

CONDOMINIUM CORPORATION NO.0311515
COUNTRY LANE ESTATES
August 8, 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
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 5:26 PM.

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 2023-050

THAT the Board of directors approve the Agenda as written

Moved by Robyn Ollett Seconded by Allan Faryna

CARRIED

3. CONFLICT OF INTEREST DECLARATION

- No Conflicts declared at this time

4. APPROVAL OF JULY 31, 2023 MEETING MINUTES AND BUSINESS ARISING

MOTION 2023-051

THAT the Board of Directors approve the July 31 Meeting Minutes and Business Arising as Amended

Moved by Vern Lecocq Seconded by Robyn Ollett

CARRIED

5. DUCK RACE COMMITTEE

Janice Sherman and Chris Cutler presented a financial update on the money raised at the Duck Race.

250 people for the day

All ducks sold - \$924. collected

\$800. collected In sponsorships

Saturday after ducks were sold, people still wanted to buy ducks. When people found out the ducks were sold out they still wanted to donate. \$342. was collected from these donations. Dunk tank was a huge success - \$192.

One of the winners sold their trophy back and then donated the money back to the Park.

Sandy Fach has purchased another trailer trophy kit and so there now will be 1st, 2nd, and 3rd trophies for next year.

The Duck committee drafted a letter to send out to all residents outlining how great the day was along with information on finances and where the money went. Unfortunately, AGLC was contacted by a resident in our Park. AGLC contacted us and informed us that money prizes could not happen as we are not a charitable organization. At this point it was decided on the trophies instead. All monies and receipts from the day were submitted to the office where they will be deposited into the Social Club Account.

Total collected for the day was \$2308.00 - expenses = \$1582.69. Wonderful successful day for all.

6. BUSINESS ARISING FROM MINUTES

a. Action item Review:

Previous Actions:

ACTION: JULY 31/2023 Allan Faryna will have Helen (Administrator) to order a Dogipot receptacle that matches all the rest in the Park August 8/2023 Complete

ACTION: June 28/2022 - Chuck McClain - Berm to be taken down - ongoing August 8/2023 Ongoing

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

ACTION: July 13/2023 Chuck and Allan Faryna will get Cameron King access to Mastercard Statements Ongoing: July 31/2023 Ongoing August 8/2023

ACTION -June 27 /2023 Allan Faryna will contact Helen regarding access cameras, passwords and change of passwords - Ongoing : Need Master Password Ongoing July 31/2023 Complete August 8/2023

ACTION: July 13/2023 Robyn will talk to John (donator of the organ) to see if he agrees to donate the organ to Books for Mission in Okotoks as the cost is too high to repair - Ongoing July 31/2023 Complete August 8/2023 John will meet with the residents that wish to take the organ.

ACTION: August 8/2023 Robyn will find the motion which agreed to donate the organ

ACTION: JULY 13/2023 The Bylaw committee will modify the parking bylaws that you can park on common roads between 8:00 am and 11:00 pm Ongoing - July 31/2023 Complete August 8/2023

ACTION: July 13/2023. Vicki and Mavis will create a small committee to sit with the Board Members as the Bylaw review is completed (3-5 people) Ongoing - July 31/2023 Complete August 8/2023

ACTION: June 27/2023 Chuck 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

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

ACTION: June 27/2023 Allan Faryna will create the two documents necessary for AHS requirements. Ongoing July 13/2023 Ongoing July 31/2023 Complete August 8/2023

ACTION: June 27/2023 Robyn Ollett will walk through with AHS when they come again to check if all signs already posted are necessary. July 13/2023 Robyn Ollett will ask Pierre Martin if he has a timeline when AHS is coming out and at that point Robyn Ollett will talk to them regarding combining signs. Ongoing July 31/2023 Complete - August 8/2023

ACTION: July 13/2023 Cameron King will send out the financials before the next meeting for approval from the Board . Ongoing July 31/2023 Cameron King sent them to Helen. She will do a PDF of the Profit and Loss to the end of June/2023 and will be included with the minutes. Complete - August 8/2023

ACTION - JULY 31/2023 Mavis Forget will find the Owners Rules Policy and bring it to the next meeting. Complete - August 8/2023

ACTION: August 8 /2023 Vicki will change title to read Residents Rules Policy if possible.

ACTION: July 13/2023 Cameron King will follow up with Wildrose for quote status Ongoing July 31/2023 Miscommunication of requesting work done. Email sent to Helen from Allan Faryna to prioritize getting the request for the camera work done. Ongoing August 8/2023

ACTION: July 13/2023 Water Hydrant southeast side of clubhouse needs to be replaced. Maintenance says we could do a quick fix but the hydrant needs to be replaced. Need to make sure the heat trace is adequate for that system. Complete August 8/2023

ACTION: August 8/2023 Allan Faryna will request Maintenance to get three quotes to have the water hydrant dug up and repaired.

JULY 13/2023 - Administrator still waiting for Pinnacle Aquatics to update when the pool leaks will be repaired. Check for sharp rocks in the bottom of the pool and two corners seem to have void behind them. Maintenance is following up on this. Ongoing July 31/2023 Maintenance informed Allan Faryna that Pinnacle is waiting until the pool closes for the season to deal with the repair. Complete August 8/2023

7. FINANCIAL REVIEW - Cameron King

Financials up to the end of June have been submitted to be put on the CLE website.

Cameron King will always submit the previous month's financials at the second meeting of the month. In this way, all bills will be in for that month. Cameron King will present the End of July Financials for approval at the second meeting in August.

8. PARK ADMINISTRATOR'S REPORT - Helen Thomas

Patch on the walkway will be repaired by J&R Lima next week

Camera work has been completed and now waiting for Wildrose to install the injection seal around the pipe.

Chuck McClain, Cameron King and Allan Faryna have keys. Other Board members declined.

9. DIRECTORS' REPORT

a. Mavis Forget

Reported there were 76 Garage Sale Participants

Thursday, August 10/2023 Playground committee meeting

Board is supportive of residents wishing to water the green space adjacent to their lot during their watering times

b. Vern Lecocq

Only 3 new Lot Improvements the last couple of weeks

c. Cameron King

No comment

d. Allan Faryna

Ongoing discussion from taking the closet out in the Gym to increase size.

Action: August 8/2023 Allan Faryna will get an estimate to increase the size of the Gym by removing a closet.

Action: August 8/2023 Robyn Ollett will inquire about getting larger signs for the Gym

e. Vicki Fritz
No comment

f. Robyn Ollett

MOTION : 2023-052

Robyn Ollett moves that all the chairs at the pool are being well utilized. We need to replace some old ones now with eight new chairs not to exceed \$700.00.

Mavis Forget seconds

CARRIED

g. Chuck McLain
Expressed his appreciation to the Board for all the volunteer hours put in helping us come together as a Park.

Would like to encourage us administratively and as a Board to refer to Renters and Owners as Residents.

10. NEW BUSINESS

a. Winter Stay

Winter Stay Committee had a meeting. Cameron King made calculations on finances from last years' winter stay. Some rates on the application form will be changed before going out to the residents.

Agreed to leave the power rate at \$20/day for a maximum of 15 days.

Increased the \$100/month power (unoccupied unit) to \$125./month - no heaters/fireplaces

Increased the \$500/month (occupied unit) to \$625/month for full power services

Winter Support Services - remained \$50/season

Winter Infrastructure Support - \$300. /month snow plowing/shoveling -

\$25.00/Activation Fee for turning on and off power to units.

Application needs to be out to residents this week. (August 8th week)

August 25th is the deadline for applications.

MOTION : 2023-053

Robyn Ollett moves to approve the Winter Stay Program as amended.

Cameron King seconds the motion

CARRIED

Winter Support Services - Residents are allowed for winter storage from September 15th /2023 - May 15 /2024

Water will be shut off for winter with defined criteria. Board will determine the water shut off date based on weather and input from Maintenance.

b. Hot Tub Decking

Hot tub decking needs to be repaired - safety issue. Hot tub is an above ground tub that has been sunk into the ground. The decking is sticking up too high. Option is to build a deck, frame and box it in properly, and make it a 7 inch step.

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

c. Social Club

Mavis Forget will get a small group of people from the Park to assist in building the structure of a social club for next season. Social Club and the Board of Directors will work with a small group of residents to establish the structure of the Social Club. They will come to the first meeting in September and present the foundational results.

Dan Walker/Chris Cutler/Janice Sherman have reached out to the Board to help organize the Harvest Moon/Thanksgiving Dinner.

11. In-Camera Discussion 7:27pm

Out of Camera 7:53 pm

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

12. Next meeting Tuesday, August 22 @5:30 pm

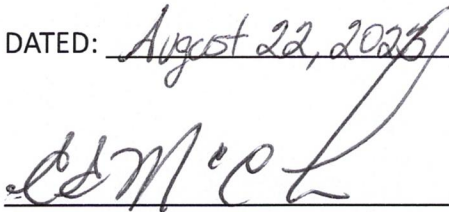
13. Termination of Meeting

MOTION: 2023-054

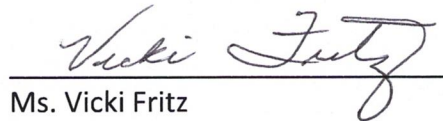
Chuck McLain recommends to terminate the meeting at 7:55 pm
Vern Lecocq seconds it

CARRIED

DATED: August 22, 2023



Mr. Chuck McClain
Chair



Ms. Vicki Fritz
Secretary