

CONDOMINIUM CORPORATION NO. 0311515
COUNTRY LANE ESTATES
April 24, 2022

1. **Call to Order 10 a.m.**

2. **Attendance**

Chair, Linda Presiloski
Assistant Treasurer, Ron Zeegers
Secretary, Robyn Ollett
Board Member, Ron Jones
Administrator, Helen Thomas

Attendance by Zoom
Treasurer, Chris Knight
Board Member, Mavis Forget

Absent
Vice-Chair, Todd Walton

3. **Approval of Agenda**

Motion 2022-03

Motion to approve the Agenda as amended
Moved by Ron Zeegers, seconded by Robyn Ollett

CARRIED

4. **Approval of December 11, 2021 Minutes**

Motion 2022-04

Motion to approve the Minutes as presented
Moved by Robyn Ollett, seconded by Ron Jones

CARRIED

5. **Approval of January 29, 2022 Minutes, February 7, 2022 Minutes and March 9, 2022 Minutes**

Motion 2022-05

Motion to approve the Minutes as presented
Moved by Robyn Ollett, seconded by Ron Jones

CARRIED

6. **Motion to raise staff wages by 4%**

Motion 2022-06

Moved by Ron Jones, seconded by Ron Zeegers

CARRIED

7. **Business arising from Minutes**

- a. Fobs - Helen Thomas - The installation of the new system went well. Each new fob had to be individually activated. The replacing of the old fobs for the new fobs is going along very well. There were a few glitches in the beginning but the technicians from Gunnebo worked them out and now all is working as it should

- b. Security – Ron Jones - An overview of the Park has been done and more lights are needed. Flood lights (solar and motion sensor) should be installed by the gate, maintenance area, satellite washroom. A quote has been received from Gunnebo for more cameras (to be discussed further once a copy has been reviewed by all Board members). Owners should be encouraged to have more lighting especially if they apply to have power on over the winter months. Winter monitors need to be more active from 10 pm to 6 am and complete and submit frequent reports. Only one monitor provided regular and detailed reports this winter. Ron Zeegers suggested better compensation to the winter monitors should be discussed.

8. Vice-Treasurer: Ron Zeegers (presented report on behalf of Chris Knight)

a. Financials

As per attached

[Motion 2022-07](#)

Financials accepted as presented

Moved by Ron Jones, seconded by Robyn Ollett

CARRIED

b. Reserve Fund

[Motion 2022-08](#)

Motion by Chris Knight to add an additional \$20,000.00 to the reserve fund

Moved by Chris Knight, seconded by Ron Jones.

CARRIED

9. Administrator: Helen Thomas

- a. Clarify call out rate for maintenance staff is to pay the greater of hours worked at regular (or overtime) rate or 3 hours at minimum wage.
- b. Maintenance requesting to purchase additional tools (budget is \$1,500)
- c. Maintenance requested to carry out service on gravely riding mower, kabota lawn mower and case backhoe.
- d. Custodians suggested a panel be added to the west entrance door of the Great Room and a dividing screen to place in front of the band equipment when not in use. Will try to source panel for door.
- e. Wifi hotspot has been installed in Clubhouse. Technician that installed the wifi hotspot confirmed that the guest wifi hotspot was separate from the secure wifi provided to the Park office.
- f. Received suggestions to install electronic deadbolt at satellite washroom

10. Secretary: Robyn Ollett

- a. Winter monitors to be thanked for their work. One monitor provided thorough and detailed reports. This will be used as a sample for next winter reports. Ron Jones suggested approaching County, who had previously indicated they would work with CLE regarding Bylaw DC10 to amend the number of people who would be permitted to stay during the winter and thereby exceeding the current allowable 200 days. The Board agreed the County should be approached.
- b. one dryer is not working. Estimate to have the dryer fixed is \$750.17. Received a quote of \$1,713.69 to purchase a new dryer. It was agreed to fix the dryer.

11. Vice-Chair: Todd Walton

Todd Walton provided a written statement stating the cracks in the roads, we can start getting some estimates but want to see where we are sitting as far as funds as we just had the fob system installed and new washers purchased. Maybe we should do some of the worst spots but see where are sitting for a budget. Regarding the garbage bins, Brian's was sold but we deal with MTM who contracts Brian's. The rates are the same the only thing that will increase is the fuel charge which is in the contract. This is one of the reasons a 40 yard container was ordered. We pay the same in tonnage for trash so we should take advantage to save on some fuel charges. Also the doors on the extra large bin at the back of the container have been opened by Maintenance make it more accessible by Maintenance and residents. Household garbage is for the regular bins. Residents can discard items in the marked stalls in the maintenance yard and maintenance staff can move it as needed. Security cameras assist to see who is dumping and throwing away trash.

12. Director – Mavis Forget - Website

Many events have been entered on the calendar of the website. Posted lot sales on website while Administrator was away.

13. Old & New Business

- a. Ron Zeegers – Bylaws - revised (marked up copy) of bylaws are ready to be sent to the owners
- b. Robyn Ollett - two new washers on order and to be delivered once supplier receives them from manufacturer

14. Chair – Linda Presiloski

- a. Posh - discussed whether we should continue with their services. Will review OH&S requirements and arrange a visit from Posh to discuss their services and fees
- b. Town Hall meeting to be scheduled for May 15, 2022
- c. Annual General Meeting to be scheduled for May 29, 2022

15. In Camera: 11:40 a.m.

Out of Camera: Noon

16. Next Meeting: May 10, 2022 at 7pm

17. Adjournment 12:07 p.m.



Linda Presiloski, Chair



Robyn Ollett, Secretary

Balance Sheet

As of 31 March 2022

31 Mar 22

ASSETS

Current Assets

Chequing/Savings

Total of all Banks

Servus Credit Union

1010 - Servus Patronage 432.81

1015 - Capital Reserve 60,006.66

1020 - Chequing 9661950 201,595.37

Total Servus Credit Union 262,034.84

1026 - Credential Securities - cash 32,855.52

1027 - Credential Securities 397,904.04

Total Total of all Banks 692,794.40

1050 - Petty Cash 47.85

Total Chequing/Savings 692,842.25

Accounts Receivable

1200 - Accounts Receivable -123,038.28

Total Accounts Receivable -123,038.28

Other Current Assets

1016 - Prepaid Insurance 5,954.99

1203 - Allowance for bad debt -5,290.96

1220 - Undeposited Funds 12,521.00

Total Other Current Assets 13,185.03

Total Current Assets 582,989.00

TOTAL ASSETS 582,989.00

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 - Accounts Payable 42,399.65

Total Accounts Payable 42,399.65

Credit Cards

2004 - Mastercard - 6817 1,215.82

Total Credit Cards 1,215.82

Other Current Liabilities

2010 - Accrued Liabilities 12,833.93

2025 - Wages Payable 2,976.00

Total Other Current Liabilities 15,809.93

Total Current Liabilities 59,425.40

Total Liabilities 59,425.40

Equity

2999 - Capital Replacement Reserve

3004 - Reserve Interest 31.23

3009 - Cap Replace Reserve - Open Bal 490,734.99

Total 2999 - Capital Replacement Reserve 490,766.22

3900 - Retained Earnings 106,762.30

Balance Sheet

As of 31 March 2022

31 Mar 22

Net Income	<u>-73,964.92</u>
Total Equity	<u>523,563.60</u>
TOTAL LIABILITIES & EQUITY	<u>582,989.00</u>

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04/14/22

Accrual Basis

Condominium Corporation No. 0311515
Profit & Loss Budget Performance
March 2022

	Mar 22	Budget	Jan - Mar 22	YTD Budget	Annual Bud...
Ordinary Income/Expense					
Income					
4000 · Contribution Maintenance Fees	0	0	0	0	634,140
4015 · Clubhouse Rental	0	0	0	0	400
4023 · Estoppel Income	150	0	150	0	1,275
4025 · Finance Charges Income	0	5	12	15	60
4050 · Winter Usage Fee	4,870	5,800	14,495	17,400	29,000
4055 · Key Fob Income	0	75	0	75	1,950
4065 · Maintenance Income	0	0	0	0	650
4070 · Laundry Income	0	202	571	606	12,106
4085 · Office Rent	0	0	0	0	600
Total Income	5,020	6,082	15,227	18,096	680,181
Gross Profit	5,020	6,082	15,227	18,096	680,181
Expense					
Fuel					
5140 · Diesel	0	0	0	0	1,300
5150 · Gasoline	0	0	0	0	1,250
Total Fuel	0	0	0	0	2,550
General Insurance					
5170 · Building Insurance	27,571	31,007	27,571	31,007	31,007
5190 · Vehicle Insurance	0	0	0	0	1,990
Total General Insurance	27,571	31,007	27,571	31,007	32,997
Maintenance					
5020 · Automobile Expense	0	0	0	0	1,000
5050 · Janitorial Supplies	344	50	766	150	3,170
5205 · Supplies	46	0	53	0	800
5208 · Tools	41	0	41	0	1,500
5209 · Plumbing/water/sewer maintenanc	0	0	8	0	4,600
5219 · Satellite Bldg	5	0	5	0	1,000
5220 · Clubhouse	180	0	543	0	4,541
5225 · Grounds	387	16,000	3,612	16,000	25,400
5245 · Snow Removal	0	65	207	195	325
5350 · Equipment Repairs	0	0	0	0	5,250
5430 · Security Maintenance	205	0	205	0	1,800
Total Maintenance	1,207	16,115	5,440	16,345	49,386
Office Operating Expenses					
5270 · Supplies/Equipment	236	175	1,665	225	2,200
5271 · Internet for Office	0	116	0	642	2,916
5272 · Software/Upgrades/Subscriptions	534	556	684	706	1,530
5275 · General IT support	68	260	738	390	1,300
Total Office Operating Expenses	838	1,107	3,086	1,963	7,946
Operational Expenses					
5030 · Bank/Interest Charges	159	100	275	300	1,650
Total Operational Expenses	159	100	275	300	1,650
Park Functions					
5005 · Board Training	0	0	0	0	750
5007 · Staff Training & Courses	0	0	0	0	750
5010 · AGM & Meetings	0	0	0	0	1,200
5240 · Memberships, Dues, Community	0	0	0	0	289
5365 · Park Functions & Activities	0	0	0	0	1,000
Park Functions - Other	9	0	39	0	0
Total Park Functions	9	0	39	0	3,989
Personnel Expenses					
5490 · Management	1,444	1,104	1,444	1,104	39,887
6510 · Caretaker salaries	229	0	229	0	32,639

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04/14/22

Accrual Basis

Condominium Corporation No. 0311515
Profit & Loss Budget Performance
March 2022

	Mar 22	Budget	Jan - Mar 22	YTD Budget	Annual Bud...
6520 · Pool maintenance salaries	0	0	0	0	11,398
6530 · Maintenance Salaries	1,048	0	1,048	0	50,372
6560 · Payroll Expenses Employees	255		255		
Total Personnel Expenses	2,976	1,104	2,976	1,104	134,296
Professional Fees					
5340 · Accounting	0	0	118	315	13,290
5345 · Legal	0	0	0	0	2,000
Total Professional Fees	0	0	118	315	15,290
Utilities					
Communications					
5420 · Satellite TV	0	0	0	0	980
5450 · Telephone	0	143	438	464	1,751
5510 · Website	13	7	13	21	534
Total Communications	13	150	451	485	3,265
5380 · Garbage Removal	364	123	629	369	15,375
5400 · Natural Gas	1,990	700	3,207	2,350	8,180
5410 · Power	17,619	8,600	33,967	25,300	183,600
5440 · Sewage Disposal	3,784	3,120	6,382	5,512	152,705
5460 · Water	0	0	977	800	30,900
5530 · Wireless Internet/Hotspot	0	0	4,075	4,253	4,253
Total Utilities	23,771	12,693	49,688	39,069	398,278
5000 · Advertising	0	0	0	0	500
5035 · Bad Debts	0	0	0	0	1,230
5372 · Safety/Medical Supplies	0	800	0	800	2,150
5373 · Permits	0	0	0	0	60
5374 · Pool Maintenance- Repairs	0	0	0	0	9,000
Total Expense	56,531	62,926	89,192	90,903	659,322
Net Ordinary Income	(51,511)	(56,844)	(73,965)	(72,807)	20,859
Net Income	(51,511)	(56,844)	(73,965)	(72,807)	20,859