

**CONDOMINIUM CORPORATION NO. 0311515
COUNTRY LANE ESTATES
March 26, 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 5:31pm.

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: 2024-022

Board of Directors approve the Agenda, as written.

Moved by Allan Faryna, seconded by Vern Lecocq

CARRIED

3. CONFLICT OF INTEREST DECLARATION

No conflict of interest declared.

4. APPROVAL OF FEBRUARY 27, 2024 MEETING MINUTES AND BUSINESS ARISING

MOTION: 2024-023

THAT the Board of Directors approve the Meeting Minutes of February 27, 2024 and Business Arising

Moved by Cameron King, seconded by Robyn Ollett

CARRIED

5. BUSINESS ARISING FROM MINUTES

ACTION: January 30, 2024 Robyn Ollett will make sure all documentation for the AGM 2024 is prepared. Ongoing February 27 / Pending return + 2 weeks.

ACTION: February 27, 2024 Cameron King will put together a memo comparing electricity consumption from Nov 1/2022 – Jan 31/2023 and then Nov 1/2023 – Jan 31/2024. Complete. March 26/2024

ACTION: February 27/2024 Chuck McClain will craft a letter for Board approval to issue to the owner of Lot 300. Complete: March 26/24

ACTION: February 27/2024 Robyn Ollett will reach out to Park Administrator regarding Lot 94 winter power billing for the month. Complete March 26/2024

ACTION: February 27/2024 Cameron King will draft a memo comparing winter power consumption from winter 2022-2023 to winter 2023-2024. Complete March 26/2024

ACTION: February 27/2024 Cameron King will put together a strategy note requesting competitive bids that come due. Will get two other Board members to work with him on each contract. Complete March 26/2024

ACTION: February 27/2024 Vicki Fritz to ask Park Administrator to contact Posh Services to come in to present to the new Board their program at the June Board Meeting. Complete March 26/2024

ACTION: February 27/2024 Chuck McClain will inquire on getting a wood burning brand logo to use on fob sticks. Complete March 26/2024

ACTION: March 26/2024 Robyn Ollett will send the new black and white logo to Jack Klassen for new pool sign.

6. FINANCIAL REPORT

February financials were emailed to all Board Members prior to the meeting for review. Main income account is off \$2,000.00, mainly due to winter stay income coming in lower than expected. Administration will be looking into receivables for the winter months.

Salaries were off by \$1,900.00 due to the office management position as we are leaning heavily on administration due to DC10 Bylaw review and CLE Bylaw Resolution.

Power is over budget \$6,100.00 year-to-date due to increase of consumption but is offset by about \$2,000.00 as our sewer costs are lower than expected.

Maintenance is over \$906.00 due to road clearing.

Overall year-to-date over budget \$8,462.00 primarily due to power consumption and the DC10 bylaw review.

MOTION: 2024-024

Allan Faryna moves to approve the February, 2024 Financial Report, as presented
Seconded by Mavis Forget

CARRIED

7. PARK ADMINISTRATOR'S REPORT – Helen Thomas

Nothing to report at this time. Helen Thomas has been communicating with Chuck McClain and Vicki Fritz regarding bylaw resolution.

8. DIRECTORS' REPORT

a. Mavis Forget – Linden Tree company will contact Country Lane Estates regarding spring tree planting.

b. Vern Lecocq – no items to share

c. Robyn Ollett – Contacted the chair of the Social Club regarding a calendar of planned events at the Park this season. This frees up the booking of the Great Room to private rentals.

d. Vicki Fritz – Conversation was held regarding promotional hoodies and water bottle order through owner, Kevin Turner, and company out of Calgary – First Impressions. A decision was made to place an order for 25 hoodies in two colours and various sizes for sale; as well as 48 stainless steel 25 oz water bottles. Chuck McClain showed a sample of both the hoodie and water bottles that were dropped off for our review. Hoodies will be priced at \$45.00 each and water bottles will be \$15.00 each. These prices just clear expenses. Order will take 3-4 weeks for delivery. Further orders through Bamko for Welcome Bags will also be placed using the 2024 budgeted funds.

ACTION: March 26/2024 Vicki Fritz will contact Kevin Turner to place the order with First Impressions.

e. Allan Faryna – Administration informed the Board that those owners with an AOL Yahoo email address seemed to not receive the Bylaw Resolution email as they were being returned “undeliverable”. Using a gmail account, Allan Faryna sent those owners the Bylaw Resolution of which they now have received.

- Possibly using an administration gmail account for all owners may solve the issue.

Spring cleaning with Jan Pro will be managed by Administration.

f. Cameron King – April 11, 2024 – Will be attending a review at the Credit Union of Investment Products for the Reserve Fund.

Three contractor bids are going out at this time.

g. Chuck McClain - April 5/2024 is the first appearance for a mediation session with the Courts on the Statement of Claim filed by Rod and Karen Smith. Three Board members – Chuck McClain, Allan Faryna and Cameron King – will be in attendance. Lawyers will not be there.

A ground temperature probe has been purchased to help determine when the water may be able to return to service. This will give us technical information.

Township Planning is going to set up a public hearing for the DC10 Bylaws and this will be after the AGM, probably in early June. New Board will be involved in the process.

We will work together with Administration to pull together all the administrative processes and regulations CLE uses to manage the Park so owners readily have access to information they may need.

All power will be turned on March 31, 2024.

9. NEW BUSINES

Bylaw update – last update on March 21, 2024

Yes votes 83 (unit factors – 2,832)

No votes 6 (unit factors 167)

No new update

Discussion was held regarding owner concerns with two new bylaw changes.

RV size bylaw concern regarding the change from minimum size 21 feet to 25 feet.
Parallel parking issue in park.

Board and Bylaw Committee concur with the owners that these two bylaws will be rescinded with notice sent to all owners and those that have voted can adjust their votes if necessary.

MOTION: 2024-025

Vicki Fritz moves that the proposed bylaw changes for:

Bylaw item: 1(r) [originally 1(q)] minimum length of 21 feet; and

Bylaw item: 3B(v) [originally 3B(u)] – Though required parking areas or facilities will be permitted on the roadways within the park only from 8am to 11pm daily as long as owners' personal driveways, park entrances and exits are not blocked by any vehicles at any time wherein causing any public nuisance and that all Emergency Response Vehicles have a clear pathway during times of involvement in any emergency be rescinded from the committee recommendations, be revised to remain with the original Bylaw wording.

Seconded by Mavis Forget

CARRIED

When the Park Administrator is back to the office reminders will be sent out to owners to vote.

10. In-Camera Discussion at 6:33 pm

Out of Camera at 6:53pm

11. MOTIONS ARISING

MOTION: 2024-026

Vern Lecocq moves the Board approve a generous anonymous donation of electronic bulletin board to be placed at the front gate.

Seconded by Mavis Forget

CARRIED

MOTION: 2024-027

Chuck McClain moves that the Friendly Bark Dog Park donate a used gazebo to be placed in the dog park.

Seconded by Mavis Forget

CARRIED

12. NEXT MEETING

Tuesday, April 9, 2024 at 5:30pm

13. TERMINATION OF MEETING

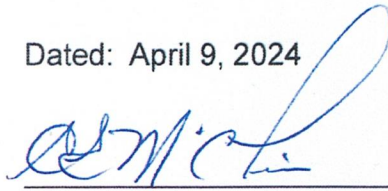
MOTION: 2024-028

Chuck McClain recommends terminating the meeting at 7:03pm

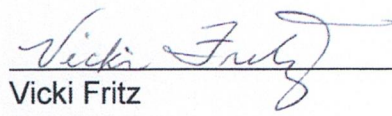
Seconded by Mavis Forget

CARRIED

Dated: April 9, 2024



Chuck McClain
Chair



Vicki Fritz
Secretary