

**CONDOMINIUM CORPORATION NO. 0311515
COUNTRY LANE ESTATES
May 10, 2022**

1. Call to Order 7 p.m.

2. Attendance

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

Absent
Vice-Chair, Todd Walton

3. Approval of Agenda

Motion 2022-09

Motion to approve the Agenda, as amended
Moved by Ron Zeegers, seconded by Robyn Ollett

CARRIED

4. Approval of April 24, 2022 Minutes

Motion 2022-10

Motion to approve the Minutes as presented
Moved by Mavis Forget, seconded by Robyn Ollett

CARRIED

5. Business arising from Minutes

- a. Bylaws – Ron Zeegers – Signed Resolutions are coming in and we are optimistic to receive the required factors to pass the amended Bylaws
- b. Posh Safety – Linda Presiloski – spoke to representative of Posh and consider the \$750.00 annual fee is well spent. Should set up safety committee to complete reports to be submitted to Posh such as service report for machinery. This will show we are doing our due diligence.

Motion 2022-11

Motion to renew policy with Posh Safety
Moved by Chris Knight, seconded by Ron Jones

CARRIED

- c. Town Hall Meeting – Linda Presiloski – Maintenance will make a presentation at the Town Hall Meeting regarding the ball valves. Owners must come forward to speak to state their name and lot number. Remind everyone to respect when someone else is talking. There will also be a discussion about security and about the proposed revised Bylaws.

- d. Agenda for AGM – Linda Presiloski – Discuss progression of meeting as per previous AGM, voting done half-way through the meeting. Helen Thomas and Dierdra Mullen to count the votes. Each nominee can have a scrutineer. Volunteers for registration tables to sign in and receive a ballot. Helen Thomas and Dierdra Mullen to take care of proxies and multiple lot owners. The reports of the Directors will be included in the AGM package rather than verbal reports given by each Director at the AGM. Nominations to be received by Saturday, May 21, 2022. Suggest to Social Committee that the nominees be introduced at the Welcome Back BBQ on Saturday, May 29, 2022.

6. Treasurer: Chris Knight

- a. Financials

As per attached

Motion 2022-12

Financials accepted as presented

Moved by Chris Knight, seconded by Mavis Forget

CARRIED

- b. Shing Digital

Quote on hotspot and reduced Fortigate to be obtained. Our current system does not really require the current type of security.

Motion 2022-13

Motion to have Shing disconnect us from Fortigate at end of Fortigate's contract and take down any equipment that is not necessary except those involved with the cameras.

Moved by Chris Knight, seconded by Ron Zeegers

CARRIED

7. Administrator: Helen Thomas

- a. Net Whisper requested to use an antenna on our Clubhouse roof. Request denied by Board.
- b. Only a couple of reports outstanding from Directors for AGM.
- c. Office closure for May long weekend to change from Saturday-Monday to Sunday-Tuesday approved by Board.

8. Secretary: Robyn Ollett

- a. Decks are in rough shape all around the building, ramp covers need attention, wood boards are showing slivers,
- b. Coinamatic has not yet received washers received from their manufacturers.
- c. Window latches need replacing.
- d. Pool and hot tub boilers – chemicals being used and age they are deteriorating. There may be a leak in the pool that needs to be checked.

9. In Camera: 9:00 p.m.

Out of Camera: 9:10 p.m.

Balance Sheet

As of April 30, 2022

	<u>Apr 30, 22</u>
ASSETS	
Current Assets	
Chequing/Savings	
Total of all Banks	
Servus Credit Union	
1010 - Servus Patronage	432.81
1015 - Capital Reserve	93,033.37
1020 - Chequing 9661950	<u>283,078.77</u>
Total Servus Credit Union	376,544.95
1026 - Credential Securities - cash	32,855.52
1027 - Credential Securities	<u>397,904.04</u>
Total Total of all Banks	807,304.51
1050 - Petty Cash	59.60
Total Chequing/Savings	<u>807,364.11</u>
Accounts Receivable	
1200 - Accounts Receivable	<u>-172,888.84</u>
Total Accounts Receivable	-172,888.84
Other Current Assets	
1016 - Prepaid Insurance	5,954.99
1203 - Allowance for bad debt	-5,495.96
1220 - Undeposited Funds	<u>7,455.00</u>
Total Other Current Assets	7,914.03
Total Current Assets	<u>642,389.30</u>
TOTAL ASSETS	<u>642,389.30</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 - Accounts Payable	<u>52,180.93</u>
Total Accounts Payable	52,180.93
Credit Cards	
2004 - Mastercard - 6817	<u>745.90</u>
Total Credit Cards	745.90
Other Current Liabilities	
2010 - Accrued Liabilities	14,900.00
2020 - Payroll Liabilities	<u>3,474.56</u>
Total Other Current Liabilities	18,374.56
Total Current Liabilities	<u>71,301.39</u>
Total Liabilities	71,301.39
Equity	
2999 - Capital Replacement Reserve	
2998 - Contrib Capital - Cap Rplc Rese	13,005.00
3000 - Capital Replacement Reserve Exp	
3058 - Security Gate Upgrade	<u>-29,764.83</u>
Total 3000 - Capital Replacement Reserve Exp	-29,764.83
3004 - Reserve Interest	52.94
3009 - Cap Replace Reserve - Open Bal	<u>490,734.99</u>
Total 2999 - Capital Replacement Reserve	474,028.10

3:46 PM

Condominium Corporation No. 0311515

Balance Sheet

As of April 30, 2022

05/05/22

Accrual Basis

	<u>Apr 30, 22</u>
3900 - Retained Earnings	106,762.30
Net Income	<u>-9,702.49</u>
Total Equity	<u>571,087.91</u>
TOTAL LIABILITIES & EQUITY	<u><u>642,389.30</u></u>

Condominium Corporation No. 0311515
Profit & Loss Budget Performance
April 2022

05/05/22

Accrual Basis

	Apr 22	Budget	Jan - Apr 22	YTD Budget	Annual Bud...
Ordinary Income/Expense					
Income					
4000 · Contribution Maintenance Fees	105,485	105,690	105,485	105,690	634,140
4015 · Clubhouse Rental	0	0	0	0	400
4023 · Estoppel Income	525	375	675	375	1,275
4025 · Finance Charges Income	39	5	51	20	60
4050 · Winter Usage Fee	0	0	14,495	17,400	29,000
4055 · Key Fob Income	225	375	225	450	1,950
4065 · Maintenance Income	150	200	150	200	650
4070 · Laundry Income	888	900	1,458	1,506	12,106
4085 · Office Rent	0	0	0	0	600
Total Income	107,312	107,545	122,539	125,641	680,181
Gross Profit	107,312	107,545	122,539	125,641	680,181
Expense					
Fuel					
5140 · Diesel	732	0	732	0	1,300
5150 · Gasoline	1,273	0	1,273	0	1,250
Total Fuel	2,005	0	2,005	0	2,550
General Insurance					
5170 · Building Insurance	0	0	27,571	31,007	31,007
5190 · Vehicle Insurance	1,736	152	1,736	152	1,990
Total General Insurance	1,736	152	29,307	31,159	32,997
Maintenance					
5020 · Automobile Expense	0	1,000	0	1,000	1,000
5050 · Janitorial Supplies	523	400	1,289	550	3,170
5205 · Supplies	301	300	354	300	800
5208 · Tools	0	300	41	300	1,500
5209 · Plumbing/water/sewer maintenanc	344	800	352	800	4,600
5219 · Satellite Bldg	6	0	12	0	1,000
5220 · Clubhouse	407	0	951	0	4,541
5225 · Grounds	38	6,000	3,650	22,000	25,400
5245 · Snow Removal	0	0	207	195	325
5350 · Equipment Repairs	245	750	245	750	5,250
5430 · Security Maintenance	205	0	410	0	1,800
Total Maintenance	2,070	9,550	7,510	25,895	49,386
Office Operating Expenses					
5270 · Supplies/Equipment	81	450	1,746	675	2,200
5271 · Internet for Office	95	286	95	928	2,916
5272 · Software/Upgrades/Subscriptions	79	75	763	781	1,530
5275 · General IT support	0	0	738	390	1,300
Total Office Operating Expenses	254	811	3,341	2,774	7,946
Operational Expenses					
5030 · Bank/Interest Charges	140	175	415	475	1,650
Total Operational Expenses	140	175	415	475	1,650
Park Functions					
5005 · Board Training	0	0	0	0	750
5007 · Staff Training & Courses	0	0	0	0	750
5010 · AGM & Meetings	0	0	0	0	1,200
5240 · Memberships, Dues, Community	0	0	0	0	289
5365 · Park Functions & Activities	64	50	64	50	1,000
Park Functions - Other	0	0	39	0	0
Total Park Functions	64	50	103	50	3,989
Personnel Expenses					
5490 · Management	4,769	7,099	6,213	8,203	39,887
6510 · Caretaker salaries	2,297	5,135	2,526	5,135	32,639

Condominium Corporation No. 0311515
Profit & Loss Budget Performance
April 2022

05/05/22

Accrual Basis

	Apr 22	Budget	Jan - Apr 22	YTD Budget	Annual Bud...
6520 · Pool maintenance salaries	0	0	0	0	11,398
6530 · Maintenance Salaries	5,934	7,196	6,982	7,196	50,372
6560 · Payroll Expenses Employees	1,165		1,420		
Total Personnel Expenses	14,165	19,430	17,141	20,534	134,296
Professional Fees					
5340 · Accounting	153	158	270	473	13,290
5345 · Legal	505	0	505	0	2,000
Total Professional Fees	657	158	775	473	15,290
Utilities					
Communications					
5420 · Satellite TV	186	140	186	140	980
5450 · Telephone	281	143	679	607	1,751
5510 · Website	7	7	19	28	534
Total Communications	473	290	884	775	3,265
5380 · Garbage Removal	30	1,700	659	2,069	15,375
5400 · Natural Gas	413	600	3,620	2,950	8,180
5410 · Power	15,313	14,300	49,280	39,600	183,600
5440 · Sewage Disposal	5,299	8,872	11,681	14,384	152,705
5460 · Water	0	1,700	977	2,500	30,900
5530 · Wireless Internet/Hotspot	0	0	4,075	4,253	4,253
Total Utilities	21,528	27,462	71,176	66,531	398,278
5000 · Advertising	265	0	265	0	500
5035 · Bad Debts	205	205	205	205	1,230
5372 · Safety/Medical Supplies	0	225	0	1,025	2,150
5373 · Permits	0	0	0	0	60
5374 · Pool Maintenance- Repairs	0	0	0	0	9,000
Total Expense	43,090	58,218	132,242	149,121	659,322
Net Ordinary Income	64,222	49,327	(9,702)	(23,480)	20,859
Net Income	64,222	49,327	(9,702)	(23,480)	20,859