

CONDOMINIUM CORPORATION NO.0311515
COUNTRY LANE ESTATES
JUNE 27, 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
Mr. Vern Lecocq
Ms. Robyn Ollett

Regrets: All Present

1. CONSTITUTION OF MEETING

Chuck McClain presided as chair of the meeting to order at 5:30 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 2023-035

THAT the Board of directors approve the agenda as presented

Moved by Cameron King Seconded by Robyn Ollett

CARRIED

3. **CONFLICT OF INTEREST DECLARATION**

- No Conflicts declared at this time

4. **APPROVAL OF JUNE 6, 2023 MEETING MINUTES AND BUSINESS ARISING**

MOTION 2023-036

THAT the Board of Directors approve the June 6 Meeting Minutes and Business Arising

Moved by Allan Faryna Seconded by Vern Lecocq

CARRIED

5. **BUSINESS ARISING FROM MINUTES**

a. Action Items 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 conversation item - not on our property

Board will set up a committee. June 27/2023- Mavis Forget will ask Administrator to send a note to CLE asking for volunteers (3-5 people) to work on playground development

ACTION September 20/2022 - Chuck McClain - Back gate

June 27/2023 Gate is installed - Completed

ACTION: June 6/2023 Cameron King will get more information regarding Maintenance questioning moving forward on front ramp - Completed

June 27/2023 Cameron met with facilities and it was decided the ramp is in good repair

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

ACTION: June 6/2023 -Cameron King will get update on building of custodian cupboards from maintenance -Completed

June 27/2023 Cupboard for custodian supplies completed in men's washroom . Estimate around \$1,000.

June 27/2023 Custodian cupboard in the laundry room is not finished. Shelves need to be put in and door on.

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

ACTION: June 6/2023 - Vern LeCocq will inform owners requesting addition of sewer pipe - need to put in Lot Improvement. - Completed

June 27/2023 - lot owner changed their mind

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. -

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

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

ACTION: June 6/2023 Allan Faryna will look into passwords for

CountryLane24 -June 27/2023 Completed

ACTION: June 6/2023 Allan Faryna will try to get the printer in the Boardroom working . June 27 : decision to not spend money to fix printer, use the one in the office- Completed

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.

ACTION: June 6/2023 Robyn Ollett will follow up on removal of appliances with Maintenance. June 27/2023 Complete: All appliances - two dryers and one washer all broken. No replacement as the custodian closet has taken up the space. One dryer has tar in it. Possibly mark one washer with "Work Clothes and Pet Bedding".

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.

ACTION: June 6/2023 Vicki Fritz will meet with Chuck McClain to address clarification of the Watering Schedule Policy -June 27/2023 - Ongoing

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.

ACTION: June 6/2023 Robyn will give her drawings/pictures to Helen Thomas (Administrator) Completed : June 27/2023 The pictures will be attached to rental agreements and displayed on walls for everyone to see how rooms need to be left after using

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. June 27/2023 Regarding acknowledgement of park donations on website. 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.

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

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 McClain has spoke to Administrator to set the meeting up with Bonnie Kerr

b. Financial Review - Cameron King

Cameron King presented the Financial Report as of

-Year to date - Profit and Loss Statement dating January 1/2023 - June 27/2023

-Month Profit and Loss Statement dating June 1-27/2023

-Balance Sheet as of June 27/2023

It was decided to have financial copy at each meeting of:

- a. Monthly Actuals
- b. Year to Date Actuals
- c. Monthly Budget
- d. Year to date budget

Making it easier for owners to see our activity is following the budget.

ACTION: June 27/2023

Vern Lecocq is to look into lot improvement rules regarding replacement of trees

ACTION: June 27/2023

Chuck McClain will check out why Acct. 1099 is not on Financial Statements.

Quote for Gunnebo setting the front gate for less time up and down is \$1,281.00. The board of Directors made a decision to leave as is.

EMS requests that someone be at the gate to let them in. Does not have access code or entry details.

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

Red Box is strictly for the Fire Department. 911 is controlled out of Red Deer.

Key Pad is not programmed at this time. Owners will not have access code to the keypad.

Will continue conversation next meeting.

ACTION: June 27/2023 Cameron King and Maintenance will work together to come up with what the sign will read.

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.

MOTION: **2023-037**

THAT the Board of Directors approve the June 6/2023 Financials as presented. These financials were reviewed but no motion was brought forward at that time.

Moved by Vicki Fritz, Seconded by Vern Lecocq

CARRIED

MOTION : **2023-038**

THAT the Board of Directors approve the June 27/2023 Financials as presented

Moved by Allan Faryna, Seconded by Robyn Ollett

CARRIED

6. PARK ADMINISTRATOR'S REPORT – Helen Thomas

Quote for Gunnebo setting the timing on the front gate is \$1,281.00. The Board of Directors made a decision to leave it as is.

MTM Waste Solutions invoice is very high compared to previous invoices. Finding items in large dumpster like lumber and concrete blocks. Several lot improvements are happening at this time so it is easy to put items in that are not accepted- only household waste approved. Decision was made to try to control through signage first - what is allowed in the bin. If that does not work there will be a fine for anyone who places items that are not allowed. Cameras in the area.

ACTION: June 27/2023 Cameron King and Maintenance will work together to come up with what the sign will read.

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.

One of the treadmills is not working. Part is significant.

ACTION: June 27/2023 Cameron King will pull the 5-year plan for equipment

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

7. DIRECTORS' REPORT

a. Mavis Forget

-There is a drip system but it does not work.

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

- Fire pit is behind the Maintenance shop. Have fabric and dirt. This is ongoing.

b. Vern Lecocq

-30 lot improvements have been approved. 10 still in progress from the previous board. 40 total.

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.

c. Cameron King

- Pool open - still a leak. Maintenance is contacting Pinnacle Aquatic to line up a test company to come fix it.
- Dog park open
- Seal on the drain line going into a manhole - fresh water is coming in. Near lots 207 and 208. Going into our system and we are paying the price to haul it. Maintenance has contacted Wildrose to get a quote for placing a seal
- Repair to root on the pathway is done.
- Necessary to dig up fire hydrant before winter

ACTION: June 27/2023 Cameron King and Chuck McClain will get quotes on new equipment

d. Allan Faryna

- Gunnebo came and replaced keypad on gate

- Fixed door in Great Room

- Leave doors open in Satellite Washrooms - there has been like this for the last year and a half, cameras outside the washrooms.

A decision was made to leave doors unlocked

- closed circuit tv program in Clubhouse- Decision to not pursue
- The cable from the satellite dish may be the problem with the TV. Maintenance will deal with it

e. Vicki Fritz

- No in-camera minutes to be taken
- Bylaw meeting

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

f. Robyn Ollett

- Need mop and pail, cloth to sit in each washroom as there is no way of cleaning up mess if custodians are not there.

ACTION: June 27/2023 Robyn Ollett will purchase mops and pails for the two washrooms

8. **NEW BUSINESS**

a. Recognition Anonymous/Unidentified email concerns

ACTION: June 27/2023 Vicki Fritz will provide Helen Thomas with blanket statement regarding Anonymous/Unidentified emails

b. Owner, participation or viewing of board meetings

Conversation was held by Board:

- we are not a professional board - volunteer organization
- not been formally trained in all the proper protocols for our Board
- Board meetings will be listed on website
- all minutes are transparent and are available to the owners
- opportunities for Town Hall meetings are also available

c. Parking at Dog Park

- short term parking allowed for dog park on the streets

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

d. Swimming Pool Hours

- many people have made comments regarding pool hours - are requesting more adult swim time.

* This will be on **TRIAL BASIS**

-12:30pm - 2:00pm - Adult Swim on **Monday - Thursday.**

- 8:00pm-10:00pm (only with volunteer help)

- Volunteers would lock up at 10:00pm. Put in the prepared chemicals and cover the pool.

Sunday the pool is closed at 9:00pm.

Age is 18 years old

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

- e. Fitness Equipment – 5-year plan and replacement
 - When quote comes in for the part for treadmill, determine if the cost of repair is Worth it
- f. Pool deficiency report from AHS
 - Get the signs created to abide by AHS rules
 - Missing Pool Safety and Supervision Plan
 - Missing sign -Do not swim alone
 - Missing sign- Street footwear must not to be worn in high traffic areas
 - Missing - Shower sign adding the requirement of the use of soap before entering pool

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

ACTION: June 27/2023 Robyn Ollett will walk through with AHS when they come again to check if all signs already posted are necessary.

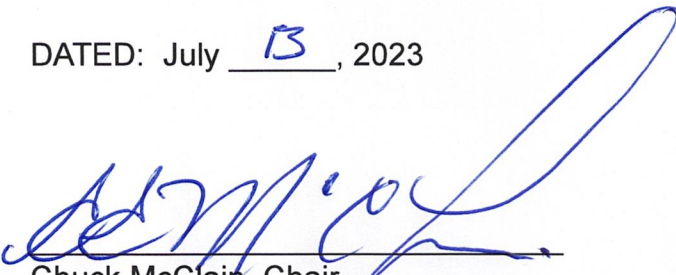
- g. Parking during private events
 - encourage people to park outside the gate when attending events if possible

9. In-Camera Discussion 8:15 pm
Out of Camera 9:25 pm

10. Next meeting Thursday July 13, 2023 @5:30 pm

11. Termination of Meeting 9:26 pm **CARRIED**

DATED: July 13, 2023



Chuck McClain, Chair



Vicki Fritz, Secretary

Condominium Corporation No. 0311515

Balance Sheet

As of 27 June 2023

27 Jun 23

ASSETS

Current Assets

Chequing/Savings

Total of all Banks

Servus Credit Union

1010 - Servus Patronage 795.00

1015 - Capital Reserve 80,709.78

1020 - Chequing 9661950 256,922.71

Total Servus Credit Union 338,427.49

1026 - Credential Securities - cash 44,958.59

1027 - Credential Securities 437,372.97

Total Total of all Banks 820,759.05

1050 - Petty Cash 42.00

Total Chequing/Savings 820,801.05

Accounts Receivable

1200 - Accounts Receivable -105,421.37

Total Accounts Receivable -105,421.37

Other Current Assets

1016 - Prepaid Insurance 5,954.99

1203 - Allowance for bad debt -5,700.96

Total Other Current Assets 254.03

Total Current Assets 715,633.71

TOTAL ASSETS 715,633.71

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 - Accounts Payable 4,028.46

Total Accounts Payable 4,028.46

Credit Cards

2022a - MasterCard - 3327 -0.10

2022b - MasterCard - 3319 2,437.96

Total Credit Cards 2,437.86

Other Current Liabilities

1099 - Social Events Committee 1,954.77

2020 - Payroll Liabilities 4,046.35

Total Other Current Liabilities 6,001.12

Total Current Liabilities 12,467.44

Total Liabilities 12,467.44

Equity

2999 - Capital Replacement Reserve

2998 - Contrib Capital - Cap Rplc Rese 116,983.20

3000 - Capital Replacement Reserve Exp

3036 - Roadway Sealing and Resurfacing -1,000.00

3048 - Reserve Fund Study -768.60

2:59 PM
2023-06-27
Accrual Basis

Condominium Corporation No. 0311515

Balance Sheet

As of 27 June 2023

	<u>27 Jun 23</u>
3057 · Washers/Dryers Replacement	-7,909.65
3058 · Security Gate Upgrade	-28,758.29
3070 · Sidewalks around common bldgs	-12,000.00
3075 · Snow Blowers	-2,255.40
Total 3000 · Capital Replacement Reserve Exp	-52,691.94
3004 · Reserve Interest	2,876.08
3009 · Cap Replace Reserve - Open Bal	490,734.99
2999 · Capital Replacement Reserve - Other	-90.48
Total 2999 · Capital Replacement Reserve	557,811.85
3900 · Retained Earnings	55,330.73
Net Income	90,023.69
Total Equity	703,166.27
TOTAL LIABILITIES & EQUITY	<u>715,633.71</u>

Condominium Corporation No. 0311515
Profit & Loss
1 - 27 June 2023

1 - 27 Jun 23

Ordinary Income/Expense

Income

4000 · Contribution Maintenance Fees	112,056.00
4015 · Clubhouse Rental	100.00
4023 · Estoppel Income	300.00
4055 · Key Fob Income	300.00
4070 · Laundry Income	1,743.75
4999 · Uncategorized Income	320.00

Total Income

114,819.75

Gross Profit

114,819.75

Expense

Maintenance

5050 · Janitorial Supplies	825.22
5205 · Supplies	656.29
5209 · Plumbing/water/sewer maintenanc	318.55
5220 · Clubhouse	959.20
5225 · Grounds	766.00
5350 · Equipment Repairs	2,677.02

Total Maintenance

6,202.28

Office Operating Expenses

5270 · Supplies/Equipment	490.62
5271 · Internet for Office	551.25
5272 · Software/Upgrades/Subscriptions	150.00
5275 · General IT support	220.79

Total Office Operating Expenses

1,412.66

Park Functions

5010 · AGM & Meetings	10.50
5240 · Memberships, Dues, Community	288.75
5365 · Park Functions & Activities	40.32

Total Park Functions

339.57

Personnel Expenses

5490 · Management	5,025.00
6510 · Caretaker salaries	4,573.40
6520 · Pool maintenance salaries	908.44
6530 · Maintenance Salaries	6,430.00
6560 · Payroll Expenses Employees	1,733.32

Total Personnel Expenses

18,670.16

Utilities

Communications

5420 · Satellite TV	108.13
5510 · Website	205.00

Total Communications

313.13

5400 · Natural Gas

375.40

5410 · Power

21,816.56

Total Utilities

22,505.09

2:58 PM
2023-06-27
Accrual Basis

Condominium Corporation No. 0311515
Profit & Loss
1 - 27 June 2023

	<u>1 - 27 Jun 23</u>
5035 - Bad Debts	41.71
5374 - Pool Maintenance- Repairs	<u>2,179.25</u>
Total Expense	<u>51,350.72</u>
Net Ordinary Income	<u>63,469.03</u>
Net Income	<u><u>63,469.03</u></u>

Condominium Corporation No. 0311515

Profit & Loss

1 January through 27 June 2023

1 Jan - 27 Jun 23

Ordinary Income/Expense

Income

4000 · Contribution Maintenance Fees	337,337.28
4015 · Clubhouse Rental	400.00
4023 · Estoppel Income	975.00
4050 · Winter Usage Fee	11,315.00
4055 · Key Fob Income	975.00
4065 · Maintenance Income	400.00
4070 · Laundry Income	4,519.75
4999 · Uncategorized Income	320.00

Total Income

356,242.03

Gross Profit

356,242.03

Expense

Fuel

5150 · Gasoline	1,593.65
5165 · Propane	637.66

Total Fuel

2,231.31

General Insurance

5170 · Building Insurance	30,952.00
5190 · Vehicle Insurance	3,834.00

Total General Insurance

34,786.00

Maintenance

5020 · Automobile Expense	120.75
5050 · Janitorial Supplies	1,540.11
5205 · Supplies	-291.98
5209 · Plumbing/water/sewer maintenanc	1,425.33
5220 · Clubhouse	1,687.84
5225 · Grounds	8,570.97
5350 · Equipment Repairs	3,924.57

Total Maintenance

16,977.59

Office Operating Expenses

5270 · Supplies/Equipment	1,364.08
5271 · Internet for Office	929.25
5272 · Software/Upgrades/Subscriptions	1,060.12
5275 · General IT support	820.09
Office Operating Expenses - Other	16.79

Total Office Operating Expenses

4,190.33

Operational Expenses

5030 · Bank/Interest Charges	103.35
5195 · interest Expense	34.84

Total Operational Expenses

138.19

Park Functions

5010 · AGM & Meetings	199.35
5240 · Memberships, Dues, Community	288.75
5365 · Park Functions & Activities	414.61

Condominium Corporation No. 0311515

Profit & Loss

1 January through 27 June 2023

1 Jan - 27 Jun 23

Total Park Functions	902.71
Personnel Expenses	
5310 · WCB	482.80
5315 · Payroll Costs - Other	2,966.63
5490 · Management	16,012.26
6510 · Caretaker salaries	11,804.71
6520 · Pool maintenance salaries	1,157.82
6530 · Maintenance Salaries	18,342.86
6560 · Payroll Expenses Employees	4,439.16
Total Personnel Expenses	55,206.24
Professional Fees	
5340 · Accounting	5,092.50
5345 · Legal	253.90
Total Professional Fees	5,346.40
Utilities	
Communications	
5420 · Satellite TV	352.79
5450 · Telephone	715.00
5510 · Website	243.63
Total Communications	1,311.42
5380 · Garbage Removal	7,031.02
5400 · Natural Gas	5,622.54
5410 · Power	76,851.12
5440 · Sewage Disposal	44,326.52
5460 · Water	5,728.39
Total Utilities	140,871.01
5035 · Bad Debts	41.71
5372 · Safety/Medical Supplies	942.21
5374 · Pool Maintenance- Repairs	4,540.66
7000 · Purchase of Property & Equipmen	293.98
7200 · Proceeds sale property & Equip	-250.00
Total Expense	266,218.34
Net Ordinary Income	90,023.69
Net Income	90,023.69