

CONDOMINIUM CORPORATION NO. 0311515
COUNTRY LANE ESTATES
July 26, 2022

1. Call to Order 9:55 a.m.

2. Attendance

Linda Presiloski, Chair
Ron Jones, Vice Chair
Chuck McClain, Treasurer
Ron Zeegers, Assistant Treasurer
Robyn Ollett, Secretary
Mavis Forget, Director
Brian Langan, Director
Helen Thomas, Administrator

3. Approval of Agenda

Motion 2022-40

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

CARRIED

4. Approval of July 12, 2022 Minutes

Motion 2022-41

Motion to approve the Minutes, as presented
Moved by Chuck McClain, seconded by Robyn Ollett

CARRIED

5. Business arising from Minutes

a. Flood lights

Ron Jones, Ron Zeegers, the Maintenance Manager and a representative from GM Mechanical viewed lamp post near entrance gate of Park. GM Mechanical was not able to ascertain if there is power to the lamp post. There was a suggestion that a flood light be installed between two arches at front gate. GM Mechanical to provide a quote.

Chuck McClain – Will purchase portable flood lights for trial purposes.

b. Painting of signs

Linda Presiloski – Rod and Karen Smith have painted the sign at the entrance of the Park that shows the map.

Chuck McClain – There is some painting required in the pool systems room and a box cover outside the pool system room. Chuck McClain will speak to Rod and Karen Smith to ask for a quote. The handicap ramp outside the Great Room (south west area of the Clubhouse) needs to be recoated. The ramp will be out of service for a few days while this is done.

- c. Repairs of the roads
Chuck McClain - Still waiting for quote.
- d. Berm
Chuck McClain – The reshaping of the berm is still to be done.
- e. Utility trailer
Chuck McClain - a small utility trailer (to be attached to the Park's golf cart) was purchased from an owner in the amount \$130.00. This trailer will be kept in the maintenance area.
- f. Action log
Robyn Ollett
 - i. Stucco at gate entrance to be repaired
 - ii. Wildrose to provide estimate to have sewer system viewed by camera
 - iii. Plants by garbage bins have been planted. An owner may donate plants from their lot
 - iv. Contractor sign still being considered
 - v. Still waiting for parts to repair one treadmill in gym
 - vi. Cameras in maintenance area and around Park still ongoing
 - vii. Lockers from men's washroom were sold
 - viii. Still waiting for washing machines. Supplier still waiting for machines from manufacturer
 - ix. Replacement boilers for the pool and hot tub have been ordered
 - x. Replacement of window latches has been completed

6. Administrator: Helen Thomas

- i. Request from individual to bring a 1998 Class A Motorhome into Park. After discussion the Board decided this unit will not be permitted in the Park
- ii. Office hours – closing the office every Thursday
- iii. Suggestion to move bulletin board by entrance gate to be more visible for drivers to see when entering Park

7. Directors' Report

- a. Chair – Linda Presiloski
 - i. Thank you to Chuck McClain for picking up items not sold at yard sale to take for donation
 - ii. Speed bumps – several complaints received – a discussion suggested that most speed bumps be put on the main roads (ie entrance road and road near playground)
 - iii. Organ – the donator would like the organ to be used and would like it to go to somewhere where it will be used

- b. Vice Chair – Ron Jones
 - i. Lot improvements slowing down
 - ii. Notices have been sent out regarding bylaw infractions
- c. Treasurer – Chuck McClain
 - i. All financial procedures being done in a timely manner
- d. Assistant Treasurer – Ron Zeegers
 - i. Bylaws – still waiting for some owners to sign Special Resolution
 - ii. Preparation of 2023 Budget – request from all Board members to provide monetary number for budget from each member’s responsible area
 - iii. Winter Stay Committee had a meeting. There will be 6 levels:
 1. \$20/day for a maximum of 15 days for either November 1-15, 2022 or March 15-31, 2023;
 2. \$100/month for a non-occupied unit;
 3. \$500/month for an occupied unit;
 4. \$50 for the winter season (November 1, 2022 – March 31, 2023) for Winter Support services. This will comprise of 4 teams of 2 people alternating weeks of working 2 shifts to do nightly patrols, etc. and provide detailed written reports to the Board of Directors;
 5. \$300 per month for Winter Janitorial Support - these individuals will be required to do janitorial work at the Clubhouse;
 6. \$300 for Winter Facilities Support - -- These individuals will be required to do daily inspections of various areas of the Clubhouse, the maintenance shop and satellite washrooms, etc.

Lot owners will still be responsible for their own lots.

Motion 2022-42

Motion made by Ron Zeegers, seconded by Ron Jones to accept form, schedule and monetary compensation for Winter Stay application **CARRIED**

- e. Director – Mavis Forget
 - i. Playground needs attention. Will investigate if community grant may be available for non-profit organizations
 - ii. Meeting was held with the Custodians and a member of the Social Committee to organize items in the Great Room and review each entities’ position and their rolls

- f. Director – Brian Langan
 - i. Spoke with Gunnebo regarding cameras and Gunnebo agreed to extend warranty to 3 years, storage of data/video, adding a hard disc drive to the system hold 30 days depending on usage;

Motion 2022-43

Motion made by Brian Langan, seconded by Ron Jones to approve quote provided by Gunnebo Canada Inc. dated July 15, 2022 in the amount of \$12,163.10 **CARRIED**

- ii. Annual maintenance of cameras – Gunnebo will visits the Park twice a year to provide maintenance of equipment April and September (or October). It was suggested that maintenance should be done in September (or October) not in April (unless required)
- iii. There are currently issues from maintenance yard to office for video, internet, streaming, hardware and software. Will obtain written information from Southwestern Computer

8. New Business

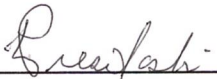
- a. BBQ – Robyn Ollett – suggestion to use a grill mat so there is not cross-contamination and it keeps grill cleaner. Suggested this be made mandatory. Grill mats can be obtained for a nominal price. There will no longer be a fee to use the BBQ, instead there will be a \$50 damage deposit.
- b. Pool/hot tub signs – Robyn Ollett – suggestion to reorganizing signs at the pool/hot tub next season. Our maintenance manager and pool manager have obtained pool operators’ certificates as required by Alberta Health Services.

9. In Camera: Noon


Out of Camera: 12:20 pm

10. Next Meeting: August 9, 2022 at 10 am

11. Adjournment – 12:20 pm



Linda Presiloski, Chair



Robyn Ollett, Secretary