

CONDOMINIUM CORPORATION NO. 0311515
COUNTRY LANE ESTATES
October 25, 2023

MINUTES OF THE BOARD OF DIRECTORS MEETING
5:30 PM at Country Lane Estates
370165 79 Street E
Aldersyde, Alberta T0L 0A0

Board Members in Attendance:

Mr. Chuck McClain – Chairman

Mr. Allan Faryna – Vice-Chairman

Mr. Cameron King – Treasurer

Ms. Vicki Fritz – Secretary

Ms. Robyn Ollett – Director

Ms. Mavis Forget – Director

Mr. Vern Lecocq – Director

Regrets: All Present

1. CONSTITUTION OF MEETING

Chuck McClain presided as chair of the meeting to order at 5:30pm.

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: 2023-085

Board of Directors approve the Agenda, as written.

Moved by Allan Faryna, seconded by Vern Lecocq

CARRIED

3. CONFLICT OF INTEREST DECLARATION

No conflicts declared at this time.

4. APPROVAL OF OCTOBER 10, 2023 MEETING MINUTES AND BUSINESS ARISING

MOTION: 2023-086

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

Moved by Robyn Ollett, seconded by Cameron King

CARRIED

5. FINANCIAL REPORT

Please see attached September, 2023 Financials.

MOTION: 2023-087

Allan Faryna moves to accept the September 2023 Financial Report, as presented.

Chuck McClain seconds the motion.

CARRIED

6. BUSINESS ARISING FROM MINUTES

Action Item Review

Previous Actions: 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 are 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 CountrySide, Alberta Tree Farms, and Linden Tree - **Deferred to Spring 2024** -Machine breakdown. Linden Tree was unable to get to the Park. Will deliver and plant in the spring.

7. PARK ADMINISTRATOR'S REPORT – Helen Thomas

Camera was installed on the southwest corner of the exterior of Clubhouse.

Shing Digital's contract will expire on October 31, 2023. Our new service provider is Southwest Computers.

The Park office will be closing on October 28 for the winter season. All communications to the Park office should be directed to admin@countrylaneestates.ca

8. DIRECTORS' REPORT

a. Mavis Forget – Chuck McClain is working on Land Use Bylaw DC-10. He will replace Mavis Forget's position on the Bylaw Committee and bring that work to committee.

b. Vern Lecocq – The Board is aware of some non-compliance issues from the 2023 season and these will be addressed in the spring of 2024.

Water blow out of the Park went well. Our Maintenance Manager, Don Dumanski, managed a great crew. The Board appreciates Don Dumanski and the volunteers helping. Thank you to Vern Lecocq, Roger Fritz, Bob Patterson and Ray Goudreau.

c. Cameron King – CLE has a shortfall as the power bill came in and it was high, while the water costs declined to normal. We still had a higher than budgeted amount from previous months even though the Board did reach out to the utility to attempt to get it reduced. Our power bill in October was about \$4,500 more than the same period last year. September and October also realized 41,000 kWh more power consumption within the park as compared to last year. For the 2023 fiscal year, we should have enough money in the operating account to cover December's expenses. However, due to the 2024 budget cycle and when CLE typically starts to collect funds, we will have a shortfall for January - March of ~\$75,000. A follow up to check the Condominium Act will be done on how we can get the monies to cover the shortfall and get back to the Board with the amount he will need and what the Act says we should do.

Future Budget Meeting – a package will be put together for all Board members with 2023 budget numbers and how they compare to the plan, and the 2024 recommended budget. The Board will then need to go through each line item and prepare to discuss. At the

review meeting, the final budget will be put together and be ready to present to Country Lane Estate Owners. Final package will also have a chart from 2021 onward reflecting the Reserve Fund expectations to the actual contributions.

The Treasurer will have a budget package out to the Board of Directors for review by the end of October, 2023.

November 8, 2023 Board of Directors will have a Zoom Budget meeting at 5:30 pm to finalize the planning.

MOTION: 2023-088

Cameron King moves that a full 5 year reserve study be conducted, not to exceed \$5,000, which will advance the study of 2025 to 2024 to capture the cost benefit of \$1,900.

Robyn Ollett seconds.

CARRIED

MOTION: 2023-089

Cameron King moves to have Masone and Company conduct a full audit of Country Lane Estates for the year of 2023.

Chuck McClain seconds

CARRIED

d. Allan Faryna – no comment

e. Vicki Fritz – Fulltime winter stay group would like to meet together so they can support each other for the winter season. Friday, November 3, 2023 at 7:00 pm is the date set. Board members Chuck McClain and Cameron King will be in attendance.

f. Robyn Ollett – Bid from Landsharks for shoveling walks and plowing roads has come in.

g. Chuck McClain – Started the water delivery in the park. Delivering to probably 4-5 units each day. Takes about two and a half hours per day. Everyone seems appreciative.

9. NEW BUSINESS

a. Winter Stay Committee approved one additional short term stay from November 1 to November 8 at \$20/day.

b. Older than 15 year old units - as per the bylaws the Board of Directors can approve a unit older than 15 years to come into or move within the park. To bring consistency and reduce the potential for inconsistent determination of a unit's condition we have created a board approved administrative process/checklist. The process has defined criterion and needs three people from within the Park (two board Members and one other owner from the Park) to complete a check on units and will give formal approval if all items are

checked off on the criterion checklist with the owner accepting the condition that the unit must stay in good repair onward.

c. Hot tub update – concrete has been poured except the patio area. Hot tub will be set in place on October 26, 2023. Backfilling of the pool wall is complete. The pool will be ready to for 2024 season. A change of cost was incurred as the swimming pool had leaked for so long that the amount of chlorine in the gravel exceeded the disposal limits in a public landfill; it had to go into a hazardous waste facility.

10. In-Camera Discussion at 6:39 pm

Out of Camera at 6:55 pm

11. NEXT MEETING

Budget meeting November 8, 2023 at 5:30pm

12. TERMINATION OF MEETING

MOTION: 2023-090

Chuck McClain recommends terminating the meeting at 6:56pm

Seconded by Allan Faryna

CARRIED

Dated: November 28, 2023

“Chuck McClain”

Chuck McClain
Chair

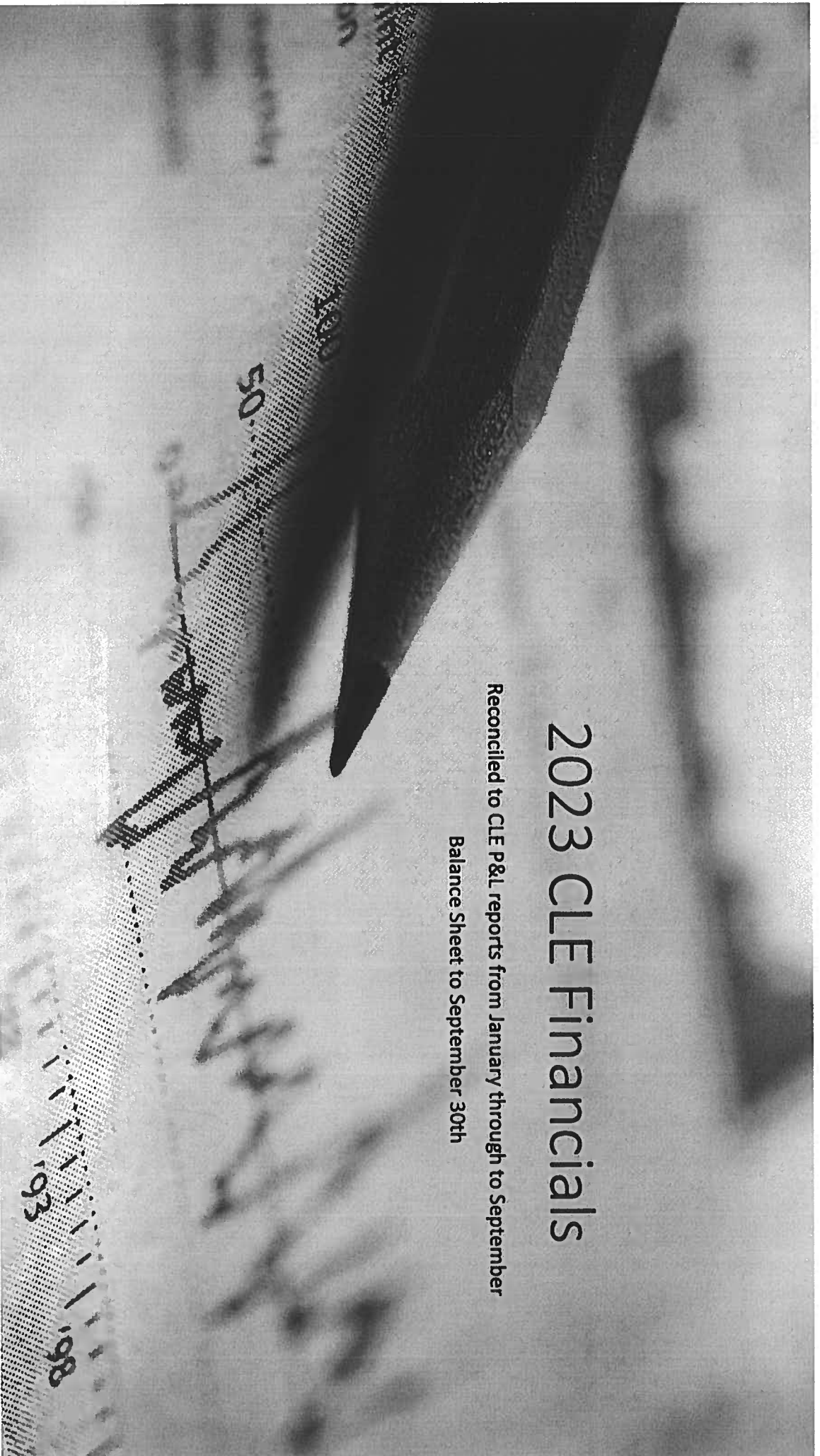
“Vicki Fritz”

Vicki Fritz
Secretary

2023 CLE Financials

Reconciled to CLE P&L reports from January through to September

Balance Sheet to September 30th



Note to all CLE Owners

To CLE Owners

The following report outlines the 2023 Profit and Loss statement from January until September. Any significant updates from the previous month will be captured in the "Treasurers Notes" in BOLD red text.

Regards,

Cameron King (Pl. Eng, MBA)

CLE Board Member & Treasurer

Note to all CLE Owners

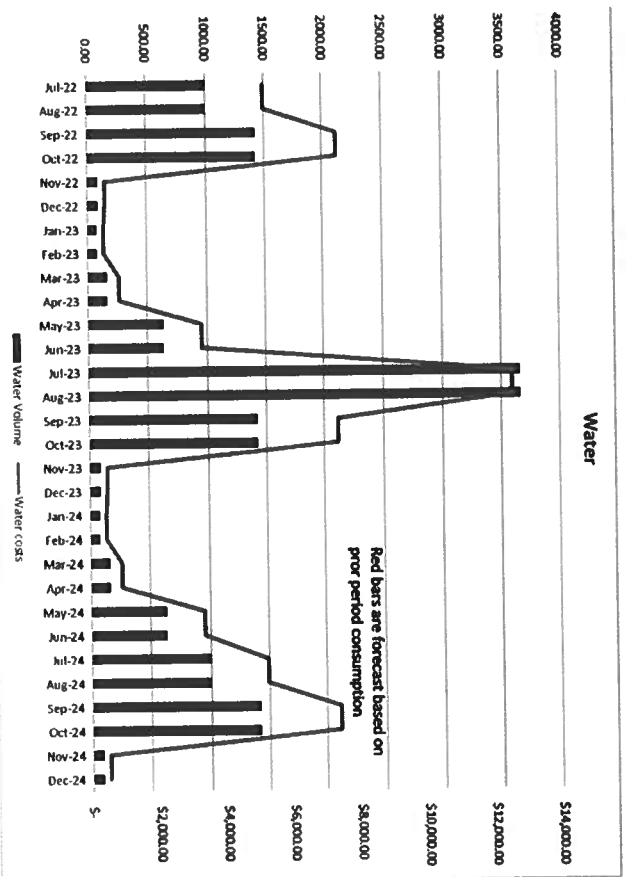
To CLE Owners

The BOD are wanting to keep park residents aware of any deviations that are identified as part of our fiduciary responsibilities. It was noted, while trending our water consumption, that our current billing period saw a spike in water usage to a level not seen in the park. Maintenance is reviewing our system to ensure there is no leak. The spike could be due to the dry summer we realized this year. We will continue to monitor the situation accordingly.

Regards,

Cameron King (Pl. Eng., MBA)

CLE Board Member & Treasurer



Note to all CLE Owners

To CLE Owners

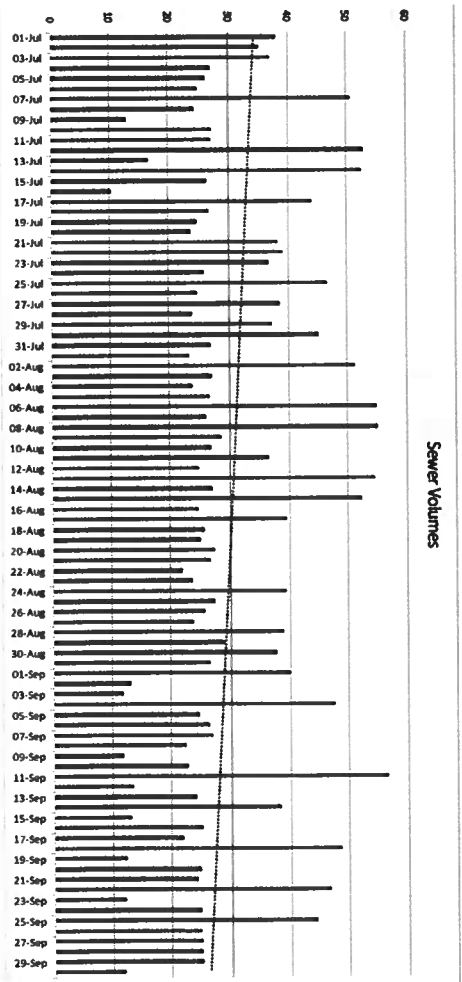
Repairs to the sewer system next to lot 209 were completed at a cost of \$5,363.28. Sewer volume trends (See attachment) indicate that September volumes decreased by ~205 m3 as compared to similar months (July and August). This reduction in Sewer volumes resulted in a saving of ~\$5,163 resulting in 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.

Regards,

Cameron King (Pl. Eng., MBA)

CLE Board Member & Treasurer

Sewer Tracking						
Month	July	August	September	October	November	December
Volume	980.99	1002.22	790.9			
Cost	\$30,156.70	\$30,567.71	\$25,217.00			



Income	Annual Budget	2023 YTD												September 2023 YTD	Treasurers Notes	
		January	February	March	April	May	June	July	August	September	2023 YTD					
2023 Budget - Condo Maintenance fees	\$77,013.12	\$0.00	\$0.00	\$0.00	\$112,835.52	\$112,835.52	\$112,835.52	\$112,835.52	\$112,835.52	\$112,835.52	\$112,835.52	\$112,835.52	\$112,835.52	\$112,835.52	\$77,013.12	Funds represent only the maintenance portion of the condo fee recovery.
Actuals	\$0.00	\$0.00	\$0.00	\$111,666.24	\$113,615.04	\$112,055.00	\$112,835.52	\$112,835.52	\$112,835.52	\$112,835.52	\$112,835.52	\$112,835.52	\$112,835.52	\$112,835.52	\$75,843.44	
2023 Budget - Winter Residency	\$25,200.00	\$4,200.00	\$4,200.00	\$4,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,600.00	
Actuals	\$5,100.00	\$1,025.00	\$3,200.00	\$1,990.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,515.00	
2023 Budget - Laundry	\$12,372.00	\$0.00	\$0.00	\$0.00	\$2,062.00	\$2,062.00	\$2,062.00	\$2,062.00	\$2,062.00	\$2,062.00	\$2,062.00	\$2,062.00	\$2,062.00	\$2,062.00	\$12,372.00	On Budget
Actuals	\$582.00	\$0.00	\$783.50	\$975.00	\$1,077.50	\$1,745.75	\$2,174.00	\$3,295.25	\$1,900.00	\$2,062.00	\$2,062.00	\$2,062.00	\$2,062.00	\$2,062.00	\$12,472.00	
2023 Budget - Covid Recovery	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Actuals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
2023 Budget - Office Rent (roof space to Telus)	\$600.00	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$600.00	is a single recovery that typically gets paid in September. Received payment
Actuals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$600.00	
2023 Budget - Uncategorized income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Actuals	(\$582.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$582.00)	
2023 Budget - Bylaw Infractions fines	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Actuals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
2023 Budget - Finance Charges	\$60.00	\$0.00	\$0.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$60.00	
Actuals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
2023 Budget - Key fobs	\$1,950.00	\$0.00	\$0.00	\$0.00	\$325.00	\$325.00	\$325.00	\$325.00	\$325.00	\$325.00	\$325.00	\$325.00	\$325.00	\$325.00	\$1,590.00	
Actuals	\$0.00	\$0.00	\$150.00	\$0.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$1,725.00	
2023 Budget - Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Actuals	\$0.00	\$0.00	\$0.00	\$0.00	\$69.04	\$95.82	\$132.71	\$78.26	\$66.67	\$66.67	\$66.67	\$66.67	\$66.67	\$66.67	\$472.24	
2023 Budget - Clubhouse rental	\$400.00	\$0.00	\$0.00	\$66.67	\$66.67	\$66.67	\$66.67	\$66.67	\$66.67	\$66.67	\$66.67	\$66.67	\$66.67	\$66.67	\$400.00	
Actuals	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	\$100.00	\$200.00	(\$700.00)	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$150.00	
2023 Budget - Estopped income	\$1,275.00	\$0.00	\$0.00	\$212.50	\$212.50	\$212.50	\$212.50	\$212.50	\$212.50	\$212.50	\$212.50	\$212.50	\$212.50	\$212.50	\$1,275.00	
Actuals	\$0.00	\$0.00	\$0.00	\$300.00	\$375.00	\$300.00	\$450.00	\$75.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$1,800.00	
2023 Budget - Maintenance income	\$650.00	\$0.00	\$0.00	\$108.33	\$108.33	\$108.33	\$108.33	\$108.33	\$108.33	\$108.33	\$108.33	\$108.33	\$108.33	\$108.33	\$650.00	
Actuals	\$0.00	\$0.00	\$0.00	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	
2023 Budget - Administration income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Actuals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
2023 Budget - Credit Card fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Actuals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
2023 Budget TOTAL Income	\$719,520.12	\$4,200.00	\$4,200.00	\$4,200.00	\$115,720.02	\$115,720.02	\$115,720.02	\$115,720.02	\$115,720.02	\$115,720.02	\$115,720.02	\$115,720.02	\$115,720.02	\$115,720.02	\$706,920.12	Overall, CLE is on budget being off by only 1%.
Actuals	\$0.00	\$5,100.00	\$4,200.00	\$1,025.00	\$4,133.50	\$4,200.00	\$4,133.24	\$4,133.50	\$4,133.50	\$4,133.50	\$4,133.50	\$4,133.50	\$4,133.50	\$4,133.50	\$704,136.08	

EXPENSES												
Office Operating Expenses	Annual Budget	January	February	March	April	May	June	July	August	September	September 2023 YTD	Treasurers Notes
2023 Budget - Supplies & Equipment	\$2,050.00	\$0.00	\$0.00	\$0.00	\$94.67	\$94.67	\$94.67	\$94.67	\$94.67	\$94.67	\$2,050.00	
Actuals	\$0.00	\$0.00	\$0.00	\$0.00	\$146.93	\$727.03	\$490.64	\$538.52	\$277.53	\$146.01	\$2,175.06	Internet M42 Unit failed at shop. Replaced it with a Backup M42 unit
2023 Budget - Office Internet	\$700.00	\$93.43	\$93.43	\$93.43	\$93.43	\$93.43	\$93.43	\$93.43	\$93.43	\$93.43	\$700.00	
Actuals	\$94.50	\$94.50	\$94.50	\$94.50	\$0.00	\$94.50	\$93.25	\$0.00	\$0.00	\$0.00	\$700.00	
2023 Budget - Software & upgrades (and no subscriptions)	\$1,550.00	\$127.50	\$127.50	\$127.50	\$127.50	\$127.50	\$127.50	\$127.50	\$127.50	\$127.50	\$1,417.50	Had 1 year Desktop Pro for Quickbooks in March
Actuals	\$2,690.00	\$223.33	\$223.33	\$223.33	\$223.33	\$223.33	\$223.33	\$223.33	\$223.33	\$223.33	\$2,010.00	
2023 Budget - General IT support	\$2,690.00	\$71.56	\$71.56	\$71.56	\$133.81	\$244.01	\$115.29	\$164.06	\$71.56	\$169.82	\$1,202.03	
Actuals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
2023 Budget - Office Operating Expense	\$0.00	\$0.00	\$0.00	\$16.79	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16.79	
Actuals	\$0.00	\$409.17	\$409.17	\$409.17	\$750.03	\$750.03	\$750.03	\$750.03	\$750.03	\$750.03	\$5,732.50	
2023 Budget Office Operating Expenses Total	\$6,560.00	\$424.36	\$274.36	\$685.00	\$334.04	\$1,115.24	\$1,612.35	\$752.86	\$447.39	\$582.43	\$5,249.35	
Actuals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Park Functions Expenses												
2023 Budget - Board training	\$500.00	\$0.00	\$0.00	\$0.00	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$500.00	No courses were taken in 2023 by Board members. Still need to provide the funding to train Board members if required.
Actuals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$125.00	\$125.00	\$125.00	\$750.00	No courses were taken in 2023 by Staff members. Still need to provide the funding to train Staff members if required.
2023 Budget - Staff Training & courses	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Actuals	\$250.00	\$0.00	\$0.00	\$0.00	\$48.33	\$48.33	\$48.33	\$48.33	\$48.33	\$48.33	\$250.00	
2023 Budget - Memberships, dues, community	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$288.75	\$0.00	\$0.00	\$0.00	\$288.75	
Actuals	\$1,200.00	\$0.00	\$0.00	\$0.00	\$200.00	\$200.00	\$300.00	\$0.00	\$0.00	\$0.00	\$1,200.00	
2023 Budget - AGM & Meetings	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$188.85	\$10.50	\$0.00	\$0.00	\$0.00	\$199.35	
Actuals	\$1,400.00	\$0.00	\$0.00	\$0.00	\$233.33	\$233.33	\$233.33	\$233.33	\$63.94	\$610.32	\$1,400.00	
2023 Budget - Park Functions & activities	\$0.00	\$0.00	\$0.00	\$211.22	\$2.78	\$160.29	\$40.32	\$0.00	\$0.00	\$0.00	\$1,090.87	
Actuals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
2023 Budget - Social Club Cleaning	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Actuals	\$4,140.00	\$0.00	\$0.00	\$0.00	\$690.00	\$690.00	\$690.00	\$690.00	\$690.00	\$690.00	\$4,140.00	YTD CLE is under Budget due to more transparency on BOD meeting minutes and financials reporting requiring less costs for park meetings.
2023 Budget Office Operating Expenses Total	\$0.00	\$0.00	\$0.00	\$211.22	\$2.78	\$949.14	\$339.57	\$0.00	\$65.94	\$610.32	\$1,578.97	
Actuals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Bank & Credit Card Service Charges												
2023 Budget - Bank service charges	\$1,650.00	\$137.50	\$137.50	\$137.50	\$137.50	\$137.50	\$137.50	\$137.50	\$137.50	\$137.50	\$1,237.50	
Actuals	\$52.84	\$52.84	\$0.00	\$126.42	\$218.92	\$269.00	\$251.75	\$108.75	\$243.75	\$153.75	\$1,541.35	
2023 Budget - Credit Card Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Actuals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
2023 Budget - Interest expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$323.96	
Actuals	\$0.00	\$34.34	\$0.00	\$0.00	\$0.00	\$0.00	\$35.00	\$254.12	\$0.00	\$0.00	\$323.96	
2023 Budget - BAC Charges Total	\$1,650.00	\$137.50	\$137.50	\$137.50	\$137.50	\$137.50	\$137.50	\$137.50	\$137.50	\$137.50	\$1,237.50	Slightly over budget for bank service charges.
Actuals	\$0.00	\$87.68	\$50.17	\$126.42	\$218.92	\$269.00	\$292.75	\$442.87	\$243.75	\$153.75	\$1,865.31	

	Annual Budget	2023 YTD												
		January	February	March	April	May	June	July	August	September	2023 YTD	Treasurers Notes		
Communications Costs														
5310	2023 Budget - Website	\$39,000	\$44.50	\$44.50	\$44.50	\$44.50	\$44.50	\$44.50	\$44.50	\$44.50	\$44.50	\$44.50		\$400.90
	Actuals		\$13.99	\$6.74	\$6.77	\$6.93	\$6.92	\$6.72	\$6.91	\$6.88	\$6.86	\$6.96	\$64.95	
5400	2023 Budget - Satellite TV	\$900.00	\$0.00	\$0.00	\$0.00	\$168.33	\$168.33	\$168.33	\$168.33	\$168.33	\$168.33	\$168.33	\$1,683.33	
	Actuals		\$0.00	\$0.00	\$0.00	\$136.33	\$108.13	\$880.08	\$208.13	\$108.13	\$1,683.33	\$940.13	\$1,683.33	
5450	2023 Budget - Telephone	\$1,015.00	\$199.59	\$199.59	\$199.59	\$199.58	\$199.58	\$199.58	\$199.58	\$199.58	\$199.58	\$199.58	\$1,995.25	
	Actuals		\$183.00	\$204.08	\$204.08	\$0.00	\$179.75	\$148.00	\$166.25	\$166.25	\$166.25	\$166.25	\$1,662.50	
	2023 Budget - Communications Costs Total	\$4,229.00	\$428.00	\$428.00	\$428.00	\$428.00	\$428.00	\$428.00	\$428.00	\$428.00	\$428.00	\$428.00	\$4,228.00	On Budget
	Actuals	\$0.00	\$156.99	\$355.99	\$356.09	\$333.97	\$330.64	\$330.64	\$330.64	\$330.64	\$330.64	\$330.64	\$3,306.13	
Personnel Expenses														
	Annual Budget	January	February	March	April	May	June	July	August	September	2023 YTD			
	2023 Budget - Labor Costs Total	\$165,590.00	\$0.00	\$0.00	\$0.00	\$24,325.00	\$24,325.00	\$24,325.00	\$24,325.00	\$24,325.00	\$24,325.00		\$124,950.00	Trending lower than budgeted.
	Actuals	\$0.00	\$0.00	\$0.00	\$11,485.48	\$18,393.11	\$19,596.47	\$19,127.26	\$19,433.57	\$17,434.20	\$115,320.09			
Utilities Costs														
	Annual Budget	January	February	March	April	May	June	July	August	September	2023 YTD			
5460	2023 Budget - Water	\$90,700.00	\$11,67	\$11.67	\$11.67	\$4,695.00	\$4,695.00	\$4,695.00	\$4,695.00	\$4,695.00	\$29,165.00		Very high water bill for June/July at \$11,695.41. Instructed maintenance to perform tests to ensure no leak in our system. Could be due to dry weather on Power bill from new contract with Direct Energy to see incremental costs associated with the parts power consumption.	
	Actuals	\$1,440.20	\$0.00	\$1,358.62	\$0.00	\$2,993.57	\$0.00	\$11,695.41	\$0.00	\$2,138.73	\$42,952.53			
5410	2023 Budget - Electricity	\$199,278.01	\$11,387.31	\$11,387.31	\$11,387.31	\$23,913.36	\$23,913.36	\$23,913.36	\$23,913.36	\$23,913.36	\$165,115.07	Actual costs trending higher than what was budgeted.		
	Actuals	\$15,389.46	\$10,902.08	\$9,282.26	\$12,569.81	\$17,999.03	\$16,126	\$161.26	\$161.26	\$161.26	\$3,709.07			
5400	2023 Budget - Natural Gas	\$6,493.55	\$913.83	\$913.83	\$913.83	\$1,155.36	\$775.40	\$564.41	\$722.00	\$734.63	\$7,643.98	We realized a ~20% reduction in sewer volumes in September compared to July/Aug average after our sewer repair near Lot 209.		
	Actuals	\$1,160.90	\$1,187.10	\$972.55	\$1,155.36	\$717.21	\$75.40	\$64.41	\$722.00	\$734.63	\$7,643.98			
5440	2023 Budget - Sewer	\$179,000.00	\$2,983.33	\$2,983.33	\$2,983.33	\$6,850.00	\$6,850.00	\$6,850.00	\$6,850.00	\$6,850.00	\$36,850.00			
	Actuals	\$2,135.08	\$1,906.83	\$2,477.35	\$13,218.40	\$24,598.69	\$7,693.66	\$2,148.81	\$2,082.28	\$25,217.40	\$161,498.60			
5330	2023 Budget - Internet for office/security & hotspot	\$2,548.00	\$212.33	\$212.33	\$212.33	\$212.33	\$212.33	\$212.33	\$212.33	\$212.33	\$1,911.00			
	Actuals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
5380	2023 Budget - RTM Waste Management	\$18,995.00	\$158.48	\$158.48	\$2,477.52	\$2,065.48	\$4,510.09	\$3,156.00	\$3,156.00	\$3,156.00	\$21,015.44	Currently our Part Consumables are above budget by 3.2%. Watching our water and power costs closely.		
	Actuals	\$496,912.56	\$15,008.48	\$16,008.48	\$46,371.91	\$58,997.96	\$59,897.96	\$59,897.96	\$59,897.96	\$59,897.96	\$388,667.13			
	2023 Budget - Utilities Costs Total	\$0.00	\$20,094.12	\$14,094.48	\$16,598.90	\$28,999.08	\$50,792.59	\$33,040.24	\$74,435.89	\$62,477.91	\$401,596.36			
	Actuals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
General Insurance Costs														
	Annual Budget	January	February	March	April	May	June	July	August	September	2023 YTD			
5170	2023 Budget - Insurance - building	\$29,816.00	\$0.00	\$0.00	\$29,816.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29,816.00		Prior Period Adjustment in April - Backed out \$1,890	
	Actuals	\$0.00	\$0.00	\$30,127.00	\$825.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,952.00			
5190	2023 Budget - Insurance / registration - Vehicles	\$3,963.00	\$0.00	\$0.00	\$660.90	\$1,917.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,917.00			
	Actuals	\$3,963.00	\$0.00	\$0.00	\$660.90	\$1,917.00	\$0.00	\$0.00	\$0.00	\$0.00	\$54,779.00			
	2023 Budget - Insurance Costs Total	\$33,779.00	\$0.00	\$0.00	\$29,816.00	\$660.90	\$660.90	\$660.90	\$660.90	\$660.90	\$32,889.00			
	Actuals	\$0.00	\$0.00	\$30,127.00	\$825.00	\$1,917.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,889.00			

Professional Services Costs										Annual Budget	January	February	March	April	May	June	July	August	September	September 2023 YTD	September 2023 YTD								
2023 Budget - Accounting										\$615.00	\$712.92	\$712.92	\$712.92	\$712.92	\$712.92	\$712.92	\$712.92	\$712.92	\$712.92	\$712.92	\$712.92	\$712.92	\$712.92	\$712.92	\$712.92	\$712.92	\$712.92		
2023 Budget - Legal										\$2,000.00	\$106.67	\$106.67	\$106.67	\$106.67	\$106.67	\$106.67	\$106.67	\$106.67	\$106.67	\$106.67	\$106.67	\$106.67	\$106.67	\$106.67	\$106.67	\$106.67	\$106.67	\$106.67	2.5x higher than budget due to unforeseen activities by the very small concerned owners group forcing the COD to defend OI bylaws.
2023 Budget - Professional Services Costs Total										\$10,615.00	\$894.59	\$894.59	\$894.59	\$894.59	\$894.59	\$894.59	\$894.59	\$894.59	\$894.59	\$894.59	\$894.59	\$894.59	\$894.59	\$894.59	\$894.59	\$894.59	\$894.59	\$894.59	

Maintenance Costs										Annual Budget	January	February	March	April	May	June	July	August	September	September 2023 YTD	September 2023 YTD														
2023 Budget - Pool maintenance/repairs										\$11,000.00	\$0.00	\$0.00	\$0.00	\$1,833.33	\$1,833.33	\$1,833.33	\$1,833.33	\$1,833.33	\$1,833.33	\$1,833.33	\$1,833.33	\$1,833.33	\$1,833.33	\$1,833.33	\$1,833.33	\$1,833.33	\$1,833.33	\$1,833.33	\$1,833.33	August had Pool cover repair as well as pressure washer to clean deck.					
2023 Budget - Maintenance Contracts										\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00							
2023 Budget - Subcontractors										\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					
2023 Budget - Sanabria Building										\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
2023 Budget - Clubhouse										\$7,330.00	\$0.00	\$0.00	\$0.00	\$1,221.67	\$1,221.67	\$1,221.67	\$1,221.67	\$1,221.67	\$1,221.67	\$1,221.67	\$1,221.67	\$1,221.67	\$1,221.67	\$1,221.67	\$1,221.67	\$1,221.67	\$1,221.67	\$1,221.67	\$1,221.67	\$1,221.67	\$1,221.67	Trending below budget			
2023 Budget - Janitorial supplies										\$4,020.00	\$0.00	\$0.00	\$0.00	\$620.21	\$620.21	\$620.21	\$620.21	\$620.21	\$620.21	\$620.21	\$620.21	\$620.21	\$620.21	\$620.21	\$620.21	\$620.21	\$620.21	\$620.21	\$620.21	\$620.21					
2023 Budget - Maintenance - Supplies (consumables)										\$945.00	\$0.00	\$0.00	\$0.00	\$157.50	\$157.50	\$157.50	\$157.50	\$157.50	\$157.50	\$157.50	\$157.50	\$157.50	\$157.50	\$157.50	\$157.50	\$157.50	\$157.50	\$157.50	\$157.50	\$157.50	\$157.50				
2023 Budget - Plumbing/sewer maintenance										\$5,100.00	\$0.00	\$0.00	\$0.00	\$850.00	\$850.00	\$850.00	\$850.00	\$850.00	\$850.00	\$850.00	\$850.00	\$850.00	\$850.00	\$850.00	\$850.00	\$850.00	\$850.00	\$850.00	\$850.00	\$850.00	\$850.00				
2023 Budget - Groundskeeping										\$17,400.00	\$0.00	\$0.00	\$0.00	\$2,900.00	\$2,900.00	\$2,900.00	\$2,900.00	\$2,900.00	\$2,900.00	\$2,900.00	\$2,900.00	\$2,900.00	\$2,900.00	\$2,900.00	\$2,900.00	\$2,900.00	\$2,900.00	\$2,900.00	\$2,900.00	\$2,900.00	\$2,900.00	August had ~\$1,000 in costs (above insurance coverage) to repair Entrance gate. Repair to Road Infrastructure			
2023 Budget - Snow removal										\$325.00	\$54.17	\$54.17	\$54.17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
2023 Budget - Equipment repairs (incl laundry)										\$7,450.00	\$0.00	\$0.00	\$0.00	\$1,241.67	\$1,241.67	\$1,241.67	\$1,241.67	\$1,241.67	\$1,241.67	\$1,241.67	\$1,241.67	\$1,241.67	\$1,241.67	\$1,241.67	\$1,241.67	\$1,241.67	\$1,241.67	\$1,241.67	\$1,241.67	\$1,241.67	\$1,241.67	\$1,241.67	Had a \$2,677.02 repair on the lift station pump in June. Had \$1,536.45 in repairs for laundry machine repairs in August.		
2023 Budget - Equipment rental										\$500.00	\$0.00	\$0.00	\$0.00	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33				
2023 Budget - Automobile expense										\$2,000.00	\$0.00	\$0.00	\$0.00	\$333.33	\$333.33	\$333.33	\$333.33	\$333.33	\$333.33	\$333.33	\$333.33	\$333.33	\$333.33	\$333.33	\$333.33	\$333.33	\$333.33	\$333.33	\$333.33	\$333.33	\$333.33				
2023 Budget - Security Maintenance										\$2,800.00	\$233.33	\$233.33	\$233.33	\$233.33	\$233.33	\$233.33	\$233.33	\$233.33	\$233.33	\$233.33	\$233.33	\$233.33	\$233.33	\$233.33	\$233.33	\$233.33	\$233.33	\$233.33	\$233.33	\$233.33	\$233.33	Prior Period adjustment in May for \$2,119.94 for Gunnebo Annual Service contract.			
2023 Budget - Maintenance Costs Total										\$65,370.00	\$297.50	\$297.50	\$297.50	\$297.50	\$297.50	\$297.50	\$297.50	\$297.50	\$297.50	\$297.50	\$297.50	\$297.50	\$297.50	\$297.50	\$297.50	\$297.50	\$297.50	\$297.50	\$297.50	\$297.50	\$297.50				
Actuals										\$0.00	\$173.22	\$2,923.27	\$920.62	\$389.48	\$9,466.94	\$16,424.51	\$7,181.00	\$9,695.41	\$7,739.77	\$54,504.22															

Treasurers Notes

Treasurers Notes

CLE 2023 Balance Sheet to September 30

713 ac
2024-25
Assessable Units

713 ac
2024-25
Assessable Units

Condominium Corporation No. 0311815
Balance Sheet
As of 30 September 2023
28 Sep 23

Condominium Corporation No. 0311815
Balance Sheet
As of 30 September 2023
28 Sep 23

ASSETS	
Current Assets	
Cash	784,620
Accounts Receivable	172,308.00
Prepaid Expenses	64,888.00
Total Current Assets	1,021,816
Total Other Current Assets	77,588.50
TOTAL ASSETS	1,099,404.50
LIABILITIES & EQUITY	
Liabilities	
Accounts Payable	61,028.47
Total Accounts Payable	61,028.47
Capital Reserve	2,827.26
Total Capital Reserve	2,827.26
Other Current Liabilities	4,808.00
Total Other Current Liabilities	4,808.00
TOTAL LIABILITIES	74,663.73
Equity	
Capital Reserve	184,274.14
Total Equity	1,024,740.77
TOTAL LIABILITIES & EQUITY	1,099,404.50

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