

**CONDOMINIUM CORPORATION NO. 0311515**  
**COUNTRY LANE ESTATES**  
**July 12, 2022**

**1. Call to Order 9:58 a.m.**

**2. Attendance**

Linda Presiloski, Chair  
Ron Jones, Vice Chair  
Chuck McClain, Treasurer  
Ron Zeegers, Assistant Treasurer  
Mavis Forget, Director (at 10:06 am)  
Brian Langan, Director  
Helen Thomas, Administrator

Absent:

Robyn Ollett, Secretary

**3. Approval of Agenda**

**Motion 2022-36**

Motion to approve the Agenda as amended  
Moved by Ron Zeegers, seconded by Ron Jones

**CARRIED**

**4. Approval of June 28, 2022 Minutes**

**Motion 2022-37**

Motion to approve the Minutes as presented  
Moved by Chuck McClain, seconded by Ron Jones

**CARRIED**

**5. Business arising from Minutes**

**a. Cameras**

Brian Langan – met with representative and technician from Gunnebo Canada Inc. on July 11, 2022 and did a walk around the Park. Gunnebo will provide a new quote with more details. The quote will reference night vision cameras especially at maintenance area, in the office, at office door and near entrance Great Room. Gunnebo estimates their timeline to complete the work will be two weeks. They have necessary equipment in stock. Technician from Southwest Computer will work with Gunnebo to ensure required wifi is available. Further inquires will be made with Gunnebo regarding data storage, online access, remote system management, ongoing maintenance costs and possible extension of warranty.

**b. Maintenance to obtain a quote from GM Mechanical for flood lights at maintenance shop and satellite washroom, which lights will stay on full time**

**Motion 2022-38**

Motion by Chuck McClain to approve installation of flood lights at maintenance shop and satellite washroom by GM Mechanical, seconded by Ron Zeegers

**CARRIED**

- c. Painting of signs  
Chuck McClain – Paint large sign with map at entrance to Park, at this time only.
- d. Repairs of the roads  
Chuck McClain – waiting for another quote.
- e. Signage for access for contractors  
Ron Jones - spoke to County regarding the installation of a sign to direct contractors to back gate of Park. This will involve Alberta Transportation and a long list of requirements and will be very costly (approximately \$10,000 - \$15,000.00). A suggestion was made to place signs on Park property to direct contractor to back gate.
- f. Berm  
Chuck McClain will taper and reshape berm, install power outlet and relocate trees and rocks.  
Mavis Forget – Barrels to be moved to pathway.
- g. Small utility trailer  
Chuck McClain met with owner selling utility trailer and negotiated price of \$130.00.

**6. Old Business**

- a. Winter Stay – Ron Zeegers – Winter Stay Committee to set up meeting soon
- b. Electric Cars – Ron Jones – still researching information

**7. Administrator: Helen Thomas**

Pinning of lots – have set up process to ensure Owners requesting pinning confirm their acknowledge of terms and billing.

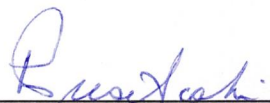
**8. Directors' Report**


- a. Treasurer – Chuck McClain  
Financial Statements for May and June  
**Motion 2022-39**  
Financials accepted as presented  
Motion by Ron Zeegers, seconded by Brian Langan **CARRIED**
- b. Vice Chair – Ron Jones
  - i. New Applications for Lot Improvements have decreased slightly
  - ii. Bylaw infractions – a fine of \$100.00 will be issued to an owner who exceeded deadline to bring their lot into compliance
  - iii. Tents have been removed
  - iv. Issue regarding sewage holdings tanks under owners' units is being handled by County directly

- v. Units exceeding age restriction are reviewed on an individual bases to determine if they must leave Park when lot is sold and whether or not the unit can be included in the sale
  - vi. County 200-day proposal – a letter will be prepared to owners prior to proposal going to County. Councillors can be lobbied prior to motion being heard by County. Councillors should be brought to the Park for viewing prior to motion being heard by County.
  - vii. Geoff Porter, from the County, and his assistant, advised outflow culvert to be cleaned by County
- c. Assistant Treasurer – Ron Zeegers
- i. Bylaw revisions – sill require more signed Special Resolutions
  - ii. Discussion as to whether or not people should be allowed to water common areas that adjoin their lots if there is no watering restrictions
- d. Director – Mavis Forget
- i. Need more volunteers
  - ii. More people attended the Stampede Breakfast than were expected. The Social Committee, volunteers and some owners worked together and made it successful
  - iii. Social Committee’s next event is the Yard Sale is set for Saturday, July 23, 2022
  - iv. Chuck McClain advised that a truck will go around after sale to pick up unwanted/unsold items to go to donation
  - v. Duck Race is set for August 6, 2022 and Social Committee has requested Park’s golf cart to decorate and lead the parade
- e. Chair – Linda Presiloski
- i. Sewage - Wildrose to clean bell hole/covers and check sewer lines for possible cracks
  - ii. BBQ’s are not being used as a result of \$50.00 charge. Rather than charge \$50.00 for use of BBQ, obtain a \$50.00 damage deposit to be retained if the BBQ is not sufficiently cleaned after use

**9. Next Meeting: July 26, 2022 at 10 am**

**10. Adjournment – 12:00 p.m.**

  
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Linda Presiloski, Chair

  
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Helen Thomas, Administrator

Condominium Corporation No. 0311515

Profit & Loss

May 2022

May 22

Ordinary Income/Expense

Income

4000 · Contribution Maintenance Fees	105,690.00
4023 · Estoppel Income	375.00
4025 · Finance Charges Income	0.00
4055 · Key Fob Income	225.00
4070 · Laundry Income	1,450.00

Total Income 107,740.00

Gross Profit 107,740.00

Expense

Maintenance

5020 · Automobile Expense	13.13
5050 · Janitorial Supplies	947.86
5205 · Supplies	21.60
5208 · Tools	383.54
5209 · Plumbing/water/sewer maintenanc	1,309.88
5219 · Satellite Bldg	52.50
5220 · Clubhouse	3,900.89
5225 · Grounds	428.20
5350 · Equipment Repairs	2,986.49
5430 · Security Maintenance	2,491.13

Total Maintenance 12,535.22

Office Operating Expenses

5270 · Supplies/Equipment	311.25
5272 · Software/Upgrades/Subscriptions	75.98
5275 · General IT support	136.50

Total Office Operating Expenses 523.73

Park Functions

5010 · AGM & Meetings	354.52
5240 · Memberships, Dues, Community	288.75
5365 · Park Functions & Activities	18.38

Total Park Functions 661.65

Personnel Expenses

5310 · WCB	588.67
5315 · Payroll Costs - Other	587.66
6560 · Payroll Expenses Employees	17,114.40

Total Personnel Expenses 18,290.73

Utilities

Communications

5420 · Satellite TV	139.60
5450 · Telephone	106.25
5510 · Website	50.00

Total Communications 295.85

5380 · Garbage Removal 2,587.81

5400 · Natural Gas 377.91



Condominium Corporation No. 0311515

Profit & Loss

May 2022

	May 22
5410 · Power	3,327.38
5440 · Sewage Disposal	18,040.71
5460 · Water	1,690.64
5530 · Wireless Internet/Hotspot	393.75
<b>Total Utilities</b>	<b>26,714.05</b>
5035 · Bad Debts	205.00
5374 · Pool Maintenance- Repairs	1,521.68
<b>Total Expense</b>	<b>60,452.06</b>
<b>Net Ordinary Income</b>	<b>47,287.94</b>
<b>Net Income</b>	<b>47,287.94</b>

**Balance Sheet**

As of 31 May 2022

31 May 22

**ASSETS**

Current Assets

Chequing/Savings

Total of all Banks

Servus Credit Union

1010 - Servus Patronage 432.81

1015 - Capital Reserve 76,273.54

1020 - Chequing 9661950 306,583.89

Total Servus Credit Union 383,290.24

1026 - Credential Securities - cash 44,958.59

1027 - Credential Securities 387,372.97

Total Total of all Banks 815,621.80

1050 - Petty Cash 59.60

Total Chequing/Savings 815,681.40

Accounts Receivable

1200 - Accounts Receivable -159,923.55

Total Accounts Receivable -159,923.55

Other Current Assets

1016 - Prepaid Insurance 5,954.99

1203 - Allowance for bad debt -5,700.96

1220 - Undeposited Funds 710.00

Total Other Current Assets 964.03

Total Current Assets 656,721.88

**TOTAL ASSETS 656,721.88**

**LIABILITIES & EQUITY**

Liabilities

Current Liabilities

Accounts Payable

2000 - Accounts Payable 24,041.97

Total Accounts Payable 24,041.97

Credit Cards

2004 - Mastercard - 6817 2,064.83

Total Credit Cards 2,064.83

Total Current Liabilities 26,106.80

Total Liabilities 26,106.80

Equity

2999 - Capital Replacement Reserve

2998 - Contrib Capital - Cap Rplc Rese 26,010.00

3000 - Capital Replacement Reserve Exp

3048 - Reserve Fund Study -768.60

3058 - Security Gate Upgrade -28,758.29

Total 3000 - Capital Replacement Reserve Exp -29,526.89

3004 - Reserve Interest 1,624.94

3009 - Cap Replace Reserve - Open Bal 490,734.99

Total 2999 - Capital Replacement Reserve 488,843.04

Condominium Corporation No. 0311515

**Balance Sheet**

As of 31 May 2022

	<b>31 May 22</b>
3900 · Retained Earnings	106,762.30
Net Income	35,009.74
Total Equity	<u>630,615.08</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>656,721.88</b></u>

# Condominium Corporation No. 0311515

## Profit & Loss

June 2022

Jun 22

### Ordinary Income/Expense

#### Income

4000 · Contribution Maintenance Fees	105,690.00
4015 · Clubhouse Rental	300.00
4023 · Estoppel Income	225.00
4055 · Key Fob Income	300.00
4065 · Maintenance Income	150.00
4070 · Laundry Income	2,308.00

Total Income 108,973.00

Gross Profit 108,973.00

#### Expense

##### Maintenance

5020 · Automobile Expense	100.77
5050 · Janitorial Supplies	242.91
5205 · Supplies	201.78
5209 · Plumbing/water/sewer maintenanc	154.14
5220 · Clubhouse	333.60
5225 · Grounds	20.75
5350 · Equipment Repairs	1,368.03

Total Maintenance 2,421.98

##### Office Operating Expenses

5270 · Supplies/Equipment	173.74
5271 · Internet for Office	94.50
5272 · Software/Upgrades/Subscriptions	27.68
5275 · General IT support	1,378.02

Total Office Operating Expenses 1,673.94

##### Park Functions

5007 · Staff Training & Courses	1,102.50
5365 · Park Functions & Activities	14.00

Total Park Functions 1,116.50

##### Personnel Expenses

6560 · Payroll Expenses Employees	17,530.78
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Total Personnel Expenses 17,530.78

##### Professional Fees

5340 · Accounting	105.00
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Total Professional Fees 105.00

##### Utilities

###### Communications

5420 · Satellite TV	139.60
5450 · Telephone	36.75
5510 · Website	150.00

Total Communications 326.35

5380 · Garbage Removal	2,510.09
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5410 · Power	22,490.83
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5440 · Sewage Disposal	37,111.78
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Condominium Corporation No. 0311515

Profit & Loss

June 2022

	Jun 22
Total Utilities	62,439.05
5374 · Pool Maintenance- Repairs	929.31
<b>Total Expense</b>	<b>86,216.56</b>
Net Ordinary Income	22,756.44
<b>Net Income</b>	<b>22,756.44</b>

**Balance Sheet**

As of 30 June 2022

30 Jun 22

**ASSETS**

Current Assets

Chequing/Savings

Total of all Banks

Servus Credit Union

1010 · Servus Patronage	432.81
1015 · Capital Reserve	76,273.54
1020 · Chequing 9661950	376,952.56

Total Servus Credit Union 453,658.91

1026 · Credential Securities - cash 44,958.59

1027 · Credential Securities 387,372.97

Total Total of all Banks 885,990.47

1050 · Petty Cash 52.80

Total Chequing/Savings 886,043.27

Accounts Receivable

1200 · Accounts Receivable -126,758.55

Total Accounts Receivable -126,758.55

Other Current Assets

1016 · Prepaid Insurance 5,954.99

1203 · Allowance for bad debt -5,700.96

1220 · Undeposited Funds 175.00

Total Other Current Assets 429.03

Total Current Assets 759,713.75

**TOTAL ASSETS 759,713.75**

**LIABILITIES & EQUITY**

Liabilities

Current Liabilities

Accounts Payable

2000 · Accounts Payable 85,650.87

Total Accounts Payable 85,650.87

Credit Cards

2004 · Mastercard - 6817 4,022.41

Total Credit Cards 4,022.41

Other Current Liabilities

2020 · Payroll Liabilities 3,663.95

Total Other Current Liabilities 3,663.95

Total Current Liabilities 93,337.23

Total Liabilities 93,337.23

Equity

2999 · Capital Replacement Reserve

2998 · Contrib Capital - Cap Rplc Rese 39,015.00

3000 · Capital Replacement Reserve Exp

3048 · Reserve Fund Study -768.60

3058 · Security Gate Upgrade -28,758.29

Total 3000 · Capital Replacement Reserve Exp -29,526.89

Condominium Corporation No. 0311515

Balance Sheet

As of 30 June 2022

	30 Jun 22
3004 · Reserve Interest	1,624.94
3009 · Cap Replace Reserve - Open Bal	490,734.99
Total 2999 · Capital Replacement Reserve	501,848.04
3900 · Retained Earnings	106,762.30
Net Income	57,766.18
Total Equity	666,376.52
TOTAL LIABILITIES & EQUITY	759,713.75