

CONDOMINIUM CORPORATION NO. 0311515
COUNTRY LANE ESTATES
August 2, 2021

1. Call to order at 6:30 pm

2. Attendance

Linda Presiloski, Chair
Todd Walton, Vice Chair
Chris Knight, Treasurer
Ron Zeegers, Assistant Treasurer
Robyn Ollett, Secretary
Ron Jones, Board Member
Mavis Forget, Board Member
Helen Thomas, Park Administrator

3. Approval of Agenda

Motion 2021-64

Motion to adopt Agenda as presented.
Moved by Ron Jones, seconded by Ron Zeegers

CARRIED

4. Approval of June 7, 2021 Special Meeting

Motion 2021-65

Motion to approve the minutes as amended.
Moved by Ron Jones, seconded by Chris Knight

CARRIED

5. Approval of 2021 AGM Minutes

They are ready for next year.

6. Administrator: Helen Thomas

- (a) We got our unit factors that were required.
- (b) We received an email from an owner to request that his daughters would like to use the gym. Bylaw 3B(m) states persons under the age of 18 are not to use recreational facilities or buildings in the project without adult supervision. A letter will be sent to this owner explaining the bylaw.

7. Business arising from July 7, 2021

- (a) Town Hall
There were several owners in attendance. It went very well and more discussion on the outcome. All Ballots must be in by 5:00pm Aug 7, 2021. The board members and three volunteers will count and tally the votes on Aug 7 at 6:00pm.
- (b) Bylaw
The sub-bylaw committee has been meeting twice a week going through all our bylaws and they hope to have a finished product by April 1, 2022
- (c) Buildings
GM Mechanical has looked at our in-floor heating system and there is no shut off valve or thermostat. They have given us a rough estimate of \$5,000.00.

Motion 2021-66

That we hire GM Mechanical to do the repairs and service our in-floor heating
Moved by Chris Knight, seconded by Ron Zeegers

CARRIED

(d) Winter Stay

We will have to appoint a lead hand for maintenance and monitors.

Gord and Linda Presiloski and Tony and Helen Thomas have asked if they could share this position. They will coordinate this between themselves. The men will look after the maintenance and the women will do the office and power.

For power that is on in an unoccupied lot \$100.00 a month, etransfer starting November 1, 2021.

(e) CLE Signs

Have looked into signs, a banner or wood signs \$186.00 for 2-4x6 banners.
Going to check into Spy Designs.

8. New Business

(a) HVAC system

Taken care of

(b) Grounds-Maintenance

The flower beds and shrub gardens are all looking well kept. Thank you Gardeners.

The big bin is helping to keep the smaller ones from overflowing and giving the maintenance staff more time for other areas.

Two benches were purchased and put in the playground area.

(c) Janitors

We are looking for new Janitors to start in Sept and for the new year. Helen Thomas will put out an email to hire someone.

9. Financials: Chris Knight

Provided financial report – see attached.

An owner lost a lot in a flood. We need a lawyer to close on this.

Chris Knight has three quotes on laundry rooms so we should start buying a couple machines.

10. In Camera: 8:20

Out of camera 8:40

11. A quote for the laundry room door was received from Riverside Construction for \$1,507.80.

Motion 2021-67

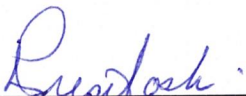
A motion was made online to approve the quote and give them a deposit of 50% to purchase materials

Moved by Mavis Forget, seconded by Ron Zeegers

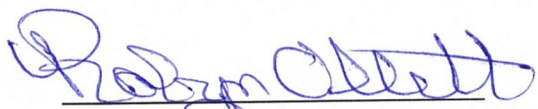
CARRIED

12. Next meeting August 18, 2021, at 6:30 pm

13. Adjourned 8:45 pm



Linda Presiloski, Chair



Robyn Ollett, Secretary

5:35 PM

08/01/21

Accrual Basis

Condominium Corporation No. 0311515
Profit & Loss Budget Performance
July 2021

	Jul 21	Budget	Jan - Jul 21	YTD Budget	Annual Bud...
Ordinary Income/Expense					
Income					
4000 · Contribution Maintenance Fees	105,690	105,667	422,760	422,668	634,002
4015 · Clubhouse Rental	0	200	0	300	600
4019 · COVID-19 Income	0		(80)		
4023 · Estoppel Income	75	225	750	375	675
4025 · Finance Charges Income	13		37		
4050 · Winter Usage Fee	0	0	17,995	15,000	25,000
4055 · Key Fob Income	225	0	1,320	4,200	4,200
4065 · Maintenance Income	25		325		
4070 · Laundry Income	1,598	2,600	6,509	5,650	12,000
4083 · Administration Income	0		(50)		
4085 · Office Rent	0	0	0	0	600
4090 · Credit Card Fee Income	0	100	0	1,020	1,220
4999 · Uncategorized Income	50		350		
Total Income	<u>107,676</u>	<u>108,792</u>	<u>449,916</u>	<u>449,213</u>	<u>678,297</u>
Gross Profit	107,676	108,792	449,916	449,213	678,297
Expense					
Fuel					
5140 · Diesel	0	1,000	0	1,000	1,000
5150 · Gasoline	0	0	1,263	1,800	1,800
Total Fuel	<u>0</u>	<u>1,000</u>	<u>1,263</u>	<u>2,800</u>	<u>2,800</u>
General Insurance					
5170 · Building Insurance	0	0	27,685	28,600	28,600
5190 · Vehicle Insurance	0	1,900	1,902	2,050	2,050
Total General Insurance	<u>0</u>	<u>1,900</u>	<u>29,587</u>	<u>30,650</u>	<u>30,650</u>
Maintenance					
5020 · Automobile Expense	0	0	64	150	230
5050 · Janitorial Supplies	225	350	1,222	1,400	2,450
5203 · Maintenance Contracts	0	0	788	1,890	1,890
5204 · Subcontractors	0	2,250	195	9,000	15,750
5205 · Supplies	97	950	522	3,850	6,700
5208 · Tools	0		950		
5209 · Plumbing/water/sewer maintenanc	1,017		7,750		
5219 · Satellite Bldg	0	500	928	500	500
5220 · Clubhouse	72	1,000	200	1,000	1,000
5225 · Grounds	3,310	10,375	20,826	21,500	22,625
5245 · Snow Removal	0		102		
5350 · Equipment Repairs	289	450	2,735	1,800	3,150
5430 · Security Maintenance	1,644	500	2,417	500	1,000
Total Maintenance	<u>6,654</u>	<u>16,375</u>	<u>38,699</u>	<u>41,590</u>	<u>55,295</u>
Office Operating Expenses					
5270 · Supplies/Equipment	547	300	1,569	1,500	2,700
5272 · Software/Upgrades/Subscriptions	78	139	1,627	2,008	2,703
5275 · General IT support	307	300	1,229	1,500	2,400
Total Office Operating Expenses	<u>932</u>	<u>739</u>	<u>4,425</u>	<u>5,008</u>	<u>7,803</u>
Operational Expenses					
5030 · Bank/Interest Charges	0	80	1,060	1,145	1,545
5033 · Credit Card Costs	0	140	0	1,428	1,708
Total Operational Expenses	<u>0</u>	<u>220</u>	<u>1,060</u>	<u>2,573</u>	<u>3,253</u>
Park Functions					
5005 · Board Training	0	0	0	750	750
5007 · Staff Training & Courses	0	0	0	750	750
5010 · AGM & Meetings	1,867	0	1,867	1,000	1,000
5240 · Memberships, Dues, Community	0	0	0	0	289

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08/01/21

Accrual Basis

Condominium Corporation No. 0311515 Profit & Loss Budget Performance July 2021

	Jul 21	Budget	Jan - Jul 21	YTD Budget	Annual Bud...
5365 · Park Functions & Activities	0	50	131	700	950
Total Park Functions	1,867	50	1,998	3,200	3,739
Personnel Expenses	0		1,188		
5310 · WCB	5,012	4,515	25,631	22,785	40,200
5490 · Management	4,615	4,584	15,956	18,336	32,088
6510 · Caretaker salaries	3,237	4,386	3,237	8,772	13,770
6520 · Pool maintenance salaries	6,387	6,500	26,647	26,000	45,500
6530 · Maintenance Salaries	2,304		6,662		
6560 · Payroll Expenses Employees					
Total Personnel Expenses	21,555	19,985	79,321	75,893	131,558
Professional Fees	158	2,000	158	8,000	18,000
5340 · Accounting	0	500	3,150	5,500	8,000
5345 · Legal					
Total Professional Fees	158	2,500	3,308	13,500	26,000
Utilities					
Communications	140	143	689	572	1,001
5420 · Satellite TV	180	231	1,667	1,677	2,832
5450 · Telephone	109	500	1,547	500	1,146
5510 · Website					
Total Communications	429	874	3,903	2,749	4,979
5380 · Garbage Removal	1,575	2,000	9,471	8,585	14,000
5400 · Natural Gas	1,100	700	4,638	5,410	8,350
5410 · Power	50,126	16,800	108,919	85,600	181,150
5440 · Sewage Disposal	26,000	27,600	82,866	84,150	153,050
5460 · Water	6,264	5,600	8,714	7,550	22,150
5530 · Wireless Internet	3,258	945	19,109	6,615	11,340
Total Utilities	88,752	54,519	237,621	200,659	395,019
5035 · Bad Debts	0	193	530	772	1,155
5372 · Safety/Medical Supplies	590	950	679	950	950
5373 · Permits	0	349	60	349	349
5374 · Pool Maintenance- Repairs	7,279	3,000	7,343	7,200	10,700
5750 · COVID-19 Expenses	0	0	0	2,000	2,000
Total Expense	127,787	101,780	405,893	387,144	671,271
Net Ordinary Income	(20,111)	7,012	44,023	62,069	7,026
Net Income	(20,111)	7,012	44,023	62,069	7,026

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Accrual Basis

Condominium Corporation No. 0311515
Balance Sheet
As of July 31, 2021

	Jul 31, 21
ASSETS	
Current Assets	
Chequing/Savings	
Total of all Banks	
Servus Credit Union	
1010 - Servus Patronage	131.20
1015 - Capital Reserve	60,184.59
1020 - Chequing 9661950	301,864.90
Total Servus Credit Union	362,180.69
1026 - Credential Securities - cash	61,757.65
1027 - Credential Securities	363,894.09
Total Total of all Banks	787,832.43
1050 - Petty Cash	75.50
Total Chequing/Savings	787,907.93
Accounts Receivable	
1200 - Accounts Receivable	-97,198.74
Total Accounts Receivable	-97,198.74
Other Current Assets	
1016 - Prepaid Insurance	4,914.50
1203 - Allowance for bad debt	-4,470.96
1220 - Undeposited Funds	2,050.00
Total Other Current Assets	2,493.54
Total Current Assets	693,202.73
TOTAL ASSETS	693,202.73
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 - Accounts Payable	3,729.87
Total Accounts Payable	3,729.87
Credit Cards	
2004 - Mastercard - 6817	2,038.67
Total Credit Cards	2,038.67
Other Current Liabilities	
2010 - Accrued Liabilities	71,824.51
2020 - Payroll Liabilities	4,810.17
Total Other Current Liabilities	76,634.68
Total Current Liabilities	82,403.22
Total Liabilities	82,403.22
Equity	
2999 - Capital Replacement Reserve	52,020.00
2998 - Contrib Capital - Cap Rplc Rese	
3000 - Capital Replacement Reserve Exp	
3021 - Eavestrough & Downspouts	-5,092.50
3024 - Hot Water Heaters (2) Pumps (4)	-6,567.75
3043 - Office Equipment & Furniture	-1,277.12
3048 - Reserve Fund Study	-577.50
3055 - Swimming Pool Equipment	-272.99
3058 - Security Gate Upgrade	-945.00
3070 - Sidewalks around common bldgs	-4,500.00
3071 - Decking on clubhouse building	-1,000.00

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Accrual Basis

Condominium Corporation No. 0311515
Balance Sheet
As of July 31, 2021

	Jul 31, 21
3072 · Fire rated wall elec/boiler	-1,509.38
Total 3000 · Capital Replacement Reserve Exp	-21,742.24
3004 · Reserve Interest	44.76
3009 · Cap Replace Reserve - Open Bal	453,059.43
Total 2999 · Capital Replacement Reserve	483,381.95
3900 · Retained Earnings	89,572.70
3901 · Interfund transfers - OF	-6,178.45
Net Income	44,023.31
Total Equity	610,799.51
TOTAL LIABILITIES & EQUITY	693,202.73