

CONDOMINIUM CORPORATION NO. 0311515
COUNTRY LANE ESTATES
December 11, 2021

1. **Call to order 10:02 am**

2. **Attendance by Zoom**

Chair, Linda Presiloski
Treasurer, Chris Knight
Assistant Treasurer, Ron Zeegers
Secretary, Robyn Ollett
Board Member, Mavis Forget
Board Member, Ron Jones
Administrator, Helen Thomas joined in at 11:00am

Absent

Vice Chair, Todd Walton

3. **Approval of Agenda**

Motion 2021-94

Motion to approve the Agenda
Moved by Mavis Forget, seconded by Ron Jones

CARRIED

4. **Approval of October 6, 2021 Minutes**

Revision of September 8, 2021 Minutes regarding Motion 2021-77 as carried in September 20, 2021 Minutes (re: Motion 2021-83). Amended to read..."A special resolution of the bylaws to be sent to owners to amend our present bylaws in accordance with recommendation of the bylaw review committee, *once it has been approved by the lawyer.*"

Motion 2021-95

Motion to approve the Minutes, as amended
Moved by Ron Zeegers, seconded by Mavis Forget

CARRIED

5. **Chair, Linda Presiloski**

- a. We have a good group of monitors this season.
- b. The water hydrant was leaking so O'Leary was called in to fix it at a cost of \$800.50.
- c. The garbage bin up front is working well.
- d. We will have less people in the park come January (approximately 9).
- e. With the weather we have only had to plow the roads once so far.
- f. We have had a lot of added motion sensors by the owners.
- g. Winter stay updates as of now only one further application has been received.
- h. The in-floor heating in the Clubhouse wasn't working so GM Mechanical was called in by Don Dumanski and they got it back working properly.
- i. The ball valves are here and ready to be installed come spring.
- j. We have had two sales this winter by Jacquie Brown. They will be signed off in April.
- k. Vice Chair Todd Walton has been in touch with Prune It Up and we will get a reduced price.
- l. O-Net has installed the internet in the office.
- m. A support post is missing in the Boardroom and the Fireside Lounge.

- n. Interviews may need to be conducted for more maintenance staff. Possibly may look at hiring back up for pool maintenance.

6. Treasurer, Chris Knight

- a. Revised financial Report as per attached
[Motion 2021-96](#)
Moved by Ron Zeegers, seconded by Mavis Forget **CARRIED**

- b. Our Reserve fund study will be done in January 2022

- c. Draft Budget for 2022 presented and attached
[Motion 2021-97](#)
Moved by Robyn Ollett, seconded by Ron Zeegers **CARRIED**

- d. Budget proposal to add more motion lights around the park. Should we use reserve fund or add to Budget? Maybe extra lighting in the winter and have owners take some responsibility in adding their own motion lights.

- e. No increase in condo fees, but no decrease, as cost on everything has gone up

7. Board Member, Mavis Forget

Gardening - looking at some lattice work. A presentation will be given to the Board once we have an idea of cost. Possibly looking for a \$1,200.00 gardening budget.

8. Secretary, Robyn Ollett

- a. G M mechanical is coming on the 15th and 16th to do the modifications with the ducting.
- b. Signs have been posted, as required by the Fire Department, by the exist doors in the Clubhouse.
- c. Paddles on the defibrillator machine were expired and have been replaced.

9. Administrator, Helen Thomas

- a. Request to purchase plexiglass to cover large survey map located on the north west wall of the office and to move the map to the south wall of the office.

Motion to approve Budget, subject to changes referred to in items 5(m), 6(d), 7 and 9(a)

- [Motion 2021-98](#)
Moved by Chris Knight, seconded by Mavis Forget **CARRIED**

- b. Received red-lined bylaws from Geoff Horne showing suggested revisions prepared by the bylaw sub-committee. These revisions are to be sent to all owners either late March, 2022 or early April 2022 to obtain owners' consent to changes by Special Resolution.

- c. Lot 246 (Lot lost in the flood) – discussion regarding the situation and costs involved to have the Owner revert title to the non-existing lot back to the County. It was decided not to pursue this matter any further as the desired outcome may not be obtained and considerable expense would be involved.

- d. Two non-functioning washing machines were removed from the north-east laundry room and replaced with working washing machines from the north-west laundry room. Two new machines will be installed in the spring of 2022.

10. Assistant Treasurer, Ron Zeegers

Ron Zeegers spoke with Joan Giguere of McFarlane Agencies and is waiting for a quote for insurance coverage. This has been included in the Budget for 2022.

11. Director, Ron Jones

- a. A complaint was received from an owner regarding another owner installing a sewer holding tank. The County has been contacted and information received advised that there are specific regulations pertaining to homes, but not rv's.
- b. The County has advised that there is a possibility to amend the 200-day occupancy rule and the County will work with the Board if the Board wants to pursue this matter.
- c. Jeff Porter of the County advised that Claire Belcher (owner of Lot 234) has requested an exemption from the County regarding his lot not being in compliance pursuant the County's letter dated November 10, 2020. The November 10, 2020 letter is still in effect and County officials will be in the Park in the spring to check compliance of all applicable lots.

12. Director, Mavis Forget

Two new Park signs (directing traffic from Volker Stevin along 79 Street East to the Park) have been ordered, received and will be installed in the spring.

13. New Business

No new business at this time.

14. Next Meeting

Next meeting has not been scheduled at this time.

15. Adjournment 11:44 a.m.



Linda Presiloski, Chair



Robyn Olett, Secretary

Condominium Corporation No. 0311515

Balance Sheet

As of November 30, 2021

12/11/21

Accrual Basis

	<u>Nov 30, 21</u>
ASSETS	
Current Assets	
Chequing/Savings	
Total of all Banks	
Servus Credit Union	
1010 - Servus Patronage	131.20
1015 - Capital Reserve	59,965.24
1020 - Chequing 9661950	136,280.10
Total Servus Credit Union	196,376.54
1026 - Credential Securities - cash	263,857.65
1027 - Credential Securities	165,937.56
Total Total of all Banks	626,171.75
1050 - Petty Cash	50.50
Total Chequing/Savings	626,222.25
Accounts Receivable	
1200 - Accounts Receivable	-5,416.66
Total Accounts Receivable	-5,416.66
Other Current Assets	
1016 - Prepaid Insurance	5,092.96
1203 - Allowance for bad debt	-5,290.96
Total Other Current Assets	-198.00
Total Current Assets	620,607.59
TOTAL ASSETS	620,607.59
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 - Accounts Payable	4,683.63
Total Accounts Payable	4,683.63
Credit Cards	
2004 - Mastercard - 6817	47.56
Total Credit Cards	47.56
Other Current Liabilities	
2010 - Accrued Liabilities	7,900.00
2020 - Payroll Liabilities	1,397.65
Total Other Current Liabilities	9,297.65
Total Current Liabilities	14,028.84
Total Liabilities	14,028.84
Equity	
2999 - Capital Replacement Reserve	78,030.00
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
3056 - HVAC Renovations/Upgrade	-9,247.47
3058 - Security Gate Upgrade	-945.00
3066 - NVR & Camera System	-2,199.26
3070 - Sidewalks around common bldgs	-4,500.00

8:39 AM

Condominium Corporation No. 0311515

Balance Sheet

As of November 30, 2021

12/11/21

Accrual Basis

	<u>Nov 30, 21</u>
3071 · Decking on clubhouse building	-1,000.00
3072 · Fire rated wall elec/boiler	-3,018.75
3073 · Door in back laundry room	-1,566.60
3074 · Water posts - ball valve/refurb	-9,306.13
	<hr/>
Total 3000 · Capital Replacement Reserve Exp	-45,571.07
3004 · Reserve Interest	4,242.09
3009 · Cap Replace Reserve - Open Bal	453,059.43
	<hr/>
Total 2999 · Capital Replacement Reserve	489,760.45
3900 · Retained Earnings	89,572.70
3901 · Interfund transfers - OF	-6,178.45
Net Income	33,424.05
	<hr/>
Total Equity	606,578.75
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TOTAL LIABILITIES & EQUITY	620,607.59

Condominium Corporation No. 0311515

Profit & Loss Budget Performance

12/11/21

November 2021

Accrual Basis

	Nov 21	Budget	Jan - Nov 21	YTD Budget	Annual Bud...
Ordinary Income/Expense					
Income					
4000 · Contribution Maintenance Fees	0	0	634,140	634,002	634,002
4015 · Clubhouse Rental	0	0	0	600	600
4019 · COVID-19 income	0	0	(80)		
4023 · Estoppel Income	0	0	1,275	675	675
4025 · Finance Charges Income	3		110		
4050 · Winter Usage Fee	8,270	5,000	26,265	20,000	25,000
4055 · Key Fob Income	0	0	1,695	4,200	4,200
4065 · Maintenance Income	0		325		
4070 · Laundry Income	278	500	12,221	11,750	12,000
4083 · Administration Income	0		(50)		
4085 · Office Rent	0	0	600	600	600
4090 · Credit Card Fee Income	0	0	0	1,220	1,220
4999 · Uncategorized Income	0		350		
Total Income	8,551	5,500	676,851	673,047	678,297
Gross Profit	8,551	5,500	676,851	673,047	678,297
Expense					
Fuel					
5140 · Diesel	0	0	0	1,000	1,000
5150 · Gasoline	0	0	2,482	1,800	1,800
Total Fuel	0	0	2,482	2,800	2,800
General Insurance					
5170 · Building Insurance	0	0	27,685	28,600	28,600
5190 · Vehicle Insurance	0	0	1,902	2,050	2,050
Total General Insurance	0	0	29,587	30,650	30,650
Maintenance					
5020 · Automobile Expense	0	0	64	230	230
5050 · Janitorial Supplies	88	0	3,366	2,450	2,450
5203 · Maintenance Contracts	0	0	0	1,890	1,890
5204 · Subcontractors	0	0	0	15,750	15,750
5205 · Supplies	0	0	727	6,700	6,700
5208 · Tools	0		1,458		
5209 · Plumbing/water/sewer maintenanc	3,566		8,203		
5219 · Satellite Bldg	0	0	960	500	500
5220 · Clubhouse	0	0	5,997	1,000	1,000
5225 · Grounds	0	0	24,358	22,625	22,625
5245 · Snow Removal	0		215		
5350 · Equipment Repairs	0	0	5,018	3,150	3,150
5430 · Security Maintenance	359	0	3,180	1,000	1,000
Total Maintenance	4,013	0	53,548	55,295	55,295
Office Operating Expenses					
5270 · Supplies/Equipment	77	200	2,293	2,500	2,700
5272 · Software/Upgrades/Subscriptions	194	139	1,995	2,564	2,703
5275 · General IT support	0	0	1,263	2,400	2,400
Total Office Operating Expenses	271	339	5,551	7,464	7,803
Operational Expenses					
5030 · Bank/Interest Charges	98	80	1,994	1,465	1,645
5033 · Credit Card Costs	0	0	0	1,708	1,708
Total Operational Expenses	98	80	1,994	3,173	3,253
Park Functions					
5005 · Board Training	0	0	0	750	750
5007 · Staff Training & Courses	0	0	0	750	750
5010 · AGM & Meetings	0	0	1,874	1,000	1,000
5240 · Memberships, Dues, Community	0	0	0	289	289
5365 · Park Functions & Activities	0	0	888	950	950

8:39 AM

12/11/21

Accrual Basis

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

	Nov 21	Budget	Jan - Nov 21	YTD Budget	Annual Bud...
5367 · Social Club Clearing	0		0		
Total Park Functions	0	0	2,762	3,739	3,739
Personnel Expenses					
5310 · WCB	0		793		
5315 · Payroll Costs - Other	0		103		
5490 · Management	1,141	1,935	38,061	38,265	40,200
6510 · Caretaker salaries	(0)	0	29,275	32,088	32,088
6520 · Pool maintenance salaries	0	0	6,952	13,770	13,770
6530 · Maintenance Salaries	(0)	0	41,304	45,500	45,500
6560 · Payroll Expenses Employees	741		12,238		
Total Personnel Expenses	1,883	1,935	128,726	129,623	131,568
Professional Fees					
5340 · Accounting	158	600	840	13,200	18,000
5345 · Legal	0	500	4,586	7,500	8,000
Total Professional Fees	158	1,100	5,426	20,700	26,000
Utilities					
Communications					
5420 · Satellite TV	(46)	0	1,062	1,001	1,001
5450 · Telephone	97	231	2,504	2,601	2,832
5510 · Website	0	146	1,567	1,146	1,146
Total Communications	51	377	5,132	4,748	4,979
5380 · Garbage Removal	866	250	18,996	13,935	14,000
5400 · Natural Gas	600	520	7,886	7,750	8,350
5410 · Power	7,300	22,050	169,482	172,750	181,150
5440 · Sewage Disposal	1,282	1,300	143,488	152,050	153,050
5460 · Water	0	3,900	29,400	21,350	22,150
5530 · Wireless Internet	945	945	26,452	10,395	11,340
Total Utilities	11,044	29,342	400,837	382,978	395,019
5000 · Advertising	0		491		
5035 · Bad Debts	0	0	1,310	1,155	1,155
5372 · Safety/Medical Supplies	0	0	2,912	950	950
5373 · Permits	0	0	60	349	349
5374 · Pool Maintenance- Repairs	0	0	7,709	10,700	10,700
5750 · COVID-19 Expenses	0	0	32	2,000	2,000
Total Expense	17,465	32,796	643,427	651,576	671,271
Net Ordinary Income	(8,913)	(27,296)	33,424	21,471	7,026
Net Income	(8,913)	(27,296)	33,424	21,471	7,026

**COUNTRY LANE ESTATES
BUDGET 2022**

	Budget for 2022	Forecast 2021	Reviewed 2020	Audited 2019	2022 budget per lot per month	Notes
INCOME						
Condo fees	712,170	712,170	707,767	668,260	410.00	
To reserve fund	(78,030)	(78,030)	(58,561)	(78,100)	-45.00	289.5 lots
Winter Residency	29,000	31,965	28,028	20,930	16.72	289 lots
Laundry	12,105	12,659	11,656	15,973	6.98	
Misc income	4,935	4,228	11,022	7,882	2.85	
Total gross income	680,180	682,992	699,912	634,945	391.55	
OPERATING EXPENSES						
Bad debt	1,230	1,310	4,061	16	0.71	.5 lot
Bank chgs, interest, credit card service chg	1,650	2,096	2,705	2,367	0.95	
Insurance (Buildings & vehicle)	32,997	29,587	25,662	22,264	19.03	
Office	9,664	10,988	15,438	11,049	5.57	
Park Functions	2,200	2,787	6	1,716	1.27	
Park Maintenance	50,536	55,727	45,348	27,910	29.14	
Pool maintenance	9,000	7,709	6,704	10,785	5.19	
Professional Fees (Legal & Accounting)	15,290	8,367	15,289	21,572	8.82	Includes \$22K for tree trimming Assumes opening Victoria Day, close Labour Day
Salaries & Wages	134,297	134,676	132,941	119,526	77.45	2022 includes off-site contract bookkeeper
Utilities - Natural Gas	8,180	8,636	8,571	7,541	4.72	New contract eff Sept 1, 2022
Utilities - Electricity	183,600	177,282	162,744	181,375	105.88	New contract eff Sept 1, 2022
Utilities - Garbage & dump fees	15,375	19,119	12,213	12,322	8.87	
Utilities - internet & satellite TV	8,149	28,459	12,661	13,390	4.70	Change in internet provider
Utilities - Water	30,900	30,500	22,012	57,448	17.82	
Utilities - Sewage Disposal	152,705	144,788	128,880	154,992	88.07	
Vehicle maintenance & fuel	3,550	2,546	2,866	3,616	2.05	
TOTAL OPERATING EXPENSES	659,323	664,577	598,101	647,789	380.24	
NET INCOME/(LOSS)	20,857	18,415	101,811	(12,844)	11.31	
Operating expenses per lot per month	379.58	382.60	344.33	372.94		