

CONDOMINIUM CORPORATION NO. 0311515  
COUNTRY LANE ESTATES

June 01, 2023

MINUTES OF THE BOARD OF DIRECTORS IRREGULAR MEETING  
In-person at 5:30 p.m. at Country Lane Estates  
370165 79 Street E, Foothills County, Alberta T1S 1B4

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**Board Members in Attendance:**

Mr. Chuck McClain, Chair	Ms. Mavis Forget, Director
Mr. Allan Faryna, Vice Chair	Mr. Vern Lecocq, Director
Mr. Cameron King, Treasurer	Ms. Vicki Fritz, Secretary (Via Phone)

**Regrets**

Ms. Robyn Ollett, Director

**Guests**

User Group (Friends of the Dog Park) – Dog Park Presentation  
Ms. Cathy McNaught (via phone) – Introduction of Independent Reviewer & Advisor

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**1. CONSTITUTION OF MEETING**

Mr. Chuck McClain presided as Chair of the meeting and called the meeting to order at 5:30 p.m.

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**

- New Business – Addition: Introduction of Independent Reviewer & Advisor, Ms. Cathy McNaught

**MOTION**      **2023-028**

THAT the Board of Directors approve the agenda, as amended.

Moved by: Ms. Mavis Forget and Seconded by: Mr. Cameron King.

**CARRIED**

**3. CONFLICT OF INTEREST DECLARATION**

- No Conflicts declared at this time.

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**4. APPROVAL OF PREVIOUS MEETINGS**

- Approval of May 4, 2023, Board of Directors Minutes Signed as approved by Mr. Chuck McClain (Treasurer) and Ms. Mavis Forget (Director). Given that the approvers are the only Directors present, it is not appropriate for them to move to approve these minutes. Any questions or inaccuracies must be directed to the previous Board.
- Approval of May 10, 2023, Board of Directors Special Meeting Minutes Signed as approved by Mr. Chuck McClain (Treasurer) and Ms. Mavis Forget (Director). Given that the approvers are the only Directors present, it is not appropriate for them to move to approve these minutes. Any questions or inaccuracies must be directed to the previous Board of Directors.
- Approval of May 29, 2023, Board of Directors Minutes
  - The draft copy of the minutes provided to Directors was from an earlier draft and was also incorrectly identified as being with the previous Board. As a result, an email copy of the revised minutes were sent to the members of the Board.

**MOTION**      **2023-029**      **Poll conducted by email on June 1, 2023.**

THAT the Board of Directors approve the minutes of the May 29, 2023.

Moved by: Mr. Cameron King and Seconded by: Ms. Robyn Ollett

**CARRIED**

**MOTION**      **2023-030**      **Poll conducted by email on May 20, 2023.**

THAT the Board of Directors accept the quote from Concrete Experts for \$4,139.10 and proceed with the pool repairs.

Moved by: Mr. Ron Zeegers and Seconded by: Mr. Ron Jones

**CARRIED**

**5. MOTION TO APPROVE POOL QUOTE**

It was noted that the actual final invoice amount from Concrete Experts was in the amount of \$2,323.65. Mr. Chuck McClain explained that the original quote was provided as a “not to exceed amount” while the invoice-provided us with the actual amount they charged to complete this work.

**ACTION: Mr. Cameron King to provide park with update to Park.**

**6. BUSINESS ARISING FROM MINUTES**

**A. Action Log Discussion**

- The Board’s current process is to record all action items to hand write them in a-logbook, and there is no formal process for reviewing and tracking the outstanding action items within this logbook.

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- A format change to the minutes proposed by independent advisor, Ms. Cathy McNaught, was reviewed by the directors and this revised format will now include all Action Items within the minutes.
  - Going forward all Action items are to be reviewed at subsequent meetings and either closed or carried forward to the next meeting.
- After discussing it the Board agreed that this new format for compiling meeting minutes will be implemented effective immediately.
  - Outstanding items in the current logbook will be reviewed at the next Board meeting and, if still outstanding, it will then be added to the minutes.

**ACTION: Ms. Vicki Fritz is to add ACTION ITEM REVIEW to the Agenda of our next regularly scheduled Board Meeting.**

**B. Administrator Communication**

- Mr. Chuck McClain explained that many communications were going out with the Administrator's name on the signature line and that this has resulted in feedback, often negative, being improperly directed towards the administrator.
  - Going forward all park communications will be distributed with a signature line reflecting the correct source of the communication, whether that be from the Board, a Director, the Administrator, the Social Club, or any other person with a message to the park.
- It was further noted that information communications regarding rule reminders are going out too frequently and is becoming an annoyance to owners.
  - This information was discussed, and the Board agreed that notices, such as this be limited, and consolidated into a semi-regular communication, not to be issued more than once a week.

**ACTION: Mr. Chuck McClain will inform our Administrator of this new requirement for a proper signature within Park Communications.**

**C. Web Page**

- The current web page was discussed and determined that a refresh is needed.
- Ms. Mavis Forget will be reaching out to volunteers, Ms. Sheila Faryna, and Mr. Chris Cutler, asking them to please assist the Board in updating the current web site.
- Ms. Forget will also request that they please also consider helping the Board to maintain the Web site and keeping the information current going forward.

**ACTION: Ms. Mavis Forget to arrange update of administrative rights to the web site in order to accommodate updating and maintenance volunteers.**



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**7. NEW BUSINESS**

**A. Fire Ban Notices**

- Currently Country Lane Estate fire bans are issued in an arbitrary fashion without reference to any local authority.
- It was agreed that, as we are located under the rural authority of the County of Foothills, we align our notices with the County of Foothills.

**MOTION      2023-031**

Fire Bans in Country Lane Estates are to be aligned with those maintained by the Foothills County Emergency Services. Fire Ban status are to be monitored and then communicated to the park by the Administrator

Moved by: Mr. Allan Faryna and Seconded by: Mr. Cameron King

**CARRIED**

**ACTION: Mr. Chuck McClain to inform Park Administrator of these new responsibilities.**

**B. DOG PARK**

- Presentation by User Group (Friends of the Dog Park) was received.
- Ms. Jackie Boulton, Ms. Deb Cameron, and Mr. Gary Motiuk were invited to join the meeting and present to the Board. Ms. Jackie Boulton spoke on behalf of the group.
- Key Points of Presentation:
  - Create a safe, fun and beautiful area where people can exercise with their pets in an enclosed environment.
  - There is no area within the park where pets are permitted off-leash.
  - There is still work to be completed to finish the park and volunteers are ready to complete this work.
  - Volunteers will maintain the landscape during the season including raking, mowing and edge trim.
  - Volunteers to provide and maintain signs, rules, and regulations for users.
  - Donations of chairs, table, bench, cement block, and a water dispenser have been received.
  - The goal is to create a well-maintained safe environment.
  - Informal gatherings have garnered much needed support for the park.
  - The User Group requested access to the park, to complete the required work.

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- Question and Answer discussion followed the presentation.
- Key points established were:
  - Park use is intended for residents and guests are to be accompanied by an owner.
  - The Board would like to recognize donors and determined that recognitions would be included in a more global nature for the park with a display in a central location to be determined.
  - While the dog park will not be locked, signage will include a reminder of the park's quiet hours from 11 p.m. to 8 a.m.
- The Board thanked the group, and they exited the meeting.

**ACTION: Ms. Vicki Fritz to add an agenda item to the next Board meeting to discuss donation recognition within the park.**

A Motion to address the "Move Forward Plan" arising from Special AGM Meeting on May 28, 2023, was addressed next by the Board and a detailed discussion followed.

- The Board members reviewed the background information package which was provided to the Board on May 30, 2023.

**MOTION**      **2023-32**

THAT the 2023 Country Lane Estates Board of Directors move forward with the request made to the 2022 Board of Directors during the AGM meeting held on Sunday, May 28, 2023, to provide owners with a report communicating the results of a review to establish that the Board of Directors did follow required policies and procedures for installing the dog park.

Highlighted points are as follows:

- a) The Board had been given proper notice of the meeting.
- b) The Board established the required quorum at the meeting allowing the Chair to call the meeting to order for the transaction of business.
- c) The Board passed the agenda, as amended with the addition of the Approval of the Dog Park under New Business.
- d) The Director of Physical Facilities/Infrastructure & Treasurer provided the Board with all the necessary information required to make an informed decision regarding this proposal including a budgeted amount of \$6,500.
- e) The majority of the Board of Directors in attendance at the meeting voted in favor of building a Dog Park at Country Lane Estates as stated in the minutes from the September 06, 2022, Board Meeting.
- f) The method to vote at a regular Board meeting item aligned with the bylaws of the CLE Condo Association and did not require an ordinary or special resolution.

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The information to be sent out to owners will also include:

- a) An accounting of what has been spent to date on the Dog Park.
- b) Budget implications for the 2023 fiscal year.
- c) Remaining construction details required to complete the Dog Park.
- d) Establishing a User Group to coordinate the use and maintain the Dog Park moving forward.

Moved by: Mr. Cameron King and Seconded by: Mr. Vern Lecocq

**CARRIED**

**C. INTRODUCTION OF INDEPENDENT REVIEWER AND ADVISOR TO THE BOARD**

- Ms. Cathy McNaught was invited to attend the meeting by phone. Mr. Chuck McClain introduced Ms. Cathy McNaught to the Board and requested that she provide some background information regarding her background and qualifications to act as an independent reviewer and advisor to the Board.
- Some of the Key Points include:
  - Ms. McNaught has lived in Calgary in a bare land condominium for the past 17 years and was the President of the Board for 7-years and the Treasurer for an additional 2-years.
  - She actively participated in setting up their Condo Board, an operating budget, the Reserve Fund Study, as well as policy and procedures for the Board, on top of writing the bylaws for the corporation and successfully obtaining 90% shareholder approval required to register the corporation, etc.
  - In her 25-year career she has worked professionally with both boards of directors and boards of governors. Currently she is working professionally with a board of directors consisting of fifteen members.
  - Ms. McNaught is a new owner in Country Lane Estates.
- The Board had a brief question and answer session with Ms. Cathy McNaught:
  - Ms. Cathy McNaught indicated that she has already had several conversations with Mr. Chuck McClain and that she has-also provided the Board with some new documentation (including templated for Agenda, Minutes and Motions).
  - Ms. McNaught also mentioned that she has quite a few more suggestions on things that will help as the Board moves forward so that owners will be able to gain a level of trust in the competence of the Board's actions.



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- As an administrative step, it was agreed by Mr. Chuck McClain, Mr. Cameron King, Mr. Vern Lecocq, Ms. Mavis Forget, Mr. Allan Faryna, and Ms. Viki Fritz that the Board would approve Ms. Cathy McNaught as an Independent Reviewer and Advisor.

**ACTION: Mr. Chuck McClain to review the administrative step, that the Board approve Ms. Cathy McNaught as an Independent Reviewer and Advisor for the Board, with Ms. Robyn Ollett and bring forward any questions or concerns she may have.**

- Ms. Cathy McNaught left the meeting.

**8. IN CAMERA DISCUSSION**

- In camera session was declared at 7:30 p.m.

**9. OUT OF CAMERA**

- In camera discussion was completed and Out of Camera resumed at 7:43 p.m.

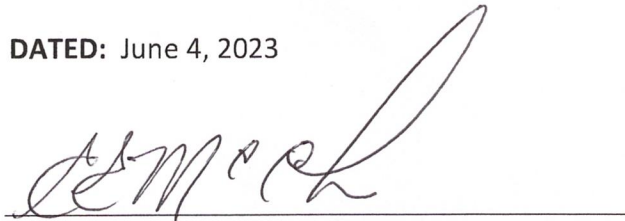
**10. NEXT MEETING**

- Discussion on resumption of regular meetings.
  - It was determined that twice monthly meetings would work best for the Board.
  - Board meetings will be scheduled on the second and fourth Tuesday of each month.
  - The Board also agreed that meetings would start at 5:30 p.m.
- The next regularly scheduled meeting is on Tuesday, June 6, 2023, at 5:30 p.m.

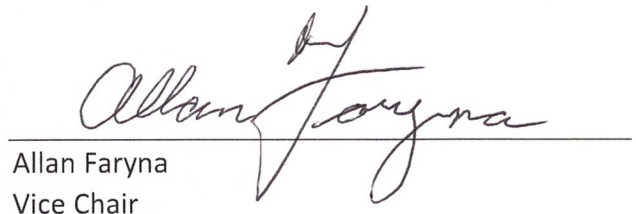
**11. MEETING ADJOURNMENT**

- Meeting adjourned by Mr. Chuck McClain at 7:52 p.m.

**DATED:** June 4, 2023



Chuck McClain  
Chair



Allan Faryna  
Vice Chair