

**CONDOMINIUM CORPORATION NO. 0311515  
COUNTRY LANE ESTATES  
Minutes  
June 9, 2021**

**1. Call to order at 6:30 pm**

**2. Attendance**

Linda Presiloski, Chair  
Chris Knight, Treasurer  
Ron Zeegers, Vice Treasurer  
Mavis Forget, Secretary  
Ron Jones, Board Member  
Gord Wingerak, Board Member  
Helen Thomas, Park Administrator

**Attendance via Zoom**

Todd Walton, Vice Chair

**3. Approval of Agenda**

**Motion 2021-39**

Motion to adopt Agenda as presented.

Moved by Ron Zeegers, seconded by Mavis Forget

*Carried*

**4. Approval of May 26, 2021 Minutes**

**Motion 2021-40**

Motion to approve the minutes as presented.

Moved by Ron Jones, seconded by Ron Zeegers

*Carried*

**5. Communication**

a. Rental of Units – Owners to be reminded that renters information to be provided to Park office prior to renter arriving in the Park.

b. John Bergen is to be our Park Ambassador and will conduct tours for anyone interested in viewing the Park.

c. Owners watering the common property are to be reminded that common property is not to be watered.

**6. Communication**

a. A letter will be sent to the Owner who submitted an incident report regarding water runoff and pooling. The Board has no plans to regrade the area.

b. A letter was received from an Owner regarding a drone flown in the Park. It was discussed and brought out that a drone under 250 grams does not require a licence; however, drones should not be flown on Owners' lots but rather in the common property.

## **7. Business arising from the May 26, 2021 meeting**

a. AGM – the dates indicated in the May 26 minutes have now passed. A letter is to be provided by our lawyer, Geoff Horne. Once received, it will be sent to all Owners setting out the dates for nominations and voting.

Linda Presiloski asked that all Board Members return their binders/handbooks to the Park office for updating and to be distributed after the election.

### **b. Improper disposal of a substance**

Ron Zeegers and Ron Jones spoke to the individual responsible and will follow up with a letter.

### **c. Website**

Chris Knight confirmed the new Website has been set up. Mavis Forget and Helen Thomas will receive training.

### **Motion 2021-41**

Motion to pay \$1,000.00 to Melanie McKechnie, freelancer, for Website set up and design.

Moved by Mavis Forget, seconded by Ron Jones

*Carried*

### **d. Internet**

Discussions have been had with Shing regarding destroyed cables, damaged poles and towers down. Shing to provide a quote to install camera at the maintenance garage. Shing will set up cameras to be viewed on maintenance staff's cell phones.

## **8. Administrator – Helen Thomas**

Helen Thomas provided comments given to her by various Owners regarding the laundry facilities.

Helen Thomas will send an email to the Owner who has a boat and trailer parked on their lot to remove the boat and trailer as the 72 hours allowable limit has passed.

## **9. Financial – Chris Knight**

Chris Knight provided financial report – see attached.

### **Motion 2021-42**

Motion to approve financial statements as present by Ron Jones, seconded by Gord Wingerak

*Carried*

## **10. Directors' Reports**

### **a. Todd Walton**

The large garbage bin is almost full and is helping to keep the Park clean. It also is helping maintenance staff as they do not have to go to the local dump as often and that keeps them in the Park to do other work. The maintenance staff have requested that the bin be emptied and brought back for an additional three weeks and then again in the fall.

### **Motion 2021-43**

Motion to have the large bin for an additional three weeks and then again in the fall by Todd Walton, seconded by Chris Knight

*Carried*

Berm – Maintenance staff continues to work on the berm. It was suggested to move some of the trees from the berm to the pool area, as well as the garbage area and then level the berm. Water lines and black ground paper are to be removed from the berm area.

The Playground is showing its age. This will be discussed at a later date.

**b. Ron Zeegers**

Received a quote to repair eavestroughs on the Clubhouse.

**Motion 2021-44**

Motion by Ron Zeegers to accept quote provided by Titan Eavestroughing in the amount of \$5,092.50, seconded by Todd Walton. *Carried*

Ron Zeegers discussed dryer vents to be changed. This work will be done by him and the maintenance staff.

Concrete walkway between pool and west side of Clubhouse (near entrance to washrooms) to be replaced.

**Motion 2021-45**

Motion by Ron Zeegers to pay Roger Lima's concrete contractor up to a maximum of \$4,500.00 to replace walkway between west side of Clubhouse and the pool, seconded by Gord Wingerak *Carried*

The steps to the entrance of the washrooms on the west side of the Clubhouse need to be replaced.

**Motion 2021-46**

Motion by Ron Zeegers to pay Roger Lima's carpenter contractor up to a maximum of \$1,000.00 to replace the steps between west side of Clubhouse and the pool, seconded by Gord Wingerak *Carried*

A firewall needs to be constructed in the Clubhouse, as required by the Foothills Fire Department.

**Motion 2021-47**

Motion by Gord Wingerak to hire David Carrier and pay up to a maximum of \$1,500.00 (plus supplies) to construct the required firewall in Clubhouse, seconded by Ron Zeegers *Carried*

Graham of 8760 will be invited to next meeting to provide a presentation regarding costs of utilities.

**c. Ron Jones**

Ron Jones has been reviewing and inspecting approximately 50 new applications for lot improvements and all is going well. Ron Jones has spoken with the Director of Planning of the County, Heather Hemingway and she has put Ron Jones in touch with Geoff Porter of the County. There is to be a discussion regarding coming up with an understanding between the County and CLE pertaining to the parking on County land in front of the Park.

**d. Mavis Forget**

A yard sale be will held on Saturday, June 19, 2021. There has been a request to move the television in the Great Room to another wall for better viewing.

**11. Park Facility Openings**

Gym will open on Friday, June 12, 2021 from 6 a.m. to 10:00 p.m., two people at a time for a one hour time limit.

Great Room will open on Monday, June 14, 2021 from 7 a.m. to 10:00 p.m. each day. Social distancing is still required (1/3 occupancy).

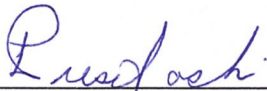
Fireside Lounge will open on Monday, June 14, 2021 from 7 a.m. to 10:00 p.m. (Owners only. Renters/Guests must be accompanied by an Owner).

The Game/Card Room will not be opening until Stage 3 is announced.

The pool will remain closed until inspected by Alberta Health and pending any work being done between the pool and the Clubhouse.

**8. Next Meeting, June 23, 2021 at 6:30 pm**

**9. Meeting Adjourned 8:50 pm**



Linda Presiloski, Chair

  
Director *Sec*

**Condominium Corporation No. 0311515**  
**Balance Sheet**  
 As of May 31, 2021

	<u>May 31, 21</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Chequing/Savings</b>	
<b>Total of all Banks</b>	
<b>Servus Credit Union</b>	
1010 - Servus Patronage	131
1015 - Capital Reserve	42,016
1020 - Chequing 9661950	<u>311,795</u>
<b>Total Servus Credit Union</b>	353,942
1026 - Credential Securities - cash	61,758
1027 - Credential Securities	<u>363,894</u>
<b>Total Total of all Banks</b>	779,594
1050 - Petty Cash	<u>85</u>
<b>Total Chequing/Savings</b>	779,679
<b>Accounts Receivable</b>	
1200 - Accounts Receivable	<u>-159,388</u>
<b>Total Accounts Receivable</b>	-159,388
<b>Other Current Assets</b>	
1016 - Prepaid Insurance	4,915
1203 - Allowance for bad debt	-4,471
1220 - Undeposited Funds	<u>4,795</u>
<b>Total Other Current Assets</b>	5,239
<b>Total Current Assets</b>	625,529
<b>Other Assets</b>	
1029 - Emerald Mgmt - Manulife Sec	<u>4,290</u>
<b>Total Other Assets</b>	4,290
<b>TOTAL ASSETS</b>	<u><u>629,820</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 - Accounts Payable	<u>30,634</u>
<b>Total Accounts Payable</b>	30,634
<b>Credit Cards</b>	
2004 - Mastercard - 6817	<u>1,416</u>
<b>Total Credit Cards</b>	1,416
<b>Other Current Liabilities</b>	
2010 - Accrued Liabilities	8,726
2200 - GST/HST Payable	<u>0</u>
<b>Total Other Current Liabilities</b>	8,726
<b>Total Current Liabilities</b>	40,776
<b>Total Liabilities</b>	40,776
<b>Equity</b>	
2999 - Capital Replacement Reserve	
2998 - Contrib Capital - Cap Rplc Rese	26,010
3000 - Capital Replacement Reserve Exp	
3024 - Hot Water Heaters (2) Pumps (4)	-6,568
3043 - Office Equipment & Furniture	-796
3048 - Reserve Fund Study	<u>-578</u>

6:57 PM  
06/05/21  
Accrual Basis

Condominium Corporation No. 0311515  
**Balance Sheet**  
As of May 31, 2021

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	<u>May 31, 21</u>
Total 3000 · Capital Replacement Reserve Exp	-7,941
3004 · Reserve Interest	33
3009 · Cap Replace Reserve - Open Bal	<u>453,059</u>
Total 2999 · Capital Replacement Reserve	471,161
3900 · Retained Earnings	89,573
3901 · Interfund transfers - OF	-6,178
Net Income	<u>34,488</u>
Total Equity	<u>589,043</u>
TOTAL LIABILITIES & EQUITY	<u><u>629,820</u></u>

**Condominium Corporation No. 0311515**  
**Profit & Loss Budget Performance**  
**May 2021**

	May 21	Budget	Jan - May 21	YTD Budget	Annual Bud...
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
4000 · Contribution Maintenance Fees	105,690	105,667	211,380	211,334	634,002
4015 · Clubhouse Rental	0	0	0	0	600
4019 · COVID-19 income	0		(80)		
4023 · Estoppel Income	150	0	525	0	675
4025 · Finance Charges Income	50		(11)		
4050 · Winter Usage Fee	0	0	17,995	15,000	25,000
4055 · Key Fob Income	675	2,100	720	4,200	4,200
4065 · Maintenance Income	100		200		
4070 · Laundry Income	1,238	800	2,712	1,550	12,000
4083 · Administration Income	0		(50)		
4085 · Office Rent	0	0	0	0	600
4090 · Credit Card Fee Income	0	400	0	800	1,220
4999 · Uncategorized Income	0		300		
<b>Total Income</b>	<u>107,903</u>	<u>108,967</u>	<u>233,690</u>	<u>232,884</u>	<u>678,297</u>
<b>Gross Profit</b>	107,903	108,967	233,690	232,884	678,297
<b>Expense</b>					
<b>Fuel</b>					
5140 · Diesel	0	0	0	0	1,000
5150 · Gasoline	1,263	0	1,263	0	1,800
<b>Total Fuel</b>	<u>1,263</u>	<u>0</u>	<u>1,263</u>	<u>0</u>	<u>2,800</u>
<b>General Insurance</b>					
5170 · Building Insurance	0	0	27,685	28,600	28,600
5190 · Vehicle Insurance	0	0	1,902	150	2,050
<b>Total General Insurance</b>	<u>0</u>	<u>0</u>	<u>29,587</u>	<u>28,750</u>	<u>30,650</u>
<b>Maintenance</b>					
5020 · Automobile Expense	0	150	64	150	230
5050 · Janitorial Supplies	222	350	604	700	2,450
5203 · Maintenance Contracts	0	0	788	1,890	1,890
5204 · Subcontractors	0	2,250	195	4,500	15,750
5205 · Supplies	26	950	313	1,950	6,700
5208 · Tools	633		950		
5209 · Plumbing/water/sewer maintenanc	745		2,348		
5219 · Satellite Bldg	595	0	912	0	500
5220 · Clubhouse	5	0	5	0	1,000
5225 · Grounds	869	375	16,576	750	22,625
5245 · Snow Removal	0		102		
5350 · Equipment Repairs	1,512	450	2,322	900	3,150
5430 · Security Maintenance	0	0	705	0	1,000
<b>Total Maintenance</b>	<u>4,608</u>	<u>4,525</u>	<u>25,882</u>	<u>10,840</u>	<u>55,295</u>
<b>Office Operating Expenses</b>					
5270 · Supplies/Equipment	245	300	860	900	2,700
5272 · Software/Upgrades/Subscriptions	189	139	1,223	695	2,703
5275 · General IT support	0	300	546	900	2,400
<b>Total Office Operating Expenses</b>	<u>434</u>	<u>739</u>	<u>2,629</u>	<u>2,495</u>	<u>7,803</u>
<b>Operational Expenses</b>					
5030 · Bank/Interest Charges	182	80	905	985	1,545
5033 · Credit Card Costs	0	560	0	1,120	1,708
<b>Total Operational Expenses</b>	<u>182</u>	<u>640</u>	<u>905</u>	<u>2,105</u>	<u>3,253</u>
<b>Park Functions</b>					
5005 · Board Training	0	0	0	750	750
5007 · Staff Training & Courses	0	750	0	750	750
5010 · AGM & Meetings	0	0	0	0	1,000
5240 · Memberships, Dues, Community	0	0	0	0	289

**Condominium Corporation No. 0311515**  
**Profit & Loss Budget Performance**  
**May 2021**

06/05/21

Accrual Basis

	May 21	Budget	Jan - May 21	YTD Budget	Annual Bud...
5365 · Park Functions & Activities	0	550	131	600	950
<b>Total Park Functions</b>	<b>0</b>	<b>1,300</b>	<b>131</b>	<b>2,100</b>	<b>3,739</b>
<b>Personnel Expenses</b>					
5310 · WCB	0		644		
5490 · Management	4,476	4,515	16,426	13,755	40,200
6510 · Caretaker salaries	3,692	4,584	7,648	9,168	32,088
6520 · Pool maintenance salaries	0	0	0	0	13,770
6530 · Maintenance Salaries	6,753	6,500	12,210	13,000	45,500
6560 · Payroll Expenses Employees	1,696		3,116		
<b>Total Personnel Expenses</b>	<b>16,616</b>	<b>15,599</b>	<b>40,044</b>	<b>35,923</b>	<b>131,558</b>
<b>Professional Fees</b>					
5340 · Accounting	0	2,000	0	4,000	18,000
5345 · Legal	656	2,500	3,150	4,500	8,000
<b>Total Professional Fees</b>	<b>656</b>	<b>4,500</b>	<b>3,150</b>	<b>8,500</b>	<b>26,000</b>
<b>Utilities</b>					
<b>Communications</b>					
5420 · Satellite TV	140	143	410	286	1,001
5450 · Telephone	249	231	1,295	1,215	2,832
5510 · Website	42	0	42	0	1,146
<b>Total Communications</b>	<b>430</b>	<b>374</b>	<b>1,746</b>	<b>1,501</b>	<b>4,979</b>
5380 · Garbage Removal	1,863	2,600	4,545	4,685	14,000
5400 · Natural Gas	633	800	2,977	4,000	8,350
5410 · Power	14,341	12,600	39,594	47,800	181,150
5440 · Sewage Disposal	18,146	19,500	30,851	33,050	153,050
5460 · Water	1,657	1,200	2,450	1,950	22,150
5530 · Wireless Internet	9,049	945	12,829	4,725	11,340
<b>Total Utilities</b>	<b>46,117</b>	<b>38,019</b>	<b>94,993</b>	<b>97,711</b>	<b>395,019</b>
5035 · Bad Debts	325	193	530	386	1,155
5372 · Safety/Medical Supplies	89	0	89	0	950
5373 · Permits	0	0	0	0	349
5374 · Pool Maintenance- Repairs	0	0	0	0	10,700
5750 · COVID-19 Expenses	0	1,000	0	2,000	2,000
<b>Total Expense</b>	<b>70,291</b>	<b>66,515</b>	<b>199,203</b>	<b>190,810</b>	<b>671,271</b>
<b>Net Ordinary Income</b>	<b>37,612</b>	<b>42,452</b>	<b>34,488</b>	<b>42,074</b>	<b>7,026</b>
<b>Net Income</b>	<b>37,612</b>	<b>42,452</b>	<b>34,488</b>	<b>42,074</b>	<b>7,026</b>