

**CONDOMINIUM CORPORATION NO. 0311515
COUNTRY LANE ESTATES
February 27, 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 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: 2024-15

Board of Directors approve the Agenda, as written.

Moved by Allan Faryn, seconded by Vern Lecocq

CARRIED

3. CONFLICT OF INTEREST DECLARATION

Allan Faryna

4. APPROVAL OF JANUARY 30, 2024 MEETING MINUTES AND BUSINESS ARISING

MOTION: 2024-16

THAT the Board of Directors approve the Meeting Minutes of January 30, 2024 and Business Arising

Moved by Robyn Ollett, seconded by Mavis Forget

CARRIED

5. BUSINESS ARISING FROM MINUTES

ACTION: January 30, 2024 Vicki Fritz will send out a reminder to the Board members for their review input by February 14, 2024 **Completed February 27, 2024**

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

6. FINANCIAL REPORT

Financial report was sent out to all Board Members.

ACTION: February 27, 2024 Cameron King will put together a memo comparing electricity consumption from November 1, 2022 – January 31, 2023 and then November 1, 2023 – January 31, 2024

November 1, 2022 – January 31, 2023 Consumption was 194,373 kWh

November 1, 2023 – January 31, 2024 Consumption was 255,919 kWh

Represents a significant increase in consumption with fewer users than the same time last year.

MOTION: 2024-17

Cameron King moves to approve the January, 2024 Financial Report as presented.

Seconded by Allan Faryna

CARRIED

7. DIRECTORS' REPORT

a. Mavis Forget – Debbie Taylor will represent the Playground Committee at the AGM.

b. Vern Lecocq – Lot 300 Variance – Owner is asking for the Board to give variance as the lot has now been pinned and is too small for most rv units. Bylaws require that a unit has to be on the side the services are on. Lot 300 has, by design, had this problem since the park originated. This Board needs to formulate a solution that enables bylaws to be followed and use to create a one rule, one park, one community solution. This is the ONLY lot in the park with this configuration. We will propose to the owner a limited use variance until the lot is sold at which time the owner will need to disclose the proper size of the lot issue and at the time of sale the lot will need to be returned to its compliant configuration.

ACTION: February 27, 2024 Chuck McClain will craft a letter for Board approval to issue to the owner of Lot 300.

c. Robyn Ollett

ACTION February 27, 2024 Robyn Ollett will reach out to the Park Administrator regarding Lot 94 rent billing for the month.

Acting chair of Social Club prefers to not speak at the AGM regarding Social Club 2024. Robyn Ollett, Allan Faryna and Chuck McClain will prepare an update on how the new Social Club is structured for communication at the AGM.

Social Club for 2024 is coming together. One owner has offered to chair. Still looking for a vice-chair and treasurer.

Completing a structural review of AGM minutes from last year. No response yet from a subject matter expert.

Eckville has a new rv park. They have a special assessment form for trailer age and condition. Will follow up when the new season is here and compare with the one we use at CLE.

d. Vicki Fritz – Bob Wanner will represent the Bylaw Committee at the AGM and speak of the process used to rewrite the Bylaws.

e. Allan Faryna – no comment

f. Cameron King – Reported that GIC for \$40,500 is maturing on February 29, 2024. Credit Union has been instructed to park that amount into a high interest savings account until we are sure what we want to do with it. Have a meeting on April 11, 2024 with Credit Union to review current investments to make sure we are maximizing our returns.

Review of 2022-2023 winter power consumption compared to present 2023-2024. For the same period of time from 194,373 kWh to this winter is 255,929 kWh which shows an increase of 61,546 kw/hrs. Needs to be addressed with the Winter Stay Committee and winter stay residents.

January of this year compared to just January last year is up significantly. Conversation will be held with winter residents. As well as power only residents. Budget was based on last year's consumption.

ACTION: February 27, 2024 Cameron King will draft a memo comparing winter power consumption from winter 2022-2023 to winter 2023-2024

Other imperative information relating to this will be filled in by the Board.

Expiring contracts in 2024:

MTM Waste (garbage removal) – April 30, 2024

Xylem (preventive maintenance of lift station) – May 31, 2024

8670 Limited (energy management) – June 28, 2024

Jan Pro (janitorial services) – September 30, 2024

Wildrose (sewer) – no contract

ACTION: February 27, 2024 Cameron King will put together a strategy note requesting competitive bids that come out. Will get two other Board members to work with him on each contract.

g. Chuck McClain

Karen and Rod Smith legal action – Mediation is on April 5, 2024. At mediation Moderator, Rod and Karen Smith, and the Board will be in attendance by Zoom meeting (as per last meeting minutes). On April 19, 2024 Dixon Legal will represent CLE at the Summary Judgment hearing.

Winter Stay Meeting – Meeting with Township Planning on Thursday, February 29, 2024. CLE has drafted a plan with Township Planning and the County has provided several comments. Township Planning is putting together the public consultation process.

Chuck McClain has submitted a Quarters Habitable document and a modified CLE emergency plan to Township Planning for review prior to them being submitted to the County for review. Working this in parallel with our own bylaw review.

Discussion was held around asking Social Club to sponsor a “doughnuts and coffee” on the first Saturday or Sunday of each month. We would get a sponsor to buy the doughnuts and the Park would buy the coffee.

The Social Club would report on what is happening for that month.

Board could talk about life in the Park, emerging issues.

Sponsors would speak on relevant information pertaining to their industry and our residents. Examples would be Western RV – consign or private sale? McFarlane Insurance – varieties of insurance, Snowbird association – Snowbird insurance / life, flights, etc.

Security specialist – getting ready for the off season

Would be managed by the Social Club

It will be pursued with the 2024 Social Club and the Board will help source sponsors.

We reached out to the County to see about a future connection to the sewage treatment plan in Aldersyde. We are waiting for a reply but will continue to pursue it.

8. NEW BUSINES

a. Motion to approve Welcome Back Barbecue Funds

In the past the Board has contributed \$250 - \$500 to help with the Welcome Back Barbecue. This year Brian and Angie Chubb and Dan Walker have come up with a menu. Quantifying it up to 300 people. Cost \$1,500. Historically there has been no charge to the residents.

MOTION: 2024-18

Chuck McClain moves to support the CLE Welcome Back Barbecue in the amount of \$750.00.

Seconded by Robyn Ollett

CARRIED

b. Motion to approve the AGM 2024 Agenda

MOTION: 2024-19

Allan Faryna moves to release the preliminary AGM agenda to the owners and mortgagees for review.

Seconded by Vern Lecocq

CARRIED

c. Posh Invoice

Invoice is \$525.00 for the Harassment and Safety Program. They provide an outside professional to assist us.

ACTION: February 27, 2024 Vicki Fritz will ask Park Administrator to contact Posh to come in to present to the new Board their program at the June Board Meeting.

d. Promotional products

2024 Welcome to CLE “baskets” – bag

\$2,500.00 budget approved in 2023

Kevin Turner has come forward to the Board with hoodies and water bottle prices using the CLE logo. His inquiries are using a company named First Impressions. These will be available for sale to residents of the CLE Park. The Board agreed to order 20 hoodies which will be sold to Board Members and available to any others in the Park in the spring. There also will be a display of the hoodies and water bottles in the office for presale. The products will also be listed on our Country Lane Estates website.

Another company, Bamko has also been contacted by Vicki Fritz for prices on smaller items which could be used in Welcome to CLE “baskets” bags. Items like fridge magnet with CLE phone number and park address on it, fob stick, koozie, pen, lanyard, etc. These bags will not exceed \$13.50 each (including the price of the bag). The bags will also include a calendar with all CLE events and a list of imperative information for new residents of our park.

A discussion was held regarding:

In 2018, a logo contest was held by the then operating Social Club in the Park. A winner was chosen but the Board at that time chose not to move forward with it. This Board feels that this is the time to move forward with that logo before we purchase these promotional products.

MOTION: 2024-20

Vicki Fritz moves the Corporation to transition the current corporate logo to a new logo as selected in the park wide contest run by the then operating Social Club in August of 2018.

Seconded by Robyn Ollett

Vote was carried electronically subsequent to the face to face meeting.

All voting members approved (6 of 7)

Allan Faryn abstained for “potential perceptions” of conflict of interest

CARRIED

We will engage the 2024 Social Club to help us out with this along with Kevin and Dorianne Turner.

Discussed a variety of items the Board supports to move forward to “front end” the money for 20 hoodies and 50 stainless steel water bottles.

ACTION February 27, 2024 Chuck McClain will enquire to getting a logo wood burning brand to use on fob sticks.

e. Bylaw Update

The 2024 bylaws have been sent to the lawyer for legal review. Once that is complete, they will be sent back to our bylaw committee, Marc Hamoline and Bob Wanner, as a courtesy review. Then the document will be distributed to the owners being cognisant of timing with our Park AGM. Would like to get it out the first week of March. We then start the process for resolution. After a week there will be a call for votes, following the special resolution process. A Bylaw meeting with owners will be held as well on May 5, 2024. We hope to reach our thresholds before the AGM.

f. Rules and Regulations

Many rules, regulations, methods, guidelines. Conversation around the architectural review process when selling lots and compliance with the County and Park bylaws. Would combine these into a Rules and Regulations book for all Board Members and Administration. They also would be posted on Country Lane Estates website for owners information and use.

9. In-Camera Discussion at 7:59 pm

Out of Camera at 8:04 pm

10. NEXT MEETING

Tuesday, March 26, 2024 at 5:30pm

11. TERMINATION OF MEETING

MOTION: 2024-21

Chuck McClain recommends terminating the meeting at 8:05pm
Seconded by Vern Lecocq

CARRIED

Dated: March 26, 2024

"Chuck McClain"

Chuck McClain
Chair

"Vicki Fritz"

Vicki Fritz
Secretary