

CONDOMINIUM CORPORATION NO. 0311515
COUNTRY LANE ESTATES
Minutes
February 6, 2021

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

3. Approval of Agenda

Motion 2021-10

Motion to adopt agenda as presented.
Moved by Mavis Forget, seconded by Ron Zeegers

Carried

4. Approval of January 9, 2021 Minutes via email

Motion 2021-09

Motion to approve the minutes as presented.
Moved by Todd Walton, seconded by Ron Zeegers

Carried

5. Chairman – Linda

There was discussion concerning garbage disposal. A communication in regards to this issue is forthcoming.

There was discussion on who was going to pay for the survey on the river lots. Out of this discussion, it was noted that the survey had be completed as soon as possible. A decision on who will pay for the survey will be made at a later date.

Two quotes were received: Absolute Surveys Inc. \$2,800 plus GST and Maidment Land Surveys Ltd. \$5,000 plus GST

Motion 2021-11

Motion to hire Absolute Surveys Inc. to do the survey on the River Lots to a maximum of \$2,800 plus GST.

Moved by Ron Jones, seconded by Ron Zeegers

Carried

Linda Presiloski, Todd Walton, Ron Zeegers, Gord Wingerak, Ron Jones
Abstained: Chris Knight, Mavis Forget

2021-02-06 Reference 1

6. Business Arising from Minutes

a. Hiring of Administration – Ron Z/Todd W

The Competition for the Administration’s position is open until February 15, 2021.

b. Janitor's Contract – Ron Z

Two couples have applied for the Janitors Position. The updated job description will be forwarded to the interested parties. One of the previous Janitors will be retained for a couple of days to help train new staff.

c. Foothills County – Ron J

General discussion on the expectations from the County regarding remediation of the Environmental Reserve. There was discussion regarding the mature poplar trees on the Environmental Reserve, that are overhanging on owners' lots. The County will be notified of this concern.

There is a new County Water Conservation Bylaw which has passed the First Reading. Once the Bylaw is approved, we will be provided with the new Bylaw.

d. Web Page – Mavis F

Discussion on the issues of the Country Lane Estates Web Page. Linda will coordinate a Zoom meeting with Board Members and Shing to further discuss the concerns.

e. Water Heater – Gord W

Two quotes were received to replace the Clubhouse water heater. Pete the Plumber \$8,000 plus GST and GM Mechanical for \$6,500 plus GST.

Motion 2021-12

Motion to hire GM Mechanical to replace the water heater for their quoted price of \$6,500 plus GST.

Moved by Chris Knight, seconded by Todd Walton

Carried

7. New Business

a. Board Committees - Linda

Building – Ron Z

Grounds – Todd W & Mavis F

Lot Improvement – Gord W & Ron J

Bylaw Enforcement – Ron Z & Gord W

Bylaw Committee – Ron Z, Mavis F & Linda P

Emergency/Safety – Gord W

County Representative - Ron J

Internet – Mavis F & Linda P

Web Page –Chris K & Mavis F

CLE Staff – Linda P & Todd W

Winter Stay – Mavis F & Linda P

Social Club Liaison – Mavis F

Forms Revision – Mavis F, Chris K & Todd W

The Board Committees were discussed and Board Members volunteered for the above positions. A communication will be drafted and will include a call out for Owners to participate in the Committee(s) they are interested in.

b. Trees- Todd W

Todd's report outlines the benefits of taking a proactive approach in dealing with mature trees. Gord W will assist Todd with the tree removal.

Two quotes were received: Spruce It Up Garden Centre \$2,500 plus GST and after March 1 \$3,000 plus GST and Somerset Tree Service Ltd. \$1,680 plus GST.

Motion 2021-13

Motion to contract Spruce It Up Garden as per their quote of \$2,500 plus GST per day to a maximum of 7 days, to trim the necessary trees.

Moved by Todd Walton, seconded by Ron Zeegers

Carried

2021-02-06 Reference #2

c. Complaints Policy – Ron J

The draft Complaints Policy was discussed and agreed further input is required. Once this is received the Policy will be revised and forwarded to the Board.

d. Insurance – Ron Z

Ron Z is in communication with our insurance company and will report back once he receives a quote.

e. Electricity – Gord

There have been questions as to the merits of installing individual meters. Gord W has requested information on this cost. Once the information is received, he will report to the Board.

8. Treasurer’s Report - Chris

The financial statements were reviewed, some of the January charges have not been paid and once the bills are paid by Emerald, adjustments will be made. The year end review has been started. An email will be sent to owners to confirm we have the right balance on all outstanding accounts.

Motion 2021-14

Motion to accept Treasurer’s Report as presented.

Moved by Mavis Forget, seconded by Todd Walton

Carried

2021-21-06 Reference 3 & 4

9. Next Meeting February 27, 2021

10. In Camera

N/A

11. Meeting adjourned by Chair at 12:16 pm

Linda Presiloski

Ronald Jones

Linda Presiloski, Chair

Director

From: Linda Presiloski

Sent: February 1, 2021 5:18 AM

To: Todd Walton; ron zeegers; Ron Jones; Mavis Forget; Gord Wingerak; Chris Knight

Subject: Report to the board

>

> In two months our park will open for the season. Thanks to the work that Chris has done with the financials we now have been given a path to follow.

> - transition from Emerald to CLE

> This will require some work from 2-3 of us. I'm not

> sure how but we do have to be prepared.

> - The survey asked by the County. We will have the

> survey completed prior to most everyone coming

> back. As a board I believe we must stand firm in not

> getting involved in the procedure following. It will be

> up to each owner affected to comply. Our only

> concern is who pays for that survey. Do we as a

> corporation or do the owners of the lots affected?

> This should be addressed soon.

> - We have a couple of quotes that we will look at

> The water tank and some of the tree quotes could

> be completed before park opening.

> - Forms- we need to look at our renters form to make

> sure it is what we require. A form for park rules

> should be looked at before opening, both for

> owners and renters, parking permits, rental, lot

> improvement.

> - Covid-19. The opening up of the park according to

> AHS.

> - The committee leads should be in place. With

> approval from the board each committee should

> include at least two owners.

> - I would like to see the office cleaned up before our

> new administrator comes in.

> The winter stay has been eye opening for me. We may have to seriously raise the fee and hire some cleaners.

> The monitors we have this year are doing a good job and on the whole are diligent.

> Going forward I would like to encourage everyone that is giving a report at a board meeting to submit a written report prior to the meeting. This will save time at the meeting.

> Thank you everyone for working this winter. This is not the norm but what is normal right now?

>

>

> Linda Presiloski

> Chairman

> 403-350-5854

>

Tree Trimming and the benefits

I want to bring to everyone's attention why I am such an advocate for looking after our tree's which has been confirmed by both of the companies that we had onsite giving us a quote and going through our park and confirming all I know and see with our tree's (mainly poplars). As everyone knows a tree can be very dangerous and evasive. So, I want to point out some points why we need to look after these before they cost us more headaches and money. Let's Talk Poplars first.

Poplar Trees

1. **Everyone's safety** -Of course all the owners in the park that stay and sleep there, but all their friends and families who visit. Heavy winds cause overweighed branches to break fall off and cause damage. Property and Human
2. **Roots**- So if you look at a tree and all its limbs that are growing out the top, take all that and mirror it beneath the ground. A poplar's roots are in search for water, so they steal any and all the water it can out of the ground. It is a smart tree it will slow growing up top and grow extra underground until it has enough water or a water source, then it continues to grow up top. The roots grow through anything. They will find weak points in water and sewer lines, slowly work their way through and sometimes grow all the way down lines inside. I was just informed that we had our sewer system tested and we have six breaks throughout the park. They have not been fixed yet, that is a priority and I bet they are all tree root issues. If you walk in the park on the roads you can also see roots coming through the road. High cost to have roads repaired for roots. Trim the top roots slow down or stop growing until it catches up on top. By then we trim again.
3. **Tree Health**-Cutting back and trimming trees will create a healthier tree and in two years of trimming will not recover its size but greenage. They flourish, live longer, and eventually produce more oxygen.
4. **Less leaves in fall**- less work for our staff and owners must do picking up dead leaves
5. **Tree Fluff and Stickies (leaf buds)**-Trimming them lessens the amount of fluff and stickies during the spring
6. **Internet/Satellite Services**- I put this one on the list last as the controversy about spending money on the internet etc. Really points 1 and 2 are why this is a priority, but if we continue to which we will need to do we will get better internet service throughout the park. Shing wanted to come estimate putting up towers to go over the trees, why not just keep them trim and again points 1 and 2 are the reason, but we do not have to expense towers and upkeep costs on those towers would be crazy.

Pine Trees

1. **Safety**- is number one of course, they are no where near as dangerous but can be if they get heavy snow filled and become top heavy.
2. **Root**- systems are harmful but not anywhere as bad as poplars. Yes, they can be evasive.
3. **Weevils**- The health of a tree is compromised by this little beetle. It will eventually kill the tree and that is when it becomes dangerous, so we need to have them trimmed regularly.

Feel free to add to any points I have made as the more input the better.

**Condominium Corporation No. 0311515
Profit & Loss Budget Performance**

Accrual Basis

January 2021

	Jan 21	Budget	Jan 21	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
4000 - Contribution Maintenance Fees	0.00	0.00	0.00	0.00	634,002.00
4015 - Clubhouse Rental	0.00	0.00	0.00	0.00	600.00
4023 - Estoppel Income	0.00	0.00	0.00	0.00	675.00
4050 - Winter Usage Fee	5,500.00	5,000.00	5,500.00	5,000.00	25,000.00
4055 - Key Fob Income	0.00	0.00	0.00	0.00	4,200.00
4070 - Laundry Income	0.00	150.00	0.00	150.00	12,000.00
4085 - Office Rent	0.00	0.00	0.00	0.00	600.00
4090 - Credit Card Fee Income	0.00	0.00	0.00	0.00	1,220.00
Total Income	5,500.00	5,150.00	5,500.00	5,150.00	678,297.00
Gross Profit	5,500.00	5,150.00	5,500.00	5,150.00	678,297.00
Expense					
Fuel					
5140 - Diesel	0.00	0.00	0.00	0.00	1,000.00
5150 - Gasoline	0.00	0.00	0.00	0.00	1,800.00
Total Fuel	0.00	0.00	0.00	0.00	2,800.00
General Insurance					
5170 - Building Insurance	0.00	0.00	0.00	0.00	28,600.00
5190 - Vehicle Insurance	0.00	0.00	0.00	0.00	2,050.00
Total General Insurance	0.00	0.00	0.00	0.00	30,650.00
Maintenance					
5020 - Automobile Expense	0.00	0.00	0.00	0.00	230.00
5050 - Janitorial Supplies	0.00	0.00	0.00	0.00	2,450.00
5203 - Maintenance Contracts	0.00	0.00	0.00	0.00	1,890.00
5204 - Subcontractors	0.00	0.00	0.00	0.00	15,750.00
5205 - Supplies	0.00	0.00	0.00	0.00	6,700.00
5219 - Satellite Bldg	0.00	0.00	0.00	0.00	500.00
5220 - Clubhouse	0.00	0.00	0.00	0.00	1,000.00
5225 - Grounds	0.00	0.00	0.00	0.00	22,625.00
5350 - Equipment Repairs	0.00	0.00	0.00	0.00	3,150.00
5430 - Security Maintenance	0.00	0.00	0.00	0.00	1,000.00
Total Maintenance	0.00	0.00	0.00	0.00	55,295.00
Office Operating Expenses					
5270 - Supplies/Equipment	0.00	0.00	0.00	0.00	2,700.00
5272 - Software/Upgrades/Subscriptions	0.00	139.00	0.00	139.00	2,703.00
5275 - General IT support	0.00	0.00	0.00	0.00	2,400.00
Total Office Operating Expenses	0.00	139.00	0.00	139.00	7,803.00
Operational Expenses					
5030 - Bank/Interest Charges	10.00	275.00	10.00	275.00	1,545.00
5033 - Credit Card Costs	0.00	0.00	0.00	0.00	1,708.00
Total Operational Expenses	10.00	275.00	10.00	275.00	3,253.00
Park Functions					
5005 - Board Training	0.00	0.00	0.00	0.00	750.00
5007 - Staff Training & Courses	0.00	0.00	0.00	0.00	750.00
5010 - AGM & Meetings	0.00	0.00	0.00	0.00	1,000.00
5240 - Memberships, Dues, Community	0.00	0.00	0.00	0.00	289.00
5365 - Park Functions & Activities	0.00	0.00	0.00	0.00	950.00
Total Park Functions	0.00	0.00	0.00	0.00	3,739.00
Personnel Expenses					
5490 - Management	1,643.25	1,575.00	1,643.25	1,575.00	40,200.00
6510 - Caretaker salaries	0.00	0.00	0.00	0.00	32,088.00
6520 - Pool maintenance salaries	0.00	0.00	0.00	0.00	13,770.00
6530 - Maintenance Salaries	0.00	0.00	0.00	0.00	45,500.00
Total Personnel Expenses	1,643.25	1,575.00	1,643.25	1,575.00	131,558.00
Professional Fees					
5340 - Accounting	0.00	0.00	0.00	0.00	18,000.00
5345 - Legal	0.00	500.00	0.00	500.00	8,000.00
Total Professional Fees	0.00	500.00	0.00	500.00	26,000.00
Utilities					
Communications					
5420 - Satellite TV	139.60	0.00	139.60	0.00	1,001.00
5450 - Telephone	255.52	251.00	255.52	251.00	2,832.00
5510 - Website	0.00	0.00	0.00	0.00	1,146.00
Total Communications	395.12	251.00	395.12	251.00	4,979.00
5380 - Garbage Removal	0.00	100.00	0.00	100.00	14,000.00
5400 - Natural Gas	592.38	800.00	592.38	800.00	8,350.00
5410 - Power	0.00	8,400.00	0.00	8,400.00	181,150.00
5440 - Sewage Disposal	0.00	1,000.00	0.00	1,000.00	153,050.00
5460 - Water	0.00	0.00	0.00	0.00	22,150.00
5530 - Wireless Internet	945.00	945.00	945.00	945.00	11,340.00
Total Utilities	1,932.50	11,496.00	1,932.50	11,496.00	395,019.00
5035 - Bad Debts	0.00	0.00	0.00	0.00	1,155.00
5372 - Safety/Medical Supplies	0.00	0.00	0.00	0.00	950.00
5373 - Permits	0.00	0.00	0.00	0.00	349.00
5374 - Pool Maintenance- Repairs	0.00	0.00	0.00	0.00	10,700.00
5750 - COVID-19 Expenses	0.00	0.00	0.00	0.00	2,000.00
Total Expense	3,585.75	13,985.00	3,585.75	13,985.00	671,271.00
Net Ordinary Income	1,914.25	-8,835.00	1,914.25	-8,835.00	7,026.00
Net Income	1,914.25	-8,835.00	1,914.25	-8,835.00	7,026.00

Balance Sheet

As of January 31, 2021

	Jan 31, 21
ASSETS	
Current Assets	
Chequing/Savings	
Total of all Banks	
Servus Credit Union	
1010 - Servus Patronage	131.20
1015 - Capital Reserve	23,132.70
1020 - Chequing 9661950	22,986.79
Total Servus Credit Union	46,250.69
1026 - Credential Securities - cash	61,757.65
1027 - Credential Securities	363,894.09
Total Total of all Banks	471,902.43
1018 - Emerald Mngt - operating accoun	77,155.31
Total Chequing/Savings	549,057.74
Accounts Receivable	
1200 - Accounts Receivable	-23,420.85
Total Accounts Receivable	-23,420.85
Other Current Assets	
1016 - Prepaid Insurance	4,914.50
1201 - Accts Rec (not control acct)	23,420.85
1202 - Emerald Mngt - AR accounts	10,255.68
1203 - Allowance for bad debt	-4,060.96
Total Other Current Assets	34,530.07
Total Current Assets	560,166.96
Other Assets	
1029 - Emerald Mgmt - Manulife Sec	4,278.92
Total Other Assets	4,278.92
TOTAL ASSETS	564,445.88
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 - Accounts Payable	-71.44
Total Accounts Payable	-71.44
Other Current Liabilities	
2010 - Accrued Liabilities	22,470.46
Total Other Current Liabilities	22,470.46
Total Current Liabilities	22,399.02
Total Liabilities	22,399.02
Equity	
2999 - Capital Replacement Reserve	
3004 - Reserve Interest	3.93
3009 - Cap Replace Reserve - Open Bal	453,059.43
Total 2999 - Capital Replacement Reserve	453,063.36
3900 - Retained Earnings	93,237.05
3901 - Interfund transfers - OF	-6,167.80
Net Income	1,914.25
Total Equity	542,046.86

4:02 PM

Condominium Corporation No. 0311515

02/02/21

Balance Sheet

Accrual Basis

As of January 31, 2021

	Jan 31, 21
TOTAL LIABILITIES & EQUITY	<u>564,445.88</u>