

**CONDOMINIUM CORPORATION NO. 0311515  
COUNTRY LANE ESTATES  
April 9, 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: 2024-029**

Board of Directors approve the Agenda, as amended.

Moved by Cameron King, seconded by Robyn Ollett

**CARRIED**

**3. CONFLICT OF INTEREST DECLARATION**

No conflict of interest declared.

**4. APPROVAL OF MARCH 26, 2024 MEETING MINUTES AND BUSINESS ARISING**

**MOTION: 2024-030**

THAT the Board of Directors approve the Meeting Minutes of March 26, 2024 and Business Arising

Moved by Allan Faryna, seconded by Vern Lecocq

**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. Ongoing April 9/2024**

**ACTION: March 26/2024** Robyn Ollett will send the new black and white logo to Jack Klassen for new pool sign. Complete April 9/2024

**ACTION: March 26/2024** Vicki Fritz will contact Kevin Turner to place the order with First Impressions. Complete April 9/2024

## 6. FINANCIAL REPORT

No financials at this meeting.

## 7. DIRECTORS' REPORT

a. Vicki Fritz – Promotional products for Welcome to CLE Bags have been ordered from Bamco and should be in the Park by the first week of May. Products include pens, lanyards, totes, magnets, koozies. Invoice - \$1,631.00 (well below budgeted funds).

Bylaw vote update as at April 9/2024

Yes vote – 110

No vote – 9

Will give some time yet before the reminder note goes out to those who have not voted.

b. Vern Lecocq – Lot improvements are already coming in. Will be dealt with after April 20th when back in the country. Chuck McClain has already signed a few.

c. Cameron King – sent a note to administration to send a message to Reliance regarding Reserve Fund Study getting started now that the Park is open. Thursday, April 11/2024 Investment meeting the Credit Union regarding Reserve Fund Investment.

Will speak to the Waste Management cost / contract at the Budget meeting on May 11.

d. Chuck McClain – The electronic bulletin board is up and running. We will make a curved green metal arch to place on it. This should help with glare and protect from weather conditions.

Four chairs and a coffee table have been placed under the gazebo in the dog park. Lots of compliments.

Water delivery is going well. We have 5-7 houses each day and more coming back everyday. Lots of volunteers.

Four bids went out for waste management – MTM and T&T responded. Porta-bin and Kodiak declined.

## 8. NEW BUSINES

a. Administrator to contact Jan Pro to being spring cleaning.

- b. Reach out to Pinnacle Aquatic on the delivery of hot tub cover. Electrical room still needs to be redone for non-compliance with building code. The hot tub light needs to be wired up.
- c. Pinnacle Aquatic will take off temporary winter pool cover.
- d. Chuck McClain took out the ground temperature probe and drove a 1 inch piece of rebar into the ground 14 inches at 12 different locations around the Park. Found 4 inches of dirt, 2 inches of frost then dirt again. Average temperature of 12 locations was 5.6 degrees.
- e. About 100 lots do not have an insulated cover on their spigot. Discussion of Board to buy 100 covers and charge the cost to the lot owners that do not have covered spigots. In 2022, the Park had to buy 16-18 valves at significant expense. Do not want this to happen again. If we cover them we can turn water on in a week, if we don't it is going to be 2 plus weeks before we have water. Ground will not freeze anymore. Note will be sent out to lot owners that they have 6 days to cover their spigot or on Wednesday, April 17th the bags purchased by the Park will go on and then invoiced to lot owners. Refundable if owners install an equal to or better than insulation.

**MOTION: 2024-031**

Vern Lecocq moves that the Park buy insulated valve covers and install them on those lots that do not have proper insulation and make them refundable if they install equal to or better than insulation.

Seconded by Robyn Ollett

**CARRIED**

Maintenance will be testing lines with water/perhaps an acoustic test. Contractor will rather do it with water in the system.

Maintenance area is a real mudhole this spring. Volunteers will go to the quarry and pick up gravel. Probably will be about \$500.00 - \$800.00.

Park does not take responsibility to set arborist times for lot owners. If we order the arborist for the Park we will let all owners know by email.

**ACTION: April 9/2024 Cameron King will check if road repairs is a reserve fund item.**

- f. Boiler in the satellite washroom

**MOTION: 2024-032**

Chuck McClain makes a motion to repair the boiler piping in the satellite washroom as determined by a Red Seal Plumber and our plumbing contracting service. The lines are leaking and will fail catastrophically if not repaired. The cost is not to exceed \$2,500.00.

Seconded by Allan Faryna.

**CARRIED ELECTRONICALLY**

Work is starting April 10/2024 by GM Mechanical. It is deemed a capital expenditure.

g. Mediation

**MOTION: 2024-033**

Mavis Forget makes a motion that Chuck McClain, Cameron King and Allan Faryna represent the Board of Country Lane Estates at the mediation session through the Courts with former employees Rod and Karen Smith and give Chuck McClain full authorization to negotiate and complete any arrangements on behalf of the entire Board.

Seconded by Robyn Ollett

***CARRIED ELECTRONICALLY***

Mediation was unsuccessful on April 5/2024 with the Plaintiffs, former employees Rod and Karen Smith. Rod and Karen Smith have opted to advance forward to the Courts.

h. Power consumption issues

Winter power consumption is considerably higher for the 2023-2024 winter season than previous years based on the billing from Direct Energy.

Budget is based on last year. We budgeted for January, February and March/2024 180,797 kWh. Actual consumption was 258,568 kWh with only winter residents in the park. A follow up conversation with winter stay residents will be set up with Chairman and Treasurer to share usage situation and gather feedback which may result in a potential levy to the winter power users.

i. Owner request to the Board

Owner has requested to place a 2 person hydrotherapy tub on his unoccupied lot. He would like approval to plug it into a 110 outlet. It would be placed under his awning.

CLE Bylaws state no saunas, no hot tub.

Considerable conversation with held.

Based on the Bylaws our Board said no at this time.

**ACTION: April 9/2024** Chuck McClain will craft a letter to the lot owner regarding his proposal.

j. AGM agenda items

A letter will be sent out to the owners regarding emailing in items for the AGM agenda consideration. This will be sent out April 10 and deadline will be April 30/2024.

May 1 is a reminder the of AGM.

Two weeks before the AGM agenda must be formalized.

**ACTION: April 9/2024** Vicki Fritz will send out a general email to all owners to submit any agenda items with the proper information necessary for the Board to consider.

**ACTION: April 9/2024** Allan Faryna will look through Regulations and Act to find timelines regarding AGM and nominations.

Nominations will be released to owners as they come in.

Future Meeting Dates:

- Budget Meeting – May 11 at 11:00 am
- Welcome Back Barbeque – May 18 at 11:00 am
- AGM – May 26 at 1pm

If necessary, a Bylaw meeting will be held after the AGM.

**9. In-Camera Discussion at 7:00 pm**

Out of Camera at 7:27pm

**10. MOTIONS ARISING**

Resolution of condominium fee issues with several owners in the Park will be addressed through administration and a letter pre-approved by the Board.

**11. NEXT MEETING**

Tuesday, April 30, 2024 at 5:30pm

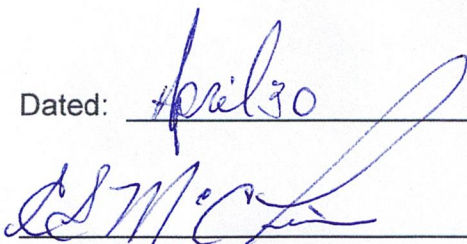
**12. TERMINATION OF MEETING**

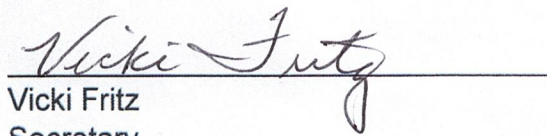
**MOTION: 2024-034**

Chuck McClain recommends terminating the meeting at 7:29pm  
Seconded by Vern Lecocq

**CARRIED**

Dated: April 30, 2024

  
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Chuck McClain  
Chair

  
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Vicki Fritz  
Secretary