

CONDOMINIUM CORPORATION NO. 0311515  
COUNTRY LANE ESTATES  
October 10, 2023

MINUTES OF THE BOARD OF DIRECTORS MEETING

In-person at 5:30 pm at Country Lane Estates  
370165 79 Street East, Aldersyde, AB T0L 0A0

Board Members in attendance:

Mr. Chuck McClain, Chair  
Mr. Allan Faryna, Vice-Chair  
Mr. Cameron King, Treasurer  
Ms. Vicki Fritz, Secretary

Ms. Mavis Forget, Director  
Mr. Vern Lecocq, Director  
Ms. Robyn Ollett, Director

Regrets: All present

**1. CONSTITUTION OF MEETING**

Chuck McClain presided as chair of the meeting to order at 5:27pm.

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: 2023-076**

Board of Directors approve the Agenda, as written.  
Moved by Mavis Forget. Seconded by Vern Lecocq

**CARRIED**

**3. CONFLICT OF INTEREST DECLARATION**

No conflicts declared at this time.

**4. APPROVAL OF SEPTEMBER 25, 2023 MEETING MINUTES AND BUSINESS ARISING**

**MOTION: 2023-077**

THAT the Board of Directors approve the Meeting Minutes and Business Arising, as amended.  
Moved by Mavis Forget. Seconded by Robyn Ollett

**CARRIED**

**5. BUSINESS ARISING FROM MINUTES**

**Previous Actions:**

**ACTION:** July 5/2022 - [Chuck McClain](#) - [Fix the stucco on the entrance gate.](#) Looking at another quote Ongoing August 8/2023 Deferred until April/2024 Agenda

**ACTION:** September 25/2023 Allan Faryna and Robyn Ollett will get a work party together to move the equipment **COMPLETE** October 10/2023

**ACTION:** August 22/2023 Mavis will check into the price of replacing all trees that have been removed and will bring the total cost forward to the BOD. **Ongoing** September 11/2023

**Ongoing:** September 25/2023 **COMPLETE** October 10/2023

**ACTION:** September 11/2023 Mavis Forget will get three estimates for an underground sprinkler system for large green spaces for next year. **Ongoing:** September 25/2023 **DEFERRED** October 10/2023

**ACTION:** September 25/2023 Allan Faryna will check out prices for two-way radios which could be used by Maintenance Staff, Office Administrator and volunteers. The price will be for 4-6 radios with a base station. **COMPLETE** October 10/2023 Prices came in at around \$380/radio. Budget number will into the 2024 budget (under Communication)

**ACTION:** September 25/2023 Vicki Fritz will write the first part of another letter to the Park - Great year **COMPLETE:** October 10/2023

## 6. **PARK ADMINISTRATOR'S REPORT – Helen Thomas**

TV mount has been purchased for the tv in the Great Room and Maintenance will install it

Gunnebo quote for cameras for Fireside Lounge and the exterior southwest corner of Clubhouse has been received. Discussion was held and it was agreed by the Board to have one camera placed on the exterior southwest corner of Clubhouse at a cost of \$1,200.

### **MOTION: 2027-078**

Allan Faryna moves that we engage Gunnebo to install a camera at the southwest corner of the Clubhouse which can be repositioned between summer and winter usage for the maintenance shed and southwest walkway. Purchase not to exceed \$1,200.00  
Vern Lecocq seconds.

**CARRIED**

\$2,500.00 of the Owner driven Social Club money has been deposited into Social Club Account. This will be the seed to start off the new season. Any extra was placed into SC Account 4022 and will be used for improvements and projects as directed by the Social Club.

## 7. **GUESTS: Volunteer Landscaping Committee – Wayne Frerichs, Luch Sincovich, Ken Westlake, Lesley Poulsen**

Welcome to the Volunteer Landscaping Committee. This committee is an owner driven group who would like to relandscape and grow the outdoor activity area on the greenspaces adjacent to Lot 175-176 and Lots 92-93. The goal is to have a smoother and more usable area (30 ft. x 30 ft.) for lots of activities including Bocce ball, Cornhole, Ladder Ball, Belgium Bowling as well as special events in the Park like Canada Day celebrations, Music in the Park, etc.

The area next to Lot 176 is rough right now. Will need to smooth out the area for a more even area. Would like to add dirt, lawn seed, and then water off of Lot 175.

One inch of dirt compacted will give 3 inches of soil. Looking for 3 yards of black dirt and 2 yards of compost soil. Next spring will need seed mix with fertilizer already mixed in it. One more bag of regular grass seed for spot fill. Weed and Feed needed for next summer. Next spring - A large roll of burlap to hold the seeds in place. Would like to throw on peat moss so it doesn't need to be watered as often and is more tolerant for the dry months. Would like to have all the greenspaces done. All volunteer labor.

Would like to do 2 greenspaces simultaneously (one on each side of the Park). Would ask for more volunteers living near other greenspaces to help. The greenspace adjacent to 92-93 does not need as much work as the other but the goal is to get the dirt hauled, leveled and ready for seed for next spring for both areas.

The two greenspaces adjacent to Lots 175-176 and adjacent to Lots 92-93 will be done simultaneously with work starting in the next few days. The major cost of this project will be budgeted for in 2024 season.

Discussion was held and voted on by the Board following the conversation with the Volunteer group.

**MOTION: 2023-079**

Vern Lecocq moves to repair green spaces adjacent to Lots 175 -176, adjacent to Lots 92-93 to create outdoor play surfaces not to exceed more than \$200 for 2023. The balance will be included in the 2024 Budget.

Allan Faryna seconds.

**CARRIED**

**8. DIRECTORS' REPORT**

**a. Mavis Forget**

**ACTION:** September 11/2023 Chuck McClain and Mavis Forget will get prices from Countryside, Evergreen, and Spruce It Up for trees which can be delivered and planted this year - focusing on Main Street. Ongoing: September 25/2023 Several quotes are coming in now. Two quotes and in and waiting for one more. Further to conversation:

**ACTION:** October 10/2023 Mavis Forget will get all three quotes together for tree replacement and will raise an electronic motion to purchase replacement trees after viewing at Country Side, Alberta Tree Farms, and Linden Tree.

**MOTION: 2023-080**

Mavis Forget moves that we purchase three Blue Spruce Trees and five Sundance Poplars from Linden Trees. To be supplied, delivered and installed the week of October 23/2023. The total price not to exceed \$2300.00

Robyn Ollett seconds

**CARRIED**

b. Vern Lecocq

82 Lot improvements so far this year.

Closure on Lot 302 – all complete.

Reminder to the park residents that work inside sheds, park models and gazebos are not approved by Lot Improvement.

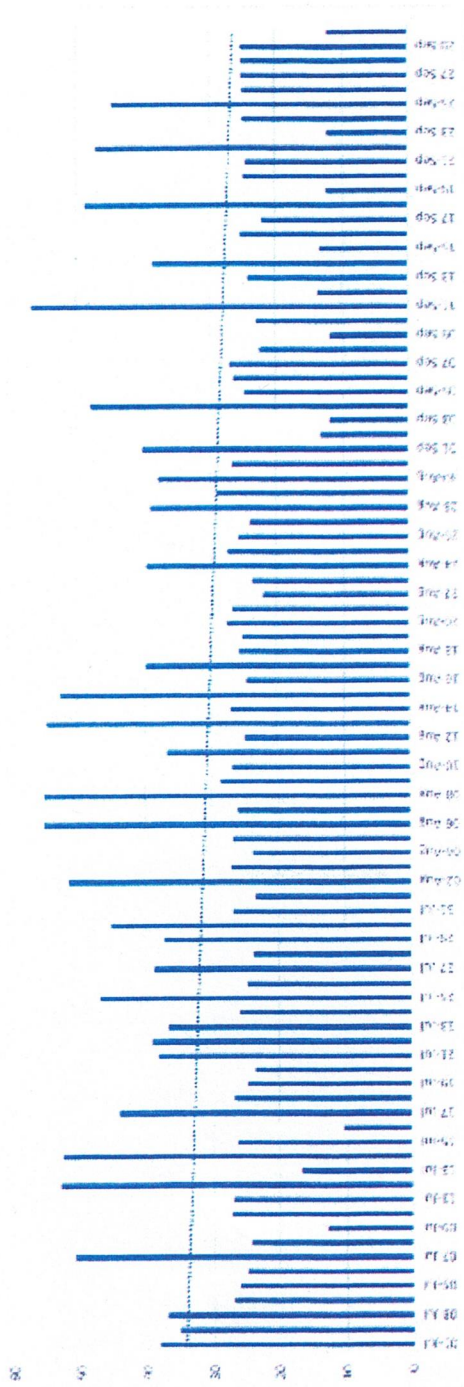
Lot 153 will be measured for compliance, with notice, by Vern Lecocq and Chuck McClain in order to close out the required documentation.

c. Cameron King

Repairs to the sewer system next to lot 209 were completed at a cost of \$5,363.28. Sewer volume trends (See attachment) indicate that September volumes decreased by ~ 205 m<sup>3</sup> as compared to similar months (July and August). This reduction in Sewer volumes resulted in a saving of ~\$5,163 resulting in a one month payout on the repair bill. Maintenance will continue to monitor the manways for further groundwater leaks and will advise if further repairs are required.

Sewer Trading						
Month	July	August	September	October	November	December
Volume	589,941	1,007,272	790,919			
Cost	\$ 30,194,773	\$ 30,567,771	\$ 25,217,440			

Sewer Volumes



d. Allan Faryna  
No comment

e. Vicki Fritz

Laundry money will be collected from the machines once a month by Chuck McClain and Cameron King during the winter.

Through discussion the board made a decision to send an email out to all the Winter Stay Residents with important information regarding their time in the Park.

Monitors will get a complete list of every resident's Lot number so they are aware of the movement in the Park.

The Bylaws Committee met planning Zoom meetings through the winter. Caroline Meyer has set our group up with Dropbox where all documents will be downloaded to. We can work on our own and then share our work in the Dropbox. When complete it will go to the Board for approval and revisions if necessary. Next, the owners will receive a redlined copy of the CLE revised Bylaws. A summary sheet will go out later stating each change. Each change will have a yes/no beside, and then will be initialed by the owner. It should be gathered back to the Board 45 days before the Annual General Meeting. Reconciled at this time and then brought forward at the Annual General Meeting in the spring. At this time it will be explained what was passed by 75% of the owner vote, what was not (if any) and why.

Condominium Property Regulations states that the Board (19(1)) shall provide each owner with a preliminary notice of each annual general meeting at least 60 days before the scheduled annual general meeting. At this point, up to 30 days before the date, a proposed agenda will come forward. Fourteen days out we will have a fixed agenda distributed to the owners. At this time a proxy could be chosen if wanted. The Board will keep this in mind as we move forward to the winter months.

Budget will be approved at the Board level before the year end.

Discussion was held by the board regarding the bylaw regarding age of units in the Park. It was decided to set a criterion to be noted in the revised bylaws as an administrative process when an owner asks for Board discretionary approval.

**MOTION: 2023-081**

Allan Faryna moves that criteria be set for older than 15 year old RV units. This criteria will include:

1. Must follow the CSA approved requirements and Z241 stickers per bylaws of CLE
2. Must be in sound mechanical condition with no oil/fluid leaks
3. Vehicle or Trailer has no significant body damage
4. Paint and graphics in good condition with no heavy oxidation on fiberglass
5. No window air conditioners or combustion fireplaces
6. Functioning electrical, heat, sewage, and plumbing systems (no water leaks)
7. Tires are current and wheels have no rust
8. Must meet size requirement (minimum and lot)
9. Awnings, doors and glass must be in good repair

10. Fully restored vintage or reconditioned units can be considered  
**Approval will be at the discretion of two Board members and one other member of our CLE community, unrelated to the Board, unit owner(consider a neighbor to the proposed location of the unit)**

Seconded by Mavis Forget

**CARRIED**

f. Robyn Ollett

Pet hair in the washers again. Please use only the labeled washer to wash your pet paraphernalia.

Get quotes for purchase of four good speakers for the Great Room from Vision, Best Buy etc. Board supports new speakers.

g. Chuck McClain

Director report within new business

## **9. NEW BUSINESS**

a. Board of Directors 2023 Video

A Board of Directors video will address this year from a Board's perspective. This video will include the good and the challenging part of the year. Stressing this Board is committed to preserve the value of Country Lane Estates. Chris Cutler will produce this video by filming Chuck McClain with voice over, along with pictures from the year's events and our community. Board approves this video.

b. Hot tub

The Board of Directors is committed to updating the owners and where appropriate all residents of items impacting the financial strength and quality of life here at Country Lane Estates. Over this past summer we experienced several trips and very serious (stitches required) falls associated with the decking around the hot tub. The Board instructed maintenance to wait until the pool was shut down for the season then to rebuild the deck around the hot tub to proper building code standards (7 inch step rise and rounded corners).

Recently, the removal of the decking was completed, and we found that the deck was not built to typical construction standards nor was there a proper retaining wall to hold back the base materials. The lack of a retaining wall resulted in a collapse of the gravel under the concrete patio and degradation of the gravel backing for the swimming pool wall. The improperly constructed foundation for the deck resulted in the sagging of the deck.

We reached out to three concrete companies to correct the construction issue with a properly designed and built retaining wall, backfilling the aggregate and using cement jacking techniques to support the pool wall and the patio surface. Failure to do this puts the pool exterior wall at risk of catastrophic failure. Bids are being developed and will be processed once all three are received.

Simultaneous to this inspection our pool maintenance company was asked by park maintenance to review the condition of the hot tub. Given it was leaking, did not have an

AHS required night light, the silicone seals around the jets were dried and cracking and had several attachments that could not be properly fastened, we were interested in the cost to repair. Their review informed park maintenance that the hot tub is at the end of its life and should probably be replaced before complete failure.

Combining the two challenges, the board worked to ensure the hot tub is fully serviceable for next year's opening. We will correct the structural issues with the patio area and hot tub foundation and purchase a new hot tub (given the concerns raised about spa size limits we feel it should be as large as we can fit into the existing spot on the pool deck currently it looks like it could be a 12-person vs the 5-person currently in place for small difference in cost). Again, the board worked with the pool maintenance company to ensure compliance with public use hot tubs, utilizing existing infrastructure, finding the best price and ease of ongoing maintenance. This motion is to use Reserve Fund monies to pay for the structural repairs to the hot tub foundation and the south supporting wall for the pool, as well as to replace the existing spa with a unit that is fit for purpose within the constraints of the existing infrastructure. It would be forecast to cost approximately \$25,000.00 for the structural work and an additional \$42,000.00 for the replacement hot tub (\$5,000.00 difference to the smaller tub). Cost for the motion with a minor contingency is \$70,000.00.

Work will commence the week of October 16, 2023 and progress as quickly as possible to avoid excessive cold temperatures and to ensure we have a viable solution before we reopen in 2024.

**MOTION: 2023-082**

Chuck McClain moves to use Reserve fund monies to pay for the structural repairs to the hot tub foundation and the south supporting wall for the pool, new deck around the hot tub as well as to replace the existing spa with a unit that is fit for purpose within the constraints of the existing infrastructure. It would be forecast to cost approximately \$25,000 for the structural work and an additional \$42,000 for the replacement hot tub. Cost for the motion with a minor contingency is \$70,000.  
Cameron King seconds.

**CARRIED**

**c. Land Use Bylaw – Lot Coverage and shed sizing**

The Board of Directors continues to work with Foothills County regarding lot coverage and shed sizing.

**10. In-Camera Discussion at 8:20 pm**

Out of Camera at 8:35 pm



**11. Motions Arising**

**MOTION: 2023-083**

Chuck McClain moves that we proceed with cost recovery of Lot 153.

Allan Faryna seconds

**CARRIED**

**12. NEXT MEETING**

Wednesday, October 25, 2023 at 5:30 pm

**13. TERMINATION OF MEETING**

**MOTION: 2023-084**

Chuck McClain recommends terminating the meeting at 8:40 pm

Cameron King seconds

**CARRIED**

Dated: \_\_\_\_\_

*October 25, 2023*

*Chuck McClain*

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Chuck McClain  
Chair

*Vicki Fritz*

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Vicki Fritz  
Secretary