board by voting in favour. Beginning in March it will go out to the owners and

we will start the ballot steps with the intention of moving through the change process in advance of the AGM. Meeting on May 5, 2024 will be a General Meeting specifically for the bylaw discussion. If we are unsuccessful in obtaining the required numbers for the vote, then the bylaw amendment will be added to the AGM agenda for the end of May.

Owners will be provided with the redlined bylaws document for ease in seeing the changes embedded in the existing Bylaws. The bylaw sub-committee would like an "all in" vote. This will be discussed at the Special Bylaw meeting of the Board at the end of February.

ACTION: January 30, 2024 Vicki Fritz will send out a reminder to the Board members for their review input by February 14, 2024.

10. In-Camera Discussion at 6:26 pm

Out of Camera at 6:44 pm

11. NEXT MEETING

February 27, 2024 at 5:30pm

12. TERMINATION OF MEETING

MOTION: 2024-14

Chuck McClain recommends terminating the meeting at 6:45pm

Seconded by Robyn Ollett

CARRIED

Dated: February 27, 2024

"Chuck McClain"

Chuck McClain
Chair

"Vicki Fritz"

Vicki Fritz
Secretary