

CONDOMINIUM CORPORATION NO.0311515  
COUNTRY LANE ESTATES  
July 13, 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

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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 5:34 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 2023-038**

THAT the Board of directors approve the Agenda as written

Moved by Mavis Forget Seconded by Vern Lecocq

**CARRIED**

### **3. CONFLICT OF INTEREST DECLARATION**

- No Conflicts declared at this time

### **4. APPROVAL OF JUNE 27, 2023 MEETING MINUTES AND BUSINESS ARISING**

**MOTION 2023-039**

THAT the board of Directors approve the June 27 Meeting Minutes and Business Arising

Moved by Robyn Ollett    Seconded by Mavis Forget

**CARRIED**

### **5. Guests: Dan Walker, Janice Sherman, Chris Cutler**

Presentation to the Board: Country Lane Estates Annual Duck Race and Carnival

Janice Sherman spoke on the History of the Duck Race

Janice in the past begins selling ducks at the Jam sessions preceding the activity date

Intention to raise money to enhance the park

Goal of this year's duck race was fixing all the street lights in the Park- painting them black, replacing the bulbs to make them brighter, possibly installing flower hangers on each pole

Last year 435 ducks were sold at \$2.00 each =\$870.

Prizes last year - \$100, \$75, \$50 Profit of \$209.

Plans to exceed this amount this year

May look for Duck Sponsorships inside/outside of the Park

Tentative Plans include Children parade (bags of candy - toy prizes), tattoo tent, fish pond, corn hole, craft tent, potato sack races, dunk tank (donated by Hard Knox Brewery), kid friendly music or Paul Smith from the Park along with Duck Race

Food - hotdogs.

Would start promoting as soon as it is approved through posters, social media etc

Possible date (if available) August 5/2023

Date was checked by Board to assure there was not a conflict with Social Committee Activity Calendar - was clear so the date was approved by Board

Board Approved the group to use the CLE Park facilities for the Park Activity on August 5/2023. Member Driven Activity - No exceptions from the Board for the date - Mavis Forget will be key contact and will work with Chris Cutler on this activity.

## **6. BUSINESS ARISING FROM MINUTES**

### **a. Action item Review:**

#### ***Previous Actions:***

**ACTION:** June 28/2022 - Chuck McClain - Berm to be taken down - ongoing

**ACTION:** July 5/2022 - Chuck McClain - Fix the stucco on the entrance gate.

**Looking at another quote** - Ongoing

**ACTION:** August 9/2022- Mavis Forget - Playground grants

Will become a conversation item - not on our property. Board will set up a committee. June 27/2023- Mavis Forget will ask the Administrator to send a note to CLE asking for volunteers (3-5 people) to work on playground development. Completed- July 13/2023 Meeting on Monday at 10:00 July 17/2023 with 3 volunteers

**ACTION:** June 6/2023 Cameron King will deal with maintenance regarding ramp surface - Ongoing - still working on the ramp - Complete July 13 n

June 27/2023 Custodian cupboard in the laundry room is not finished. Shelves need to be put in and door on. - July 13/2023 No door yet in the laundry room

Washtub is in the same area. Cupboard can not be locked - it is a storage cupboard.

**ACTION** July 13/2023 Cameron King will set up project number for financials for this project.

**ACTION:** June 6/2023 Chuck McClain to get Cameron King access to the bank and catch him up to speed on banking and CAFT in his role as treasurer. - Completed July 13/2023

June 27 Ongoing: Cameron King had not yet received DocuSign from the bank

**ACTION:** July 13/2023 Chuck and Allan Faryna will get Cameron King access to Mastercard Statements

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

**ACTION:** June 6/2023 Robyn Ollett will follow up regarding placement of Foosball table.

June 27/2023 Ongoing: Robyn spoke to a lady from Senior Home to find out if there is a possibility of the Home taking the organ. Then there would be a place for the Foosball Table. Waiting to hear. July 13/2023 Lady from manor feels the organ will be too much work Complete July 13/2023

**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

**ACTION:** June 27/2023 Vicki to find Motion from LAST YEAR to advance the purchase of washers and dryers and add to agenda for the next meeting to rescind this motion.

Completed July 13 /2023

ACTION: June 6/2023 Vicki Fritz will meet with Chuck McClain to address clarification of the Watering Schedule Policy -June 27/2023 - Complete July 13/2023 Mavis Forget and Vicki Fritz viewed and altered the water policy on the Owners and Renters Guidelines

ACTION : June 6/2023 Chuck McClain will contact Roger Lima for price on painting lines on the road. June 27 Complete: Price is \$200. Ongoing - First need to check the bylaws before painting lines. Complete July 13/2023 There will be no lines painted

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

ACTION: June 6/2023 Cameron King will talk to maintenance and see what other closet /armoie may be available other than the water valve closet for storage of Jam Drums. June 27/2023 Maintenance told Cam that he is going to organize the room when Custodian closets are completed.

ACTION: June 6/2023 Mavis Forget will ask Helen Thomas (Administrator) to add it to her Park update email next week. Regarding acknowledgement of park donations on the website. June 27/2023 Continue discussing as a board. Decided to put a blanket statement out on our website acknowledging the volunteers that make our park what it is. Ongoing - July 13/2023

ACTION: June 27/2023 Chuck will compose the blanket letter acknowledging our volunteers that make our park what it is. Ongoing - July 13/2023

ACTION: June 6/2023 Chuck McClain and Cameron King will meet with the chair of the Social Club Committee in the near future June 27/2023 Chuck has spoke to Administrator to set the meeting up with Bonnie Kerr - July 13/2023 Meeting was held with Chuck McClain and Bonnie Kerr- Complete

ACTION: June 27/2 Vern Lecocq is to look into lot improvement rules regarding replacement of trees. Complete July 13/2023

Bylaw says a tree must be replaced when one is removed. 15 types of trees you can plant in the Park

ACTION: June 27/2023 Vicki Fritz and Mavis Forget will look at the bylaws regarding dog park Complete July 13/2023

ACTION: June 27/2023 Mavis Forget and Vicki Fritz will check bylaws to see if rules match bylaws on the CLE Owner Lot Rental Policy /Park rules - Complete July 13/2023

ACTION: June 27/2023 Mavis Forget and Chuck McClain will look at the drip system Complete July 13/2023

There is hose but more missing in order to repair

ACTION: June 27/2023 Vern Lecocq will copy the Approved Lot Improvement form on colored paper. Return to the lot owner where they will display in a visible place. Complete July 13/2023

ACTION: June 27/2023 Mavis Forget and Vicki Fritz will plan a meeting to go through CLE bylaws Complete July 13/2023

ACTION: June 27/2023 Chuck McClain will check out why Acct. 1099 is not on Financial Statements - Complete July 13/2023

ACTION: June 27/2023 Allan Faryna to check with Brian Langan to see what happened when he dealt with this task last year. Complete July 13/2023

ACTION: June 27/2023 Cameron King and Maintenance will work together to come up with what the sign at dumpster area will read.- Complete July 13/2023 Vern Lecocq will continue to educate owners with Lot Improvements on what can and cannot go into CLE dumpsters.

ACTION: June 27/2023 Vern Lecocq will ask Helen Thomas (Administrator) to add whatever the sign reads at the dumpster, onto the Lot Improvement Form. Dumpsters will be left in place and we will inform people through the Lot Improvement Form. Park will continue to support residents and the use of trash removal facilities as is allowed- Complete July 13/2013

**ACTION:** June 27/2023 Robyn Ollett will purchase mops and pails for the two washrooms- Complete July 13/2023

**ACTION:** June 27/2023 Robyn Ollett will send out information seeking volunteers before evening Adult Swim will begin. July 13/2023 Complete

**ACTION:** June 27/2023 Cameron King and Chuck McClain will get quotes on new equipment - Ongoing On hold until Early August

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

**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 Ongoing

## **b. Rescind Motion 2023-12 dated 2023-04-20**

### **MOTION : 2023-040**

THAT the board of Directors move to rescind motion 2023-12 dated 2023-04-20 to replace three dryers and one washer.

Moved by Robyn Ollett                      Seconded by Cameron King

**CARRIED**

## **c. 911 Protocols in Park**

Will hold on this til after the conversation is held with Police and Ambulance as the protocols for our Park. After this we will inform lot owners as to the protocol

**ACTION:** July 13/2023 Vicki Fritz will bring forward to next meeting

Weather protocols for the Park - Storm Warning is everyone to immediately get out of their trailers and get into the clubhouse - Bring forward to the next meeting .

## **6. Financial Review - Cameron King**

No financials this meeting

**ACTION:** July 13/2023 Cameron King will send out the financials before next meeting for approval from the Board .

**ACTION:** July 13/2023 Cameron King will create a spreadsheet that will show budget, actuals and year to date. Will give a clear indication how we are doing against budget. Will be a format that is easy to read.

## **7. PARK ADMINISTRATOR'S REPORT**

**ACTION-** July 13/2023 Mavis and Vicki will change a couple of words on revised Park Rules before they got out to Lot Owners/Renters

**ACTION-** July 13/2023 Check last year's financials in order to refund clubhouse rentals prior to motion passed that we would be charging \$100.

**ACTION:** JULY 13/2023 Allan Faryna will sit down with Pierre Martin (Pool) and Karen and Rod (janitorial) after the pool documents are complete to make sure there are no gaps or policies they can't support

Discussion was held regarding proposal for bids for services at CLE.

July 11/2023 Wildrose Group Email regarding difficulty sourcing the pans and plugs that had been requested to repair manholes in the Park by sealing off manhole lids it would likely result in less than desirable side effects for the rest of the sewer system. Have not received any further information. Large leak and are supposed to do camera run - have not sent a quote yet. Will leave the manhole situation as is for now

**ACTION:** July 13/2023 Cameron King will follow up with Wildrose for quote status

**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.

Cameron King, Allen Faryna and Chuck McLain will work to create one master machine for maintenance and snow removal.

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.

Trial Pool Schedule will begin Monday, July 17/2023

**ACTION :** July 13/2023 Robyn Ollett will ask the Administrator to send out new trial hours of pool to residents.

Ballots and other material pertaining to voting at the May AGM can not be destroyed yet. Chuck McLain will follow up.

## **8. DIRECTORS' REPORT**

### **a. Mavis Forget**

On Duck Race committee

### **b. Vern Lecocq**

We are aligning with the MD regarding gazebos. We will purchase a one time blanket permit. So anyone who needs to get a permit normally from MD will not need to. They will get a permit directly from CLE. Vern Lecocq will send the MD a copy of the Lot Improvement application. They will keep on file. This is a streamlined process. Owners can have a gazebo or solarium (sunroom). Canvas Tops - will not be approved in the future. They are grandfathered at this point. When they are damaged and have to be replaced they will have to get a Lot Improvement Form and will have to replace it with a hardtop. However anyone who needs a variance it will not be covered by the blanket permit.

**MOTION: 2023-041**

Cameron King moved to allow Country Lane Estates to make an application on behalf of owners for gazebos or sunrooms to be included in our Lot Improvement process  
Mavis Forget seconded.

**CARRIED**

c. Cameron King

Bicycle rack will remain in front of the building on asphalt. Mavis Forget will place plant pots in front of the bike rack so vehicles can not park in front of the bike rack.

d. Allan Faryna

No comment

e. Vicki Fritz

Pool umbrellas and furniture for the pool. There are chairs and umbrella purchase allotted for in budget.

Loungers are very thin right now. Adirondack chairs are difficult to get out of. See if all the chairs can be the same.

**ACTION:** July 13/2023 Vicki Fritz and Robyn Ollett will come up with budget estimate and come forward with motion to purchase

Do electronically if wanted before the next meeting.

**ACTION:** July 13/2023 Cameron will review the budget to see how much has been budgeted for the pool furniture.

**Bylaw meeting update:**

**ACTION:** July 13/2023. Mavis Forget and Vicki Fritz reach out to the CLE community informing them that the Board is reviewing the bylaws for approval and if they have a bylaw in particular they would like addressed, inform the Board and explain how it impacts them.

**Request** a small committee to sit with the Board Members as the Bylaw review is completed (3-5 people)

f. Robyn Ollett

Concern regarding carpeting on stairs of the clubhouse as it is all rolling up. Was placed there to help with ice last year and was a temporary fix. Carpet will rot the wood over time. Talk to Maintenance and take a look at winter utilization of steps.

g. Chuck McLain

No comment

**9. NEW BUSINESS**

**a. Reserve Fund and moving portion into GIC**

Currently we have 93,948.64 in the reserve fund. Typically we keep 25,000 in the float. So we have 50,000 to invest in GIC with a high bearing interest rate. Interest rates went up today to 5.1%

**MOTION : 2023-042**

*Cameron King moves to transfer \$50,000.00 into GIC with Financial Securities on behalf of owners  
Seconded by Vern Lecocq*

**CARRIED**

**9. In-Camera Discussion**            7:15pm  
**Out of Camera**                    8:05 pm

**10. Next meeting**                    Monday, July 31 @7:00 pm

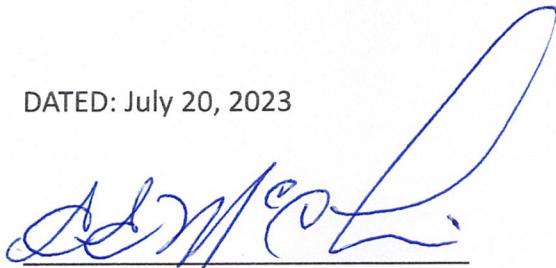
**11. Termination of Meeting**

**MOTION: 2023-043**

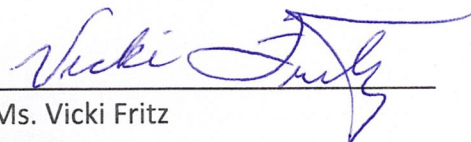
Chuck McLain recommends to terminate the meeting at 8:15 pm  
Cameron King seconds it

**CARRIED**

DATED: July 20, 2023



Mr. Chuck McClain  
**CHAIR**



Ms. Vicki Fritz  
**Secretary**