

CONDOMINIUM CORPORATION NO.0311515  
COUNTRY LANE ESTATES  
August 22, 2023

MINUTES OF THE BOARD OF DIRECTORS MEETING  
In-person at 5:30 PM at Country Lane Estates  
370165 79 Street E,  
Aldersyde, Alberta T1S 1B4

Board Members in Attendance:

Mr. Chuck McClain, Chair  
Mr. Allan Faryna, Vice-Chair by Zoom  
Mr. Cameron King, Treasurer  
Ms. Vicki Fritz, Secretary

Ms. Mavis Forget, Director  
Mr. Vern Lecocq, Director  
Ms. Robyn Ollett, Director

Regrets: All present

**1. CONSTITUTION OF MEETING**

Chuck McClain presided as chair of the meeting to order at 5:35PM.

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 2023-055**

THAT the Board of Directors approve the Agenda, as written.  
Moved by Vern Lecocq, seconded by Robyn Ollett.

**CARRIED**

**3. CONFLICT OF INTEREST DECLARATION**

Allan Faryna recused himself from 6C Dead Tree.

**4. APPROVAL OF AUGUST 8, 2023 MEETING MINUTES AND BUSINESS ARISING**

**MOTION 2023-056**

THAT the Board of Directors approve the August 8, 2023 Meeting Minutes and Business Arising, as amended

Moved by Robyn Ollett, seconded by Cameron King.

**CARRIED**

**5. GUESTS: Janice Sherman, Dan Walker**

Janet Roth asked Janice Sherman to report to the Board on Goofy Golf Day - 55 people attended - 44 adults and 7 children. Collected \$5.00/adult and \$3.00/child. One adult and one child did not pay. Collected \$233.00 total, expenses \$189.00 with a profit of \$44.00. Money went to the Administrator in the office.

**ACTION:** Vern Lecocq will send Thank you cards to Ed Sanders and Janet Roth for coordinating the Goofy Golf Day.

Harvest Moon/Thanksgiving Dinner - September 23/2023 @ 5:00 pm

Dan Walker spoke on organizing the evening. If the Board approves the function and date - September 23 at 5:00pm - Chris Cutler will get advertising out very soon. The Board agrees to pay for the turkeys, pies, whipped topping, plates, napkins and cutlery.

The Great Room has a capacity of 159 people. Committee will try to make it fun by doing a pumpkin carving contest (done at home), full video depicting the great year we have had here in the Park.

Discussion held regarding what happens in the event that more than 159 people wish to attend. Sign up sheet will be posted along with a reminder to sign up quickly. All residents living in CLE Park are welcome but no outside friends/families.

Need a sign up for volunteers - not just food. Need help for food servers, as well.

**6. BUSINESS ARISING FROM MINUTES**

**a. Action item review**

**Previous Actions:**

**ACTION:** June 28/2022 - Chuck McClain - Berm to be taken down - ongoing August 8/2023 Ongoing August 22/2023 Issue with the hydrant. Option - may be cheaper to hire a backhoe and knock half of the berm down, strip off the topsoil, get gravel to create a road and come off the watershed to fix the water storage issue. Will check for the cost and have that part fixed by the end of the season.



**ACTION:** July 5/2022 - Chuck McClain - Fix the stucco on the entrance gate. Looking at another quote Ongoing August 8/2023 Deferred until 2024-25 season.

**ACTION:** July 13/2023 Chuck McClain and Allan Faryna will get Cameron King access to Mastercard statements Ongoing: July 31/2023 Ongoing August 8/2023 Completed August 22/2023.

**ACTION:** August 8/2023 Robyn will find the motion which agreed to donate the organ August 22/2023 Completed No formal motion last year.

With reference to the previous ACTION the Board formalized a Motion to move forward with disposing of the organ.

**MOTION 2023-057**

Based on the conversation from the Board of Directors 2022, Robyn Ollett makes a formal motion to dispose of the organ from the Clubhouse. Seconded by Mavis Forget.  
**CARRIED**

**ACTION:** June 27/2023 Chuck McClain will compose the blanket letter acknowledging our volunteers that make our park what it is. Ongoing - July 13/2023 Ongoing - July 31/2023 Ongoing - August 8/2023 Ongoing - August 22/2024.

**ACTION** June 27/2023 Cameron King, Chuck McClain and Allan Faryna will get quotes on multipurpose tractor to replace Case Tractor, snowplow and Kubota Tractor. - Ongoing On hold until early August Ongoing July 31/2023 Ongoing August 8/2023 Closed, combined in other action. August 22/2023 Chuck McLain will have something in place by mid next week. Will have quotes from Kubota, Case, New Holland, John Deere. All quotes by the end of the month Complete August 22/2023.

**ACTION:** August 8 /2023 Vicki Fritz will change title to read Residents Rules Policy if possible. If not possible, must continue to read Owners Rules and Renters rules Complete August 22/2023.

**ACTION:** July 13/2023 Cameron King will follow up with Wildrose for quote status Complete August 22/2023. The work was done but failed.

**ACTION:** Ongoing July 31/2023 Miscommunication of requesting work done. Email sent to Helen Thomas from Allan Faryna to prioritize getting the request for the sewer camera work done. Ongoing August 8/2023 Complete.

**ACTION:** August 8/2023 Allan Faryna will request Maintenance to get three quotes to have the water hydrant dug up and repaired. Closed - combined with other action August 22/2023.

**ACTION** August 8/2023 Allan Faryna will get an estimate to increase the size of the gym by removing a closet. Closed, new action added. August 22/2023.



**ACTION :** August 22/2023 Chuck McClain, Allan Faryna, Robyn Ollett and a user will review the gym issue and make a decision on what is necessary to make more space for all machines.

**ACTION:** August 8/2023 Robyn Ollett will inquire about getting larger signs for the gym August 22/2023 Ongoing.

**ACTION:** August 8/2023 Vicki Fritz will write a Newsletter to the residents of the Park updating the Park activities and reminders. August 22/2023 Complete.

**ACTION:** August 8/2023 Allan Faryna will ask Maintenance to give us an estimate to fix the hot tub deck. Ongoing August 22/2023.

**ACTION:** August 22/2023 Chuck McClain, Vern Lecocq, Allan Faryna and Cameron King will look at it again and see what the best option is for design.

**b. Winter Stay**

Eleven applicants for winter stay have been received to date.

**ACTION:** August 22/2023 Robyn Ollett will ask the Administrator to send out a reminder for the August 25 deadline.

**c. Dead Tree**

Paul from Alpine Arborists will come and chop down this tree. Will cost roughly \$250. to take down. To replace the tree with a 12 ft. Siberian Larch cost is \$505 for the tree and \$280 to plant it. Would also like to replace the Schuberts that have been taken down in the front of the Park.

**ACTION:** August 22/2023 Mavis Forget will check into the price of replacing all trees that have been taken down and will bring the total cost forward to the Board of Directors.

**d. Jan Pro Motion**

Following the resignation of two of our custodial staff, the Board requested that Administration reach out to several vendors regarding janitorial services in our Park. Our intent was to verify the compensation for current service. We also wanted to evaluate if there was a business case for contracting these services as opposed to hiring and managing staff directly. This resulted in a comprehensive search and review completed over several weeks.

We received three responses from our query. Representatives visited the park to inspect our facilities and better determine the scope of work. As a result of these visits, we received two comprehensive quotes. The third vendor opted not to submit a quote.



A committee consisting of Robyn Ollett, Cameron King, Allan Faryna, and Helen Thomas met to evaluate the agreements against scope of service we currently receive. Services evaluated for both scope of service and financial costs.

For scope of service, all the identified tasks were evaluated against the two vendors and the services we currently receive. A numeric value of 1 was assigned to each task done monthly, 1.5 for weekly, and 2 points for daily. 29 tasks were evaluated.

The result was values of 44, 43.5, and 45. The conclusion was that scope of service was equivalent and any minor differences can be negotiated with a contract.

Financially, the two external quotes, there was a gap of 15% in favor of Jan-Pro which eliminated the other vendor from further consideration. When looking at the Jan-Pro cost against employment costs (including wages, source deductions, CPP, and benefits) there was a gap of 25% in favor of Jan-Pro).

Finally, there were numerous discussions amongst board members and park administration regarding services and current and proposed services. These discussions took place at board meetings during In-Camera sessions.

As a result of this review process, the following motion was issued for email vote by the Board.

**MOTION: 2023-058**

Allan Faryna moves electronically that Country Lane Estates enter into an agreement with Jan-Pro to provide year-round janitorial services to the park. Service is to commence not later than October 1, 2023. Robyn Ollett seconds.

**CARRIED**

**7. FINANCIAL REVIEW – Cameron King**

Presented the 2023 CLE Financials Report.

Reconciled to CLE P&L reports from January through to July.

Balance Sheet to July 31, 2023.

This will be posted on website along with the minutes.

**MOTION: 2023-059**

Mavis Forget approves the Financials Report, as presented. Vern Lecocq seconds.

**CARRIED**

Working on CLE Budget 2024 – Will hold a budget stand alone meeting when complete. Budget needs to be out 30 days before next year's Annual General Meeting.

**8. PARK ADMINISTRATOR'S REPORT – Helen Thomas**

Dogipot receptacle has been purchased to be installed at dog park.

**9. MAINTENANCE REPORT**

-Taking the closet out of the gym will be done if the Board makes that decision



- Light sensor will be put over the door in the gym – needs a 60-minute sensor
- Looking for an alternative spot to get water as the hydrant has to be replaced
- Lot 224 electric issue still not resolved, unable to find a contractor with proper equipment to find the break line. Wire is broken in the ground. Need a piece of equipment called a Thumper. Unable to locate a functional unit for hire as the one in Millarville is not working
- Old plow will not be repaired
- Wildrose's attempt to repair water flow issue was unsuccessful, will now reach out to a contractor for an alternative fix for the sewer problem. Will hopefully be completed by the end of the month or as soon as possible. Cost approximately \$8,000. Reserve fund item
- Before ordering any clear plastic panels for streetlights the Board needs to look at the ones that were done last year on Lots 118 and 275. These both have clear panels and LED bulbs

**ACTION:** August 22/2023 All Board members will check out the lamp standards on Lots 118 and 275 and form an opinion on if this is what the rest of the posts should be like.

Should also talk to owners and see if they are happy with the light standards. Planning to ask for volunteers to paint lamp posts. 41 lamp posts in the Park and 2 have been painted.

**MOTION: 2023-060**

Mavis Forget is making a motion to call for volunteers to paint the lamp standards in the Park, change lenses to increase the light, remove old bulbs and change them to LED. Robyn Ollett seconds the motion.

**CARRIED**

Maintenance will now interface with both Allan Faryna and Chuck McClain over maintenance issues.

Hot tub deck repair will be looked at again by Chuck McClain, Vern Lecocq, Cameron King and Allan Faryna.

## **10. DIRECTORS' REPORTS**

### **a. Mavis Forget**

Will hold a meeting to establish an "acting" Social Club on Monday, August 28, 2023 at 7:00 p.m. to define the SLE Social Club's charter, with a proper framework (acting Chair, Secretary and Treasurer) as well as a process for bank account development, reconciliation of the accounts and forward plans for 2024. While not the social club, this group will ensure the framework is in place to have a group of volunteers hit the ground with an established plan for success. In the spring of 2024, an actual social club executive branch and core group of volunteers will be created (it is recommended to have Sheila Faryna attend the meeting by way of Zoom). Meeting minutes will be approved electronically by this Board and then they can be used to set up a bank account.



Volunteer Appreciation – September 9, 2023 – would like to have the acting group set up prior to this event.

b. Vern Lecocq

No lot improvements. 10 existing ones.

c. Cameron King

Working on the 2024 budget.

d. Allan Faryna

Pool repairs – after the pool is closed for the season the pool requires repairs by Pinnacle Aquatic. Pool closure will likely be the day after Labour Day due to necessary repairs unless weather conditions and maintenance determine it can be extended.

e. Vicki Fritz

The Bylaw Committee meeting was held on Wednesday, August 16, 2023. Mavis Forget, Vicki Fritz, Caroline Meyers, Bob Wanner and Marc Hamoline were present. Discussed rvs entering the Park before they check in with the office. Need to add specifics to the bylaws. All information from the owner needs to be filed at the office to make sure all requirements are met.

Look at changing the bylaw addressing wheels on park models. Chuck McClain is already working with the Foothills County on this matter.

Once further information is available the Committee will consider the next steps.

f. Robyn Ollett

One of the umbrellas that have been purchased for the pool area needs to be returned to Canadian Tire. Foosball table is at CLE and will replace the organ when it is removed.

g. Chuck McClain

No additional items were discussed.

## **11. NEW BUSINESS**

a. Pool closing date – see notes in Directors' Report.

b. Appearance of exterior of Clubhouse.

The exterior of the Clubhouse – not the deck but the wood structure above needs to be stained.

**ACTION:** August 22/2023 Allan Faryna and Chuck McClain will reach out to maintenance for work completion or to get quotes from painting companies to stain everything above deck on Clubhouse.

## **12. In-Camera Discussion 7:37 pm**

**Out of Camera 8:14 pm**

**13. Next meeting Monday, September 11, 2023 at 5:30 pm**

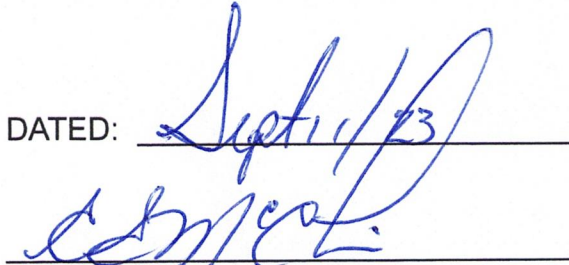
**14. TERMINATION OF MEETING**

**MOTION: 2023-061**

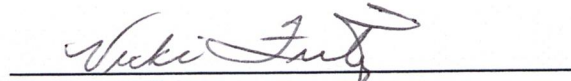
Chuck McClain recommends terminating the meeting at 8:20 pm.  
Vern Lecocq seconds.

**CARRIED**

DATED: \_\_\_\_\_



Mr. Chuck McClain  
Chair

  
Ms. Vicki Fritz  
Secretary