

CONDOMINIUM CORPORATION NO.0311515
COUNTRY LANE ESTATES
July 31, 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

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 5:32 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 2023-044

THAT the Board of directors approve the Agenda as written

Moved by Allan Faryna Seconded by Cameron King

CARRIED

3. CONFLICT OF INTEREST DECLARATION

- No Conflicts declared at this time

4. APPROVAL OF JULY 13, 2023 MEETING MINUTES AND BUSINESS ARISING

MOTION 2023-045

THAT the Board of Directors approve the July 13 Meeting Minutes and Business Arising

Moved by Mavis Forget Seconded by Robyn Ollett

CARRIED

5. Dog Park User Group

Garry Motiuk, representative of the Dog Park provided an update to the Board of Directors.

All work is complete in the Dog Park except for some staining of the boards. Will likely be done in the next week or so depending on weather. Volunteers are taking the garbage from the park. Bags are so big that they are very heavy when full. Maintenance is responsible for putting bags in the dispenser. There has been a lot of use and positive feedback of the Dog Park .

Mowing - too dry right now. May need to water. Someone from the park has a real fire hydrant that they are going to install. There is amazing support.

It was a suggestion to add something for agility for the dogs. Garry will look into it and see what something like would cost. The Dog Park committee needs nothing at this point from the Board. Thank you Garry.

ACTION: JULY 31/2023 Allan Faryna will have Helen (Administrator) to order a Doggy Poop Garbage Can that matches all the rest in the Park

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: 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- Wash Tub is in the same area. Cupboard can not be locked - it is a storage cupboard. July 31/2023 Complete

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

July 31/2023 Complete

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

July 31/2023 Complete:

ACTION: July 13/2023 Chuck and Allan Faryna will get Cameron King access to Mastercard Statements Ongoing: July 31/2023

ACTION -June 27 /2023 Allan Faryna will contact Helen regarding access cameras, passwords and change of passwords - Ongoing : Need Master Password Ongoing July 31/2023

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 - Ongoing July 31/2023

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 Ongoing - July 31/2023

ACTION: June 27/2023 Chuck will compose the blanket letter acknowledging our volunteers that make our park what it is. Ongoing - July 13/2023 Ongoing - July 31/2023

ACTION: June 27/2023 Cameron King and Chuck McClain will get quotes on new equipment to replace Case Tractor, snowplow and Kubota Tractor. - Ongoing

On hold until Early August Ongoing July 31/2023

ACTION: June 27/2023 Allan Faryna will create the two documents necessary for AHS requirements. Ongoing July 13/2023 Ongoing July 31/2023

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 Robyn Ollett will ask Pierre Martin if he has a timeline when AHS is coming out and at that point Robyn Ollett will talk to them regarding combining signs. Ongoing July 31/2023

ACTION: July 13/2023 Cameron King will send out the financials before the next meeting for approval from the Board . Ongoing July 31/2023 Cameron King sent them to Helen. She will do a PDF of the Profit and Loss to the end of June/2023 and will be included with the minutes.

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. Complete July 31/2023

ACTION- July 13/2023 Mavis and Vicki will change a couple of words on revised Park Rules before they go out to Lot Owners/Renters July 31/2023 Complete

ACTION - JULY 31/2023 Mavis@ Forget will find the Owners Rules Policy and bring it to the next meeting.

ACTION- July 13/2023 Chuck McLain will check last year's financials in order to refund clubhouse oentials prior to motion passed that we would be charging \$100. July 31/2023 Complete

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.

July 31/2023 Complete

ACTION:July 13/2023 Cameron King will follow up with Wildrose for quote status.Ongoing July 31/2023 Miscommunication of requesting work done. Email sent to Helen from Allan Faryna to prioritize getting the request for the camera work done.

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 with Park Maintenance to create one single machine for maintenance and snow removal. Ongoing July 31/2023

ACTION : July 13/2023 Robyn Ollett will ask the Administrator to send out new trial hours of pool to residents. July 31/2023 Complete

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. Ongoing July 31/2023

b. 911 Protocols in Park

Gunnebo is coming in on August 2/2023 to set the code in for 911 Police and Ambulance. Even once we have a code it needs to be forwarded to RCMP and Ambulance.

7. Financial Review - Cameron King

Presented financials for June/2023.

The July spreadsheet will be presented after the Profit and Loss sheet is complete.

Cameron King will not do part months. Once July's Profit and Loss sheet is done it will be presented at the next Board of Directors meeting to follow.

Presented financials for June/2023.

8. PARK ADMINISTRATOR'S REPORT

Entrance gate pedestal was damaged on July 16/2023. Owners have provided insurance contact with their insurer. Chuck McClain will take the old post from the gate pedestal to Dennis Brown Welding and repair the damaged post. Gunnebo will come out. Repairs will be charged to the Owner.

9. DIRECTORS' REPORT

a. Mavis Forget

Duck Races - Everyone needs sign up on sheet posted for helping out and attending

Key for fridge and freezer - need to get from Helen ahead of time

Need to block the road off at noon

Fire truck coming while the children are at the river

Maintenance needs to move pylons and blockades to clubhouse on Friday night

Need three fold up tents

Legal will send disclaimer for dunk tank

Had already sold about 300 ducks out of about 500

Playground Progress- not much happening right now. By adding equipment to the playground will it be necessary to remove old wood etc? It was in agreement to have the committee up and running this year and decide what the playground should look like.

Chuck McLain will work with the County on this. Conversation was to plan for a great playground. Do not just add to it.

Tree Purchase Get quotes for trees from surrounding nurseries for next year. Preorder trees for next year soon. They will be delivered next year.

b. Vern Lecocq

Almost 60 Lot Improvements at this point
Lot 145 is completed

c. Cameron King

Contacted Credit Union and ordered a \$50,000 GIC one year closed at 5%. Cameron King checked with the Condominium Act as to what investments are allowed. There is a good range but decided to stick with GICs for now. Cameron King also moved \$99,363 from a CIBC High Interest garnering 4.3% into Credit Union at 4.55% keeping it as much liquid as possible. Two items only locked in at this time - one GIC to March 2024 at 3.15% and the \$50,000 GIC today at 5%.

d. Allan Faryna

Patch needing to be done on pathway. Roger Lima has been notified. No set date yet. Need to do some work in storage shed

Maintenance would like to paint the back gate. Maintenance feels the color is difficult to see. Decided he can go ahead and paint

In the gym there is a light switch that shuts off because of a motion sensor. Shuts off when you are at the far end of the gym. Needs to be fixed.

One closet is completely empty right now. Options are to keep the closet, take the closet right out of there and use it as gym space, or convert back as a bathroom (was previously). How heavily is the facility used? We will pursue the conversation later.

Key issue - Board has difficulty getting into certain spaces. Needs to be a full set of keys easily accessible to the Board of the Directors. Fridge, freezers, barbecues, watershed, office, closets, lockbox etc. need to be accessed at times. Go back to the way it was, being that all Board of Directors have an office key.

e. Vicki Fritz

ACTION: July 13/2023 Vicki Fritz and Robyn Ollett will come up with a budget estimate and come forward with a motion to purchase . July 31/2023 Complete

Do electronically if wanted before the next meeting. July 31/2023 Complete

ACTION: July 13/2023 Cameron will review the budget to see how much has been budgeted for the pool furniture. July 31/2023 Complete

MOTION : 2023-046

Vicki Fritz moved that the Board of Directors purchase pool furniture for no more than \$2,000.

Robyn Ollett seconded the motion

CARRIED ELECTRONICALLY

Bylaw meeting update:

ACTION: July 13/2023. Vicki and Mavis will create a small committee to sit with the Board Members as the Bylaw review is completed (3-5 people) Ongoing - July 31/2023

f. Robyn Ollett

Winter Stay Committee - Allan Faryna, Cameron King, Vicki Fritz, Robyn Ollett.

Interview everyone that wants to stay. Will send a notice out to the Park with an application for them. Only 13 lots can stay. Application needs to be modified some. The winter stay committee needs to change application form first, if necessary. May need a new power rate. Cameron King will check with Maintenance out how much power was used last winter.

g. Chuck McLain

No comment

10. NEW BUSINESS

a. *Parking Permit - Allan Faryna*

Would like to change Parking Permits.

MOTION: 2023-047

Allan Faryna moves that we expand the rules for Parking Permits to allow the office administration discretion to allow for overnight stays. Provided there is no camping or clutter appearance (barbecues, lawn chairs, awnings etc.) up to 3 days within the permit.

Cameron King seconds

CARRIED

b. Social Club - Allan Faryna

Letter went out to the general population asking for volunteers. Should we move forward at this point with a volunteer group? Decision made to get a core group this year and build a foundation and put framework together for a Social Club so that the club can be turned over next year.

Discussion by Board - Volunteer Appreciation will be Board driven.

The Thanksgiving Dinner will stay an owner initiated activity. The core group can help with it.

MOTION: 2023 - 048

Allan Faryna moves that Mavis Forget will reach out to interested owners to form a development committee to structure an arms length Social Club that will be active in the 2024 season.

Vern Lecocq seconds

CARRIED

11. *In-Camera Discussion* 7:37 pm *Out of Camera* 8:30pm

12. *Next meeting* Tuesday, August 8 @5:30 pm

13. Termination of Meeting

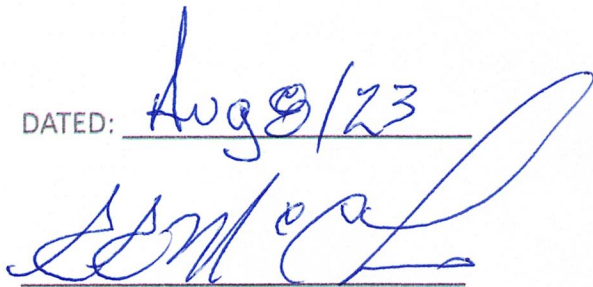
MOTION: 2023-049

Allan Faryna recommends to terminate the meeting at 8:32pm

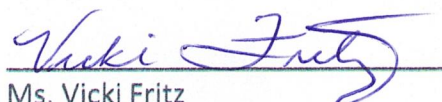
Robyn Ollett seconds it

CARRIED

DATED: Aug 8/23



Mr. Chuck McClain
CHAIR



Ms. Vicki Fritz
Secretary