

CONDOMINIUM CORPORATION NO. 0311515
COUNTRY LANE ESTATES
JUNE 06, 2023

MINUTES OF THE BOARD OF DIRECTORS MEETING
In-person at 5:30 p.m. at Country Lane Estates
370165 79 Street E, Aldersyde, Alberta, T0L 0A0

Board Members in Attendance

Mr. Chuck McClain, Chair	Ms. Mavis Forget
Mr. Allan Faryna, Vice Chair	Mr. Vern Lecocq
Mr. Cameron King, Treasurer	Ms. Robyn Ollett
Ms. Vicki Fritz, Secretary	

1. CONSTITUTION OF MEETING

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:
 - h. Social Committee 3 questions – Allan Faryna
 - i. Bylaw Updates – Chuck McClain

Strike:

- 8. Social Club Update – Holly Genois

MOTION **2023-033**

THAT the Board of Directors approve the Agenda, as amended

Moved by Mavis Forget, seconded by Robyn Ollett

CARRIED

3. CONFLICT OF INTEREST DECLARATION

No conflicts declared at this time.

4. **APPROVAL OF PREVIOUS MEETING MINUTES**

MOTION	2023-034	poll conducted by email
THAT the Board of Directors approve the minutes of the June 01, 2023 meeting as provided by email on June 04, 2023		
Moved by Mavis Forget, seconded by Vicki Fritz		CARRIED

5. **BUSINESS ARISING FROM MINUTES**

a. **Action Item Review:**

Previous Actions

ACTION: June 28, 2022 – Chuck McClain – Berm to be taken down

ACTION: July 5, 2022 – Chuck McClain – Fix the stucco on the entrance gate. Looking at another quote

ACTION: August 9, 2022 – Mavis Forget – Playground grants. Will become conversation item – not on our property. Board will set up committee

ACTION: September 20, 2022 – Chuck McClain – Back gate. Discussion: Gate is bought but waiting for contractor to come

June 1, 2023 Actions:

ACTION: June 1, 2023 – Cameron King to provide park with update to Park – completed

ACTION: June 1, 2023 – Vicki Fritz to add ACTION ITEM REVIEW to the agenda of our next regularly scheduled Board Meeting – completed

ACTION: June 1, 2023 – Chuck McClain will inform our administrator of this new requirement for proper signature line in Park communication – completed

ACTION: June 1, 2023 – Mavis Forget to arrange update for administrative rights to the website in order to accommodate updating and maintenance volunteer – completed

ACTION: June 1, 2023 – Chuck McClain to inform administrator of new responsibilities – completed

ACTION: June 1, 2023 – Vicki Fritz to add agenda item to next ordinary meeting to discuss donation recognition with the Park – completed

ACTION: June 1, 2023 – Chuck McClain to review administrative step with Robyn Ollett and bring forward any questions or concerns she may have – completed

June 6, 2023 Actions

ACTION: June 6, 2023 – Cameron King will get more information regarding maintenance questioning moving forward on front ramp

ACTION: June 6, 2023 – Cameron King will deal with maintenance regarding ramp surface

ACTION: June 6, 2023 – Cameron King will get update on building of custodian cupboards from maintenance

ACTION: June 6, 2023 – Vern Lecocq will inform owners requesting addition of sewer pipe – need to put in Lot Improvement Application

b. Financial Review – Cameron King

Cameron King covered the Financial Report as of May 31, 2023

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.

6. DIRECTORS' REPORTS

a. Cameron King

Talked to Maintenance regarding the pool. Started pool repair June 5, 2023 but need extra parts. Hoping to get parts June 6, 2023. Will ask Helen Thomas, Administrator, to send notice to Park notifying everyone when pool is ready. Talked to Janet Roth of Lot 191 – ready to start again. Will discuss emails received later

b. Vern Lecocq

- Lot Improvements are going well. All that have been acknowledged are good to go. Many previous one are left to approve
- 15 new Lot Improvement Applications
- Owner would like help moving sidewalk blocks. Volunteers arranged for Saturday, June 10, 2023
- Lot 173 lot improvement to put up solarium 12x24. Must test against bylaws and County approval

c. Allan Faryna

- reached out to Brian Langan to get an update on anything he had outstanding
- Allan will ask Brian Langan for a tour

ACTION: June 6, 2023 – Allan Faryna will contact Helen Thomas regarding access to cameras / passwords / change of passwords

ACTION: June 6, 2023 – Allan Faryna will look into passwords for Country Lane 24

ACTION: June 6, 2023 – Allan Faryna will try to get the printer in the Boardroom working

d. Robyn Ollett

- someone would like to donate a foosball table
- need to find somewhere to put it in Clubhouse
- possibilities are card room and where the organ is located in Fireside Lounge
- need to move the organ first

ACTION: June 6, 2023 – Robyn Ollett will follow up regarding placement of foosball table

- two dryers and one washer removed from the west laundry area. Would like to know the reason and the status of the machines

ACTION: June 6, 2023 – Robyn Ollett will follow up on removal of appliances with Maintenance

e. Mavis Forget

- few more volunteers for gardening
- Sheila Faryna and Chris Cutler are excited to help with website

- f. Vicki Fritz
- Telus reception is very poor – as an individual I reached out to Telus and found out the problems is with the microtowers on roof
 - Telus pays us for equipment on the building – financial
 - conversation is between user and Telus – Corporation has nothing to do with them
 - would like clarification on allotted water times – seems somewhat confusing

ACTION: June 6, 2023 – Vicki Fritz will meet with Chuck McClain to address clarification of the Watering Schedule Policy

- g. Chuck McClain
- anonymous/false name comments are not responded to
 - if utility is ever interrupted call office or maintenance directly

7. **NEW BUSINESS**

- a. Dog Park Update – Chuck McClain
- Everyone on Board received the package that was prepared regarding Dog Park. Chuck McClain asked for any comments regarding issues with the information before it would be released to the Park.
- Email from insurance company. Incremental insurance for dog park is \$110/yr. - .30/lot
- Replied to insurance company about disclaimer and other questions they asked.

Fire Marshall information – No fire lanes in the Park. Anytime you are parking vehicles you have to have 20 feet from the side of the vehicle to the next structure, this includes any drivable surface including asphalt, gravel, dirt, lawn, etc. Will add an addendum into the package on parking. Discussion regarding where lines are necessary.

ACTION: June 6, 2023 – Chuck McClain will contact Roger Lima for price on painting lines on the road.

Decision: Just lines on asphalt at the dog park.

Email received regarding the boards around the dog park that volunteers installed. Boards around the dog park are fit for purpose.

Until package goes out the dog park cannot be opened. Allan Faryna would like a quote from the Condominium Act regarding mitigation put in the package. Cameron King asked that the minutes of the Extraordinary Meeting regarding the dog park be reviewed. Robyn Ollett has sent those minutes as well as the AGM minutes, to all on the previous Board for approval. She will forward them to the new Board as well. The references quoted during the dog park Extraordinary Meeting regarding bylaws need to be reviewed and verified before the package goes out.

Linda Presiloski, previous Chair, stated that it is up to the new Board to approve the minutes. Three previous Board members will approve.

- b. Letter from Custodians: Robin Ollett
- Stating difficulties
- participants of activities are not expected to return to the area the way they found it

- using the washers for pet bedding
- using the showers for dog wash
- using pods in the washing machines
- using bathroom sinks to do household dishes
- unwanted items left in the Clubhouse
- numerous other displays of disrespect

Discussion – Board will review

Robyn has done two drawings and taken pictures of how the Great Room/Card Room is to be set up

Robyn has spoken to user groups and they are all fine with the three tables that are there. The sewing club will put up more tables if they need them.

ACTION: June 6, 2023 **Robyn will give her drawings/pictures to Helen Thomas, Administrator**

- c. Request from Jude Dittman Lot #17
Request to have a closet available to lock drums up rather than leaving them covered up in the room where they are not secure or taking them home each week. Previously stored them in water valve closet. Custodians will take their supplies out soon when their cupboard is built so it possibly is an option.

ACTION: June 6, 2023 **Cameron King will talk to maintenance and see what other closet/armoire may be available other than the water valve closet.**

- d. Donation Recognition within CLE
People are beginning to donate to the Park. Allan suggested recognition on the website. Great response from entire Board. Chuck McClain suggested when Helen Thomas, Administrator, does her update email to the Park she can add that the Board would like to acknowledge those that have donated to the Park since its inception and that we would like to hear about it.

ACTION: June 6, 2023 **Mavis Forget will ask Helen Thomas, Administrator, to add it to her Park update email next week.**

- e. Request for Board Liaison to resume sitting on Social Events Committee Meetings
Previously Board liaison attended Social Events meetings. Social Club representative is to attend the Board meetings to inform the Board of their agenda and planned activities. The Social Club informs Mavis Forget what to put on website for activities in the future. At this point we are not prepared to resume a liaison until Chuck McClain has a meeting with the chair of the Social Events Committee.
- f. Request from Allan Faryna that Social Events Committee continue to take minutes and ensure minutes are filed in Social Club binder in the Fireside Lounge.
- g. Three questions regarding Social Events Committee – Allan Faryna

1. Has the signing authority been changed on the Condominium Corporation/Country Lane Estates Social Committee bank account?
2. Was the "Transfer of the CLE Social Club Bank Account Signing Authority" followed?
3. Was the "Resolution for Allocation of Excess Country Lane Estates Social Club Funding" followed?

ACTION: June 6, 2023 **Chuck McClain and Cameron King will meet with the chair of the Social Club Committee in the near future.**

8. **IN CAMERA DISCUSSION**

In camera session was declared at 7:17pm

9. **OUT OF CAMERA**

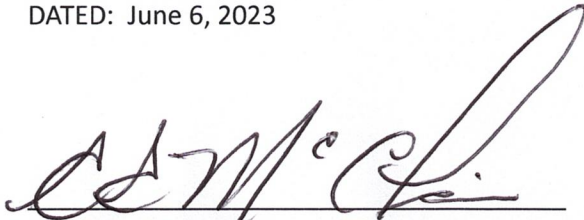
In camera discussion was completed and Out of Camera resumed at 7:45pm

10. **NEXT MEETING – JUNE 27, 2023 at 5:30pm**

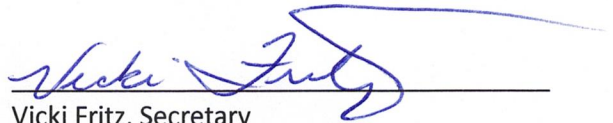
11. **MEETING ADJOURNMENT**

Meeting adjourned by Chuck McClain at 7:47pm

DATED: June 6, 2023



Chuck McClain, Chair



Vicki Fritz, Secretary

Condominium Corporation No. 0311515
Profit & Loss
 May 2023

	<u>May 23</u>
Ordinary Income/Expense	
Income	
4000 · Contribution Maintenance Fees	113,615.04
4015 · Clubhouse Rental	300.00
4023 · Estoppel Income	375.00
4055 · Key Fob Income	525.00
4070 · Laundry Income	<u>1,017.50</u>
Total Income	<u>115,832.54</u>
Gross Profit	115,832.54
Expense	
General Insurance	
5190 · Vehicle Insurance	<u>1,944.00</u>
Total General Insurance	1,944.00
Maintenance	
5020 · Automobile Expense	120.75
5050 · Janitorial Supplies	84.68
5205 · Supplies	133.78
5209 · Plumbing/water/sewer maintenanc	412.14
5220 · Clubhouse	623.66
5225 · Grounds	5,146.97
5350 · Equipment Repairs	<u>787.36</u>
Total Maintenance	7,309.34
Office Operating Expenses	
5270 · Supplies/Equipment	727.53
5271 · Internet for Office	94.50
5272 · Software/Upgrades/Subscriptions	48.30
5275 · General IT support	<u>244.81</u>
Total Office Operating Expenses	1,115.14
Park Functions	
5010 · AGM & Meetings	188.85
5365 · Park Functions & Activities	<u>749.02</u>
Total Park Functions	937.87
Personnel Expenses	
5490 · Management	5,160.00
6510 · Caretaker salaries	4,666.31
6520 · Pool maintenance salaries	249.38
6530 · Maintenance Salaries	6,650.00
6560 · Payroll Expenses Employees	<u>1,211.95</u>
Total Personnel Expenses	17,937.64
Professional Fees	
5340 · Accounting	<u>4,462.50</u>
Total Professional Fees	4,462.50
Utilities	
Communications	
5420 · Satellite TV	108.13

Condominium Corporation No. 0311515

Profit & Loss

May 2023

	<u>May 23</u>
5450 · Telephone	179.75
5510 · Website	4.95
Total Communications	<u>292.83</u>
5380 · Garbage Removal	56.00
5400 · Natural Gas	771.21
5410 · Power	17,993.03
5440 · Sewage Disposal	24,588.69
5460 · Water	<u>2,929.57</u>
Total Utilities	46,631.33
5374 · Pool Maintenance- Repairs	2,361.41
7200 · Proceeds sale property & Equip	<u>-250.00</u>
Total Expense	<u>82,449.23</u>
Net Ordinary Income	<u>33,383.31</u>
Net Income	<u><u>33,383.31</u></u>

Condominium Corporation No. 0311515

Balance Sheet

As of 31 May 2023

31 May 23

ASSETS

Current Assets

Chequing/Savings

Total of all Banks

Servus Credit Union

1010 - Servus Patronage 795.00

1015 - Capital Reserve 54,561.78

1020 - Chequing 9661950 297,417.46

Total Servus Credit Union 352,774.24

1026 - Credential Securities - cash 44,958.59

1027 - Credential Securities 437,372.97

Total Total of all Banks 835,105.80

1050 - Petty Cash 82.35

Total Chequing/Savings 835,188.15

Accounts Receivable

1200 - Accounts Receivable -163,717.16

Total Accounts Receivable -163,717.16

Other Current Assets

1016 - Prepaid Insurance 5,954.99

1203 - Allowance for bad debt -5,700.96

1220 - Undeposited Funds 1,410.00

Total Other Current Assets 1,664.03

Total Current Assets 673,135.02

TOTAL ASSETS 673,135.02

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 - Accounts Payable 33,481.19

Total Accounts Payable 33,481.19

Credit Cards

2022a - MasterCard - 3327 2,254.02

2022b - MasterCard - 3319 118.10

Total Credit Cards 2,372.12

Other Current Liabilities

1099 - Social Events Committee 3,415.06

2020 - Payroll Liabilities 3,859.82

Total Other Current Liabilities 7,274.88

Total Current Liabilities 43,128.19

Total Liabilities 43,128.19

Equity

2999 - Capital Replacement Reserve

2998 - Contrib Capital - Cap Rplc Rese 103,976.70

3000 - Capital Replacement Reserve Exp

3036 - Roadway Sealing and Resurfacing -1,000.00

Condominium Corporation No. 0311515

Balance Sheet

As of 31 May 2023

	<u>31 May 23</u>
3048 · Reserve Fund Study	-768.60
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	544,805.35
3900 · Retained Earnings	54,779.48
Net Income	30,422.00
Total Equity	<u>630,006.83</u>
TOTAL LIABILITIES & EQUITY	<u><u>673,135.02</u></u>