

CONDOMINIUM CORPORATION NO. 0311515
COUNTRY LANE ESTATES
Minutes
December 12, 2020

1. Call to order at 10:00 am

2. Attendance via Zoom

Linda Presiloski, Chair
Todd Walton, Vice Chair
Chris Knight, Treasurer
Ron Zeegers, Vice Treasurer
Mavis Forget, Secretary
Board Members: Gord Wingerak, Ron Jones

Motion made and passed unanimously, by email dated December 2, 2020.

Motion 2020-63

Motion to give Emerald 90 days notice that their contract will be terminated at the end of March, 2021.
Moved by Ron Zeegers, seconded by Ron Jones **Carried**

3. Adoption of Agenda

Motion 2020-64

Motion to adopt agenda as amended
Moved by Mavis Forget, seconded by Chris Knight **Carried**

4. Winter Stay – Linda P.

Winter Report from Chair, received on December 10, 2020. For details, please see referenced report, **2020-12-10 Reference 1.**

Invoicing for periodic requests for stay and power will be completed April 2021. Administration fees for power hook up, at this time have been waived due to COVID-19.

The gym will be closed on December 13, 2020 as per order from the Chief Medical Officer of Health.

5. Foothills County – Ron J

November 10, 2020 letter of complaint from Foothills County, for further information please see referenced letter, **2020-12-10 Reference 2.**

The Board has been in contact with the county and correspondence to the noted lot owners will be forthcoming.

6. Emerald Property Management – Linda P

A formal letter to terminate Emerald Property Management will be delivered by courier from the Lawyer's Office, by December 18, 2020.

A letter informing the owners of this change, will be sent out via email January 2021.

7. Communications with Owners – Ron Jones

Covered under items 5 & 6.

8. Quote – Gord W.

Water Heater – Discussion concerning the replacement of the Clubhouse water heater, it was decided 3 quotes are required before a decision is made. It is imperative that our Maintenance staff are consulted as to when the water heater will be replaced.

9. Trees – Linda P.

Linda P. is waiting for a contractor to attend the park, so a quote can be obtained.

A request was received to install an Internal Heat Trace for the Sewer from Lot 94. Request was approved and a letter will be sent to the Lot owner with a clear understanding of expectations from CLE.

10. Treasurer Report – Chris Knight

The Report was presented by Chris K and discussed by board members.

Motion 2020-65

Motion to accept the Treasurer’s Report

Moved by Chris Knight, seconded by Ron Zeegers

Carried

Please see referenced documents, **2020-12-10 Reference 3 and 4**, The Balance Sheet as of November 30, 2020 and the P&L Month and YTD November 2020.

Budget for 2021 will be finalized in January 2021.

Reserve Fund, waiting for additional information from the Administrator of the Fund.

2020 Audit – Cascading Accounting

Motion 2020-66

Motion to utilize Cascade Accounting, for next year as our auditors.

Moved by Ron Zeegers, seconded by Ron Jones

Carried

11. Next Meeting, January 9, 2021

12. Meeting adjourned by Chair at 11:41 am

Linda Presiloski

Ron Jones

Linda Presiloski, Chair

Ron Jones, Director

Approved on January 9, 2021

Motion 2021-02

Winter Stay

We have been lucky and have had great weather since November 1st.

The streets have been plowed only 3 times.

The monitors are doing a good job, reporting every two weeks. I have asked them to report once a month as long as everything is normal. No need for all the paper work.

We have had a few challenges:

One lot owner felt that because he was not here during most of the summer he could stay for the month of November and only pay the Power fee of \$100.00. The problem was solved thanks to Todd sending him a notice and information on how Winter Stay is structured.

We have had several owners wanting to turn on the power to their lot for just a few days. I do not mind doing this but Emerald is not pleased with all the extra charges they have to add to the owners ledger.

For Discussion:

Could I keep a record of all of these charges and we could send the owners an invoice from CLE in the spring? The money could be deposited in the CLE account.

We have surprising number of visitors (owners) that come to the park to enjoy the beautiful weather. A few have even brought generators and had a "fire" outdoors. Lots of dog walking. I just wish they would pick up after the dog as they do when the park is open.

The new spigot has been well received. Its easy to use and to access.

Randy Szott has been our spare monitor to cover others who want to go away for a few days and he is keeping the sidewalks around the club house clear of snow and making sure it is not slippery. As Randy is leaving for a warmer climate I have asked Steve Pollock (LOT 267) to do this job and he has accepted. The rent for lot 267 will now be \$300.00 for January – March.

Linda Presiloski



FOOTHILLS COUNTY

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November 10, 2020

To the Administration and Board of Country Lane Estates,

Please be advised that Foothills County has received a complaint regarding the infringement of property maintenance, permanent and temporary infrastructure including trailers, sheds, and concrete work extending across property lines onto an environmental reserve owned by the County from your development. Due to this complaint the County requires that the board:

1. Have a legal survey completed of your development marking the property boundary.
2. Ensures that all infrastructure that extends outside of your developments legal surveyed boundary is removed and placed within your development's surveyed boundary, and the impacts of the removal of infrastructure be remediated.
3. Ensures any landscaping or maintenance outside of your development boundary within the environmental reserve cease immediately, be remediated, and be left to return to the areas unmaintained natural vegetative state.
4. Put in place monitoring to ensure your development and its residents keep Infrastructure development and maintenance within the legal surveyed boundaries of your development.

The lots specified in the complaint are the lots fronting the Sheep River: Lots (units) 212 thru to 237 and 305.

The County requires that compliance of the stated requirements above be completed on or before June 28, 2021 to ensure no further enforcement or legal action is taken. Please contact us if we can be of assistance if you have any questions regarding the above requirements.

Kind regards,

Jeff Porter

Manager, Agricultural Services, Parks and Recreation
Deputy Director of Emergency Management
Foothills County
Office: 403-603-5410
Cell: 403-333-8126
Fax: 403-603-5415
E-Mail: jeff.porter@foothillscountyab.ca

Balance Sheet

As of November 30, 2020

	Nov 30, 20
ASSETS	
Current Assets	
Chequing/Savings	
Total of all Banks	
Servus Credit Union	
1010 - Servus Patronage	2.38
1015 - Capital Reserve	15,187.17
1020 - Chequing 9661950	20,871.79
Total Servus Credit Union	36,061.34
1027 - Credential Securities	366,805.95
Total Total of all Banks	402,867.29
1018 - Emerald Mngt - operating account	44,314.30
1026 - Credential Securities - cash	123,431.49
Total Chequing/Savings	570,613.08
Accounts Receivable	
1200 - Accounts Receivable	-24,180.85
Total Accounts Receivable	-24,180.85
Other Current Assets	
1016 - Prepaid Insurance	4,430.56
1201 - Accts Rec (not control acct)	25,533.85
1202 - Emerald Mngt - AR accounts	7,228.97
1240 - Operating Fund rec from CRRF	72,630.33
1245 - CRRF Payable to Operating Fund	-72,630.33
Total Other Current Assets	37,193.38
Total Current Assets	583,625.61
Other Assets	
1029 - Emerald Mgmt - Manulife Sec	19,539.31
Total Other Assets	19,539.31
TOTAL ASSETS	603,164.92
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 - Accounts Payable	-325.66
Total Accounts Payable	-325.66
Credit Cards	
2004 - Mastercard - 6817	75.22
Total Credit Cards	75.22
Other Current Liabilities	
2010 - Accrued Liabilities	-770.00
2020 - Payroll Liabilities	1.34
Total Other Current Liabilities	-768.66
Total Current Liabilities	-1,019.10
Total Liabilities	-1,019.10
Equity	
Asset Acquisition Fund	
3800 - AAF - opening balance	-918.91
3801 - Interfund transfers - AFF	13,114.25
3810 - AAF - interest income	10.65

Condominium Corporation No. 0311515

Balance Sheet

12/10/20

As of November 30, 2020

Accrual Basis

	<u>Nov 30, 20</u>
3860 · AAF - assets aquired	-1,002.53
Total Asset Acquisition Fund	11,203.46
2999 · Capital Replacement Reserve	
2998 · Contrib Capital - Cap Rplc Rese	19,539.00
3000 · Capital Replacement Reserve Exp	
3020 · Roof Shingles and Asphalt	-4,427.97
3033 · Clubhouse Interior Upgrading	-715.27
3037 · Maintenance Vehicles	-14,611.90
3055 · Swimming Pool Equipment	-1,058.15
3061 · Wifi Equipment Upgrades	-10,981.89
3065 · Sewage lift/tsfr stations	-1,032.62
3066 · NVR & Camera System	-15,453.59
3067 · Metal Railings for Deck	-3,675.00
3068 · Firewall Replacement	-35,465.06
3069 · Spigot on s side of clubhouse	-3,748.91
Total 3000 · Capital Replacement Reserve Exp	-91,170.36
3004 · Reserve Interest	35.55
3009 · Cap Replace Reserve - Open Bal	523,929.40
Total 2999 · Capital Replacement Reserve	452,333.59
3900 · Retained Earnings	-22,031.34
3901 · Interfund transfers - OF	-6,167.80
Net Income	168,846.11
Total Equity	604,184.02
TOTAL LIABILITIES & EQUITY	603,164.92

P&L Month and YTD

November 2020

	Nov 20	Jan - Nov 20
Ordinary Income/Expense		
Income		
4000 · Contribution Maintenance Fees	-6,513.00	648,051.00
4005 · Bylaw Infraction Fines	0.00	100.00
4019 · COVID-19 income	0.00	820.00
4025 · Finance Charges Income	-34.94	801.45
4050 · Winter Usage Fee	6,640.00	22,033.44
4055 · Key Fob Income	-500.00	8,590.00
4060 · Interest Income	0.00	-33.67
4070 · Laundry Income	586.00	11,366.53
4085 · Office Rent	0.00	600.00
4090 · Credit Card Fee Income	0.00	423.85
4999 · Uncategorized Income	0.00	-222.70
Total Income	178.06	692,529.90
Gross Profit	178.06	692,529.90
Expense		
Fuel		
5140 · Diesel	0.00	972.56
5150 · Gasoline	0.00	1,651.35
Total Fuel	0.00	2,623.91
General Insurance		
5170 · Building Insurance	0.00	22,171.50
5190 · Vehicle Insurance	0.00	3,974.46
Total General Insurance	0.00	26,145.96
Maintenance		
5020 · Automobile Expense	0.00	241.87
5050 · Janitorial Supplies	56.87	595.13
5203 · Maintenance Contracts	0.00	1,883.50
5204 · Subcontractors	50.73	15,757.03
5205 · Supplies	-295.20	6,874.23
5220 · Clubhouse	0.00	320.42
5225 · Grounds	0.00	4,451.86
5245 · Snow Removal	0.00	71.44
5350 · Equipment Repairs	0.00	4,291.18
5430 · Security Maintenance	0.00	630.25
Total Maintenance	-187.60	35,116.91
Office Operating Expenses		
5270 · Supplies/Equipment	92.34	697.40
5272 · Software/Upgrades/Subscriptions	284.99	1,649.43
5275 · General IT support	68.25	3,491.82
Total Office Operating Expenses	445.58	5,838.65
Operational Expenses		
5030 · Bank/Interest Charges	122.39	1,883.12
5033 · Credit Card Costs		
CC Machine Rental	0.00	19.76
Debit Card	0.00	1.08
Mastercard	0.00	262.88
Visa	0.00	320.54
Total 5033 · Credit Card Costs	0.00	604.26
5195 · interest Expense	0.00	35.00
66900 · Reconciliation Discrepancies	0.00	-1.43
Total Operational Expenses	122.39	2,520.95
Park Functions		
5240 · Memberships, Dues, Community	0.00	288.75

	Nov 20	Jan - Nov 20
5365 · Park Functions & Activities	0.00	6.20
Total Park Functions	0.00	294.95
Permits	0.00	348.75
Personnel Expenses		
5490 · Management	1,848.00	44,184.00
5503 · Casual Labour	0.00	2,300.85
6510 · Caretaker salaries	2,018.68	12,662.49
6520 · Pool maintenance salaries	0.00	12,631.44
6530 · Maintenance Salaries	3,790.75	44,270.04
6560 · Payroll Expenses Employees	0.00	11,254.28
Total Personnel Expenses	7,657.43	127,303.10
Professional Fees		
5340 · Accounting	0.00	4,372.50
5345 · Legal	0.00	6,857.30
Total Professional Fees	0.00	11,229.80
Utilities		
Communications		
5420 · Satellite TV	139.60	1,181.18
5450 · Telephone	255.32	2,822.20
5510 · Website	409.50	4,992.30
5530 · Wireless Internet	945.00	10,395.00
Total Communications	1,749.42	19,390.68
5380 · Garbage Removal	1,731.21	12,151.86
5400 · Natural Gas	696.94	6,572.39
5410 · Power	17,664.51	132,653.02
5440 · Sewage Disposal	12,201.00	123,534.35
5460 · Water	0.00	7,275.43
Total Utilities	34,043.08	301,577.73
5372 · Safety/Medical Supplies	0.00	384.64
5374 · Pool Maintenance- Repairs	0.00	50.00
5750 · COVID-19 Expenses	0.00	8,074.22
Total Expense	42,080.88	521,509.57
Net Ordinary Income	-41,902.82	171,020.33
Other Income/Expense		
Other Expense		
9998 · CAFT Clearing adjustments	-294.00	2,174.22
Total Other Expense	-294.00	2,174.22
Net Other Income	294.00	-2,174.22
Net Income	-41,608.82	168,846.11

11:53 AM

Condominium Corporation No. 0311515

12/10/20

P&L Month and YTD

Accrual Basis

November 2020

Filters applied on this Report:

Account: All income/expense accounts

Date: Custom