

CONDOMINIUM CORPORATION NO. 0311515
COUNTRY LANE ESTATES
July 7 / 2021

1. Call to order at 6:30 pm

2. Attendance

Linda Presiloski, Chair
Chris Knight, Treasurer
Ron Zeegers, Assistant Treasurer
Robyn Ollett, Secretary
Ron Jones, Board Member
Mavis Forget, Board Member
Helen Thomas, Park Administrator

Absent

Todd Walton, Vice Chair

3. Approval of Agenda

Motion 2021-57

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

CARRIED

4. Approval of June 23, 2021 Special Meeting.

Motion 2021-58

Motion to approve the minutes as amended.
Moved by Mavis Forget, seconded by Ron Zeegers

CARRIED

5. Approval of June 23, 2021 Minutes

Motion 2021-59

Motion to approve the minutes
Moved by Mavis Forget, seconded by Ron Zeegers

CARRIED

6. Approval of June 28, 2021 Special Meeting Minutes

Motion 2021-60

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

CARRIED

7. Communication

Brent and Karen Powell Lots 207 and 33
Request of motorcycle ride through the park for a young fellows' birthday on August 18, 2021.

Motion 2021-61

Motion to grant request of approximately 20 motorcycles from a group called (AAA) Against All Abuse on August 18/2021 between 6:00 or 7:00pm. They would also like permission to us BBQ and owners' lounge.

Moved by Chris Knight, seconded Ron Jones

CARRIED

8. Administrator: Helen Thomas

A) AGM

We did not meet the unit factors for our 2020 Minutes. We have been given a 3-month extension to reach our unit factor.

B) Our Rental fees for the Great Room

I) Great Room Rental fees for Renters is \$300.00 and \$150.00 damage deposit.

Owner must consent to their tenant renting the facility.

II) Owners have 1 free rental a season with a \$150.00 damage deposit. Further rental is \$100.00 with \$150.00 damage deposit.

III) Fees and damage deposits are to be made by cheque or cash only.

C) Fireside lounge is now open to owners.

D) We received a complaint as to the price of the fobs. The price reflects the cost of maintaining them and places a value on the fobs for owners and renters to care for them. This was a decision of the previous board.

9. Harassment

Motion 2021-62

Motion to adopt CLE Harassment Prevention Policy - see attached

Moved by Ron Zeegers, seconded Ron Jones

CARRIED

10. Town Hall Meeting

List of issues were provided at meeting and being delt with - see attached

11. New Business

Committees:

A) Bylaw - Ron Jones, Mavis Forget

B) Lot Improvement and County Liaison – Ron Jones

C) Internet – Todd Walton, Chris Knight

D) Gardening – Mavis Forget, Robyn Ollett

E) Building –Ron Zeegers, Robyn Ollett

F) Staff –Linda Presiloski, Todd Walton

G) Grounds and Maintenance – Mavis Forget, Linda Presiloski

H) Winter Stay – Chris Knight, Mavis Forget, Robyn Ollett, Ron Zeegers

I) Health and Safety – Linda Presiloski, Robyn Ollett

12. Financials: Chris Knight

Provided financial report – see attached

Motion 2021-63

Motion to approve financials

Moved by Ron Zeegers, seconded Ron Jones

CARRIED

13. Directors Reports:

A) Mavis Forget – CLE signs will be researched for our building out front and possible one at Volker Stevin.

B) Ron Jones - Lot improvements are going well. Drones are not to be flown on lots operators must take them to common grounds where there is room.

C) Ron Zeegers - Bylaw meeting for volunteers, if possible, on Friday, July 9, 2021.

14. In Camera: 9:00

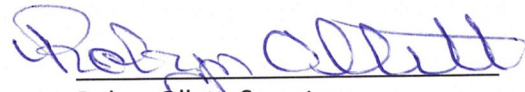
Out of Camera 9:20

15. Next Meeting July 28, 2021 at 6:30 pm

16. Meeting Adjourned 9:25 pm



Todd Walton, Vice-Chair



Robyn Ollett, Secretary

Harassment Prevention Policy

Country Lane Estates ("CLE") believes the prevention of harassment promotes an abuse-free environment in which all people respect one another and work together to achieve common goals. The Board of Directors (the "Board") of CLE is committed to providing an environment in which everyone at CLE is treated with respect and dignity. We are committed to eliminating or, if that is not reasonably practicable, controlling the hazard of harassment. Harassment will not be tolerated from any person at, or on CLE property including Lot Owners, Board members, Employees of CLE, Lot Renters and members of the public.

All instances of harassment, whether committed by or against any worker or member of the Board, will be treated as serious violation and will be investigated. Corrective action will be taken to address the incident. Everyone is encouraged to report any acts of harassment.

Definition: Harassment, means any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying, display, gesture or action by a person that the person knows, or ought reasonably to know, will or would cause offence or humiliation or intimidation to anyone.

It includes conduct, comment, bullying or action because of race, religious beliefs, color, physical disability, mental disability, age, ancestry, place or origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation. It also includes sexual solicitation or advance.

Reasonable action taken by CLE relating to the management of the park, is not harassment.

CLE pledges to respect the privacy of all concerned and will not disclose the circumstances related to an incident of harassment or the names of the parties involved (including the complainant, the person alleged to have committed the act and any witnesses) except where necessary to investigate the incident, to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective action taken, or as required by law.

No one can be penalized, reprimanded or in any way criticized when acting in good faith while following this policy and the supporting procedures for addressing situations involving harassment.

Harassment Prevention Procedure

In support of the Harassment Prevention Policy, we have put in place a Harassment Prevention Procedure. It includes measures and procedures to protect everyone at CLE from the hazard of harassment and a process to report incidents or raise concerns.

Training

CLE will ensure this policy and the supporting procedures are implemented and maintained. All CLE employees and Board members will receive relevant information and instruction on the contents of the policy and associated procedures including how to report incidents of harassment. CLE employees and Board members will be trained during their orientation on CLE's Harassment Prevention Policy and Procedure. Ongoing training will be provided.

Worker training will include:

- How to recognize workplace harassment.
- The policies, procedures and workplace arrangements that effectively eliminate or control harassment.
- The appropriate response to harassment, including procedures for obtaining assistance.
- The procedures for reporting, investigating and documenting incidents of harassment.

All CLE employees and Board members must work in compliance with the Harassment Prevention Policy and Procedure are required to raise any concerns about harassment and to report any incidents to the appropriate person. CLE will investigate and take appropriate corrective actions to address all incidents and complaints of harassment in a fair, respectful and timely manner.

Procedure for Incident Reporting

Use the CLE Formal Harassment Complaint Form to formally document the incident and ensure all relevant information is collected. Information will include:

- Dates
- Frequency
- Locations
- Name(s) of person(s) involved and/or Witness(es) to the incident.
- Any Supporting Documentation.

Submit the completed Form to CLE. CLE will sign and date the form acknowledging that they have received the complaint. An investigation into the incident will occur and the results and corrective actions will be recorded on the Formal Harassment Complaint Form.

Upon completion of the investigation, CLE will be responsible for informing all associated parties (complainant, the person(s) alleged to have committed the harassment) of the results of the investigation. Results of all investigations into harassment complaints will be kept confidential and only those directly affected will be notified of the investigation results. Any corrective actions that are to be taken to address the incident will be communicated to those affected.

We are committed to:

- Investigating reported incidents of harassment in an objective and timely manner.
- Taking necessary action.
- No action shall be taken against an individual for making a complaint unless the complaint is made maliciously or without reasonable and probable grounds.
- No employee of CLE, or any other individual affiliated with CLE shall subject any other person to harassment.

CLE FORMAL HARASSMENT COMPLAINT

COMPLAINANT INFORMATION

Name		Phone Number	
Lot #			

WITNESS INFORMATION - Please list Names of Possible Witnesses

Name		Lot #		Phone #	
Name		Lot #		Phone #	

INFORMATION ABOUT THE INDIVIDUAL(S) YOU FEEL HAS/HAVE HARASSED YOU

Name of Individual		Date of Incident	
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IN YOUR OPINION IS THE HARASSMENT BASED ON ANY OF THE FOLLOWING?

Check all boxes that apply to your situation

<input type="checkbox"/>	Sexual Orientation	<input type="checkbox"/>	Religion	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Nationality	<input type="checkbox"/>	Disability	<input type="checkbox"/>	Age
<input type="checkbox"/>	Place of Origin	<input type="checkbox"/>	Family Status	<input type="checkbox"/>	Creed
<input type="checkbox"/>	Physical Weight/Height	<input type="checkbox"/>	Colour	<input type="checkbox"/>	Race
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Ancestry	<input type="checkbox"/>	None of the Above

IF NOT BASED ON ANY OF THE ABOVE GROUNDS, IS THE HARASSMENT BASED ON EITHER OF THE FOLLOWING:

- A. An incident that has caused you to be humiliated or intimidated? Yes No
- B. A single incident that has had a lasting effect on you? Yes No

Describe the conduct, comments or display you found objectionable.
Give details (Date/Location etc) of the incident(s) that is/are the basis of your complaint.

What type of Resolution do you seek?

(facilitated meeting with alleged harasser; apology; workshops or training sessions; mediations; or other)

CLE FORMAL HARASSMENT COMPLAINT

DECLARATION

I hereby confirm the statement(s) contained in this complaint are true to the best of my knowledge. I understand a copy of this complaint will be provided to the alleged harasser for the purpose of investigating this complaint.

Signature	
Date	

I acknowledge receipt of this complaint.

Signature	
Date	

Upon receipt of this document, an Incident Investigation is to be completed and recorded on the Incident Investigation Form

CONDOMINIUM CORPORATION NO. 0311515
COUNTRY LANE ESTATES
TOWN HALL MEETING
SUNDAY JULY 4, 2021

QUESTIONS AND ANSWERS

- Q: The minutes of 2020 weren't complete, why?
A: The minutes were lost. Ida McLarty tried to recall what she could but they were not in full.
- Q: Ron Zeegers would like to form a sub committee for the bylaws.
A: A number of owners have volunteered.
- Q: The trees with orange ribbons - when are the arborists coming as weevils are spreading. arborists have been here some look like they have weevils but are aphids and new growth.
A: Fill out a complaint form so that we know which ones to check out
- Q: Concerned with the laundry rooms as women using main laundry room.
A: We are aware there is problems with laundry will address this with a couple of options at our next board meeting. Machine are old but cannot replace this year.
- Q: Lot compliance makes it easier to sell your lot as you must be compliant before it is sold so a form is necessary. It is there for your protection and proper documentation will be in your file.
- Q: Can there be more hours in the pool for adults in the day besides the evening adult swim.
A: Aquasize is till 10:30 am and usually 10:30 to 12:30 there is hardly anyone there.
- Q: Country Lane has a web page easy for owners to sign up. We would like to raise the visibility of the park. Map of park is public also sales and rentals are public . Owners have accessibility to financials and the minutes. Chris Knight inputs documentation for viewing by owners only. Bylaws are on the web page also lot improvement forms. Mavis Forget inputs social events. Helen Thomas inputs the ads pertaining to sales and rentals. There is also gallery for our photos .
- Q: We have changed our garbage pick up supplier to MTM. We have a big bin now it has been a great addition to the park as people have got rid of much more of the garbage. It has saved the maintenance staff time and work and us money in the long run. Cardboard needs to be flattened . Bin will stay and be dumped once a month.
- Q: Can the garbage area be paved in the future?
A: This will be brought up at the board meeting.

- Q: How can we make people follow the rules and be compliant when people are breaking the rules and nothing seems to happen to them.
- A: A letter in violation for 10 days to fix then a fine if not fixed. If you see a violation send it to the office in writing so we can check it out . Dan Walker volunteered to help. Amend or change some of the rules.
- Q: Renters are not well informed by their owners .Are they responsible to inform them?
- A: Yes they are and Helen Thomas has information sheets as well for renters
- Q: Who in the park would like a dog park ?
- A: A few hands were raised.
- Q: Visitor's cars are on the street this makes it very difficult for emergency vehicles to get down the road also for motorhomes and trailers.
- A: Encourage them to park out front.
- Q: Are motorcycles allowed in the park the gate sign says no motorcycles.
- A: Yes they are but must be parked on paved pad. Sign will be taken down.
- Q: Social clubs events have started .
- A: Stampede Lunch next Saturday July 10th
- Q: Employ someone to run a rental pool as we are underselling ourselves.
- Q: Is the Gate accessible for emergency vehicles?
- A: The board will make sure that it is set up for EMS and Fire Dept.

All concerns and complaints need to be in writing to the Park office or send an email to:
concerns@countrylaneestates.ca

Condo payments paid by e-transfer send to: payments@countrylaneestates.ca

Any other questions send your email to: admin@countrylaneestaes.ca

Condominium Corporation No. 0311515
Profit & Loss Budget Performance
June 2021

	Jun 21	Budget	Jan - Jun 21	YTD Budget	Annual Bud...
Ordinary Income/Expense					
Income					
4000 · Contribution Maintenance Fees	105,690	105,667	317,070	317,001	634,002
4015 · Clubhouse Rental	0	100	0	100	600
4019 · COVID-19 income	0		(80)		
4023 · Estoppel Income	150	150	675	150	675
4025 · Finance Charges Income	40		27		
4050 · Winter Usage Fee	0	0	17,995	15,000	25,000
4055 · Key Fob Income	375	0	1,095	4,200	4,200
4065 · Maintenance Income	100		300		
4070 · Laundry Income	2,199	1,500	4,911	3,050	12,000
4083 · Administration Income	0		(50)		
4085 · Office Rent	0	0	0	0	600
4090 · Credit Card Fee Income	0	120	0	920	1,220
4999 · Uncategorized Income	0		300		
Total Income	<u>108,554</u>	<u>107,537</u>	<u>342,242</u>	<u>340,421</u>	<u>678,297</u>
Gross Profit	108,554	107,537	342,242	340,421	678,297
Expense					
Fuel	0	1,800	1,263	1,800	2,800
General Insurance					
5170 · Building Insurance	0	0	27,685	28,600	28,600
5190 · Vehicle Insurance	0	0	1,902	150	2,050
Total General Insurance	<u>0</u>	<u>0</u>	<u>29,587</u>	<u>28,750</u>	<u>30,650</u>
Maintenance					
5020 · Automobile Expense	0	0	64	150	230
5050 · Janitorial Supplies	328	350	932	1,050	2,450
5203 · Maintenance Contracts	0	0	788	1,890	1,890
5204 · Subcontractors	0	2,250	195	6,750	15,750
5205 · Supplies	112	950	425	2,900	6,700
5208 · Tools	0		950		
5209 · Plumbing/water/sewer maintenanc	4,385		6,733		
5219 · Satellite Bldg	16	0	928	0	500
5220 · Clubhouse	123	0	128	0	1,000
5225 · Grounds	357	10,375	16,933	11,125	22,625
5245 · Snow Removal	0		102		
5350 · Equipment Repairs	125	450	2,447	1,350	3,150
5430 · Security Maintenance	68	0	773	0	1,000
Total Maintenance	<u>5,514</u>	<u>14,375</u>	<u>31,396</u>	<u>25,215</u>	<u>55,295</u>
Office Operating Expenses					
5270 · Supplies/Equipment	162	300	1,022	1,200	2,700
5272 · Software/Upgrades/Subscriptions	338	1,174	1,561	1,869	2,703
5275 · General IT support	102	300	921	1,200	2,400
Total Office Operating Expenses	<u>602</u>	<u>1,774</u>	<u>3,505</u>	<u>4,269</u>	<u>7,803</u>
Operational Expenses					
5030 · Bank/Interest Charges	155	80	1,060	1,065	1,545
5033 · Credit Card Costs	0	168	0	1,288	1,708
Total Operational Expenses	<u>155</u>	<u>248</u>	<u>1,060</u>	<u>2,353</u>	<u>3,253</u>
Park Functions					
5005 · Board Training	0	0	0	750	750
5007 · Staff Training & Courses	0	0	0	750	750
5010 · AGM & Meetings	0	1,000	0	1,000	1,000
5240 · Memberships, Dues, Community	0	0	0	0	289
5365 · Park Functions & Activities	0	50	131	650	950
Total Park Functions	<u>0</u>	<u>1,050</u>	<u>131</u>	<u>3,150</u>	<u>3,739</u>
Personnel Expenses					

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07/06/21

Accrual Basis

Condominium Corporation No. 0311515
Profit & Loss Budget Performance
June 2021

	Jun 21	Budget	Jan - Jun 21	YTD Budget	Annual Bud...
5310 · WCB	544		1,188		
5490 · Management	4,194	4,515	20,620	18,270	40,200
6510 · Caretaker salaries	3,692	4,584	11,341	13,752	32,088
6520 · Pool maintenance salaries	0	4,386	0	4,386	13,770
6530 · Maintenance Salaries	8,049	6,500	20,259	19,500	45,500
6560 · Payroll Expenses Employees	1,243		4,359		
Total Personnel Expenses	17,722	19,985	57,766	55,908	131,558
Professional Fees					
5340 · Accounting	0	2,000	0	6,000	18,000
5345 · Legal	0	500	3,150	5,000	8,000
Total Professional Fees	0	2,500	3,150	11,000	26,000
Utilities					
Communications					
5420 · Satellite TV	140	143	549	429	1,001
5450 · Telephone	192	231	1,487	1,446	2,832
5510 · Website	1,385	0	1,426	0	1,146
Total Communications	1,716	374	3,462	1,875	4,979
5380 · Garbage Removal	74	1,900	4,619	6,585	14,000
5400 · Natural Gas	561	710	3,538	4,710	8,350
5410 · Power	19,199	21,000	58,793	68,800	181,150
5440 · Sewage Disposal	26,015	23,500	56,866	56,550	153,050
5460 · Water	0	0	2,450	1,950	22,150
5530 · Wireless Internet	3,022	945	15,850	5,670	11,340
Total Utilities	50,587	48,429	145,579	146,140	395,019
5035 · Bad Debts	0	193	530	579	1,155
5372 · Safety/Medical Supplies	0	0	89	0	950
5373 · Permits	60	0	60	0	349
5374 · Pool Maintenance- Repairs	64	4,200	64	4,200	10,700
5750 · COVID-19 Expenses	0	0	0	2,000	2,000
Total Expense	74,705	94,554	274,180	285,364	671,271
Net Ordinary Income	33,850	12,983	68,062	55,057	7,026
Net Income	33,850	12,983	68,062	55,057	7,026

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Condominium Corporation No. 0311515

Balance Sheet

As of July 6, 2021

07/06/21
Accrual Basis

	<u>Jul 6, 21</u>
ASSETS	
Current Assets	
Chequing/Savings	
Total of all Banks	
Servus Credit Union	
1010 - Servus Patronage	131.20
1015 - Capital Reserve	60,184.59
1020 - Chequing 9661950	<u>344,018.33</u>
Total Servus Credit Union	404,334.12
1026 - Credential Securities - cash	61,757.65
1027 - Credential Securities	<u>363,894.09</u>
Total Total of all Banks	829,985.86
1050 - Petty Cash	75.50
Total Chequing/Savings	830,061.36
Accounts Receivable	
1200 - Accounts Receivable	-60,562.82
Total Accounts Receivable	-60,562.82
Other Current Assets	
1016 - Prepaid Insurance	4,914.50
1203 - Allowance for bad debt	-4,470.96
1220 - Undeposited Funds	<u>2,270.00</u>
Total Other Current Assets	2,713.54
Total Current Assets	<u>772,212.08</u>
TOTAL ASSETS	<u><u>772,212.08</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 - Accounts Payable	27,206.41
Total Accounts Payable	27,206.41
Credit Cards	
2004 - Mastercard - 6817	2,105.02
Total Credit Cards	2,105.02
Other Current Liabilities	
2010 - Accrued Liabilities	395.01
2020 - Payroll Liabilities	1,564.59
Total Other Current Liabilities	1,959.60
Total Current Liabilities	<u>31,271.03</u>
Total Liabilities	31,271.03
Equity	
2999 - Capital Replacement Reserve	52,020.00
2998 - Contrib Capital - Cap Rplc Rese	
3000 - Capital Replacement Reserve Exp	
3021 - Eavestrough & Downspouts	-5,092.50
3024 - Hot Water Heaters (2) Pumps (4)	-6,567.75
3043 - Office Equipment & Furniture	-1,277.12
3048 - Reserve Fund Study	-577.50
3055 - Swimming Pool Equipment	-272.99
3070 - Sidewalks around common bldgs	-4,500.00
3071 - Decking on clubhouse building	<u>-1,000.00</u>

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07/06/21

Accrual Basis

Condominium Corporation No. 0311515

Balance Sheet

As of July 6, 2021

	<u>Jul 6, 21</u>
Total 3000 · Capital Replacement Reserve Exp	-19,287.86
3004 · Reserve Interest	44.76
3009 · Cap Replace Reserve - Open Bal	<u>453,059.43</u>
Total 2999 · Capital Replacement Reserve	485,836.33
3900 · Retained Earnings	89,572.70
3901 · Interfund transfers - OF	-6,178.45
Net Income	<u>171,710.47</u>
Total Equity	<u>740,941.05</u>
TOTAL LIABILITIES & EQUITY	<u><u>772,212.08</u></u>