

CONDOMINIUM CORPORATION NO. 0311515
COUNTRY LANE ESTATES
October 6, 2021

1. Call to Order 6:05 p.m.

2. Attendance

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

Attendance by Zoom
Vice Chair, Todd Walton

3. Approval of Agenda

Motion 2021-85

Motion to approve the Agenda as amended
Moved by Ron Zeegers, seconded by Mavis Forget

CARRIED

4. Approval of September 20, 2021 Minutes

Motion 2021-86

Motion to approve the Minutes as amended
Moved by Ron Zeegers, seconded by Mavis Forget

CARRIED

5. Administrator: Helen Thomas

- a. Key Scan - We have received back a quote from Gunnebo, their Rep feels we can upgrade our system and computer to Windows 10. Their quote expired but Terry Watson of Gunnebo advised they will honour it. Guardian is another company we have received a quote from but theirs is for a totally new system. We must do some further research as to if there are other options.
- b. Lost lot 246 - there is a caveat on the title. We will need to research this to see what we are legally able to do.
- c. Pilot light on fireplace in the lounge. It was suggested we turn the pilot light off in the summer to save on gas. This is not an expense of any concern so it will not be turned off.
- d. Lot 253 - Photo that was sent in to the Board from the owner which shows a tree that was removed was actually on common property and owners would like their money back that they paid to have it cut down.

Motion 2021-87

To pay the bill for the tree that was taken down by Summerset at a cost of \$1,044.75.
Moved by Todd Walton, seconded by Chris Knight. **CARRIED**

- e. Lot 37 - Owners have new renters that would like to store their trailer on the lot for the winter and stay next season. It is a 2006 or 2005 30ft 5th wheel. It must be checked out to see if it is acceptable to stay in our park. Oct 11/21 it will be here. Two board members will inspect it.
- f. Fax line will be disconnected as it used very infrequently.
- g. Maintenance time sheets - would like extra lines on their timesheets for regular hours and on call hours.
- h. Maintenance is suggesting an increase for the fee for use of equipment and their time. Minimum charge for half an hour is \$75.00 with a one hour minimum.

Motion 2021-88

Move that we increase the rental charge for equipment and operator to \$100.00/hr
In order to cover labour and equipment costs.

Moved by Todd Walton, seconded by Chris Knight. Opposed Ron Zeegers.

CARRIED

- i. Maintenance staff phone is in need of an upgrade, Helen Thomas will check with Telus to see what options there are and look at national quotes from other companies.
- j. Alberta Laundry technician identified that one of our washers needs \$1,307.00 repairs. We will not repair and have two machines removed.
- k. Custodians trained one of the winter stay monitors for winter stay cleaning.
- l. Maintenance staff sold some items and want to donate their earnings to the Social Club.

6. Chair: Linda Presiloski

- a. Satellite washroom will be closed October 12, 2021
- b. Water will be shut off October 15, 2021
- c. Budgets requested from Maintenance, Building, Gardening, Custodians. Please put together something by December, 2021 and send to Chris Knight.
- d. As you can see into the Men's washroom a suggestion of saloon type doors or a vent in the outer door to fix this issue.
- e. Shing will have a meeting tomorrow, October 7, 2021
- f. Maintenance equipment, the backhoe is in need of repair or look into replacing it with something else for winter use. We have decided not to repair and look into something else at a later date. Hire outside to plow our roads if we get a big snow storm as our equipment isn't made for big jobs.
- g. One garbage bin will be moved to the parking lot by the Great Room for the winter. One of the winter monitors will call for pick ups.

- h. Big bin was dumped three times this September. Looking at bringing it in just for spring clean up.
- 7. Vice Chair: Todd Walton**
- a. Maintenance would like to have the garbage area paved with recycled asphalt. We need to get a quote on this for next year.
 - b. End of large garbage bin pick up November 1, 2021
- 8. Treasurer: Chris Knight**
- a. Financials
As per attached

Motion 2021-89
Financials accepted and presented
Moved by Mavis Forget, seconded by Ron Zeegers **CARRIED**
 - b. Masone and Company review of financials.
Motion 2021-90
To again retain Masone and Company to conduct the review of 2021 financial statements.
Moved by Chris Knight, seconded by Ron Zeegers. **CARRIED**
 - c. Reserve Fund
Motion 2021-91
To hire Reliance Asset Consulting Company to do an annual review of our reserve fund for the amount not to exceed \$1,000.00.
Moved by Chris Knight, seconded by Mavis Forget. **CARRIED**
 - d. Our winter monitors will be added to our WBC as contractors in case of any injury.
- 9. Board Member: Ron Jones**
- a. Lot improvements are done for the season
 - b. Fire inspectors are coming for an inspection
 - c. Will speak with Jeff Porter on what the county decision on river lots.
- 10. Assistant Treasurer: Ron Zeegers**
- a. Graham Tite of 8760 wrote us an email to let us know that we made a good choice to tie in our utilities as the rate is going up quickly.
 - b. The bylaws are with the lawyer. Would like to get this out by April 1, 2022.
 - c. The lawyer will red-line the changes. When complete the new proposed bylaws will be submitted to the owners for approval.
- 11. Board Member: Mavis Forget**
- a. Signage - \$600.00 for two signs

Motion 2021-92

That we contract Spy Design for two 3'x5' signs not to exceed \$600.00.
Moved by Mavis Forget, seconded by Robyn Ollett.

- b. Gardening budget of \$450.00 for annual flower baskets and pots.

12. New Business

- a. Playground is in need of fixing up. Suggest to the Social Club we work together and do some fundraising for the Playground.
- b. GM Mechanical has given us a quote for vent hoods and dryer vents of \$3,125.00

Motion 2021-93

To replace the vent hoods (10) with the Primex hoods with dampers and removable exterior covers. Run hard pipe venting to dryers (10). Replace gas flex on dryers (10) with coated corrugated stainless flex at a cost of no more than \$3,500.00.

Moved by Ron Jones, seconded by Mavis Forget.


CARRIED

13. In Camera: 8:46 p.m.

Out of Camera 9:16 p.m.

14. Next Meeting: December 11, 2021 10:00 a.m. (Alberta Time)

15. Adjournment 9:25 p.m.



Linda Presiloski, Chair



Robyn Ollett, Secretary

Condominium Corporation No. 0311515

Profit & Loss Budget Performance

September 2021

	Sep 21	Budget	Jan - Sep 21	YTD Budget	Annual Bud...
Ordinary Income/Expense					
Income					
4000 · Contribution Maintenance Fees	105,690	105,667	634,140	634,002	634,002
4015 · Clubhouse Rental	0	100	0	600	600
4019 · COVID-19 income	0		(80)		
4023 · Estoppel Income	375	150	1,200	675	675
4025 · Finance Charges Income	22		97		
4050 · Winter Usage Fee	0	0	17,995	15,000	25,000
4055 · Key Fob Income	0	0	1,620	4,200	4,200
4065 · Maintenance Income	0		325		
4070 · Laundry Income	2,194	1,200	10,048	8,950	12,000
4083 · Administration Income	0		(50)		
4085 · Office Rent	600	600	600	600	600
4090 · Credit Card Fee Income	0	100	0	1,220	1,220
4999 · Uncategorized Income	0		350		
Total Income	108,881	107,817	666,244	665,247	678,297
Gross Profit	108,881	107,817	666,244	665,247	678,297
Expense					
Fuel					
5140 · Diesel	0	0	0	1,000	1,000
5150 · Gasoline	0	0	2,482	1,800	1,800
Total Fuel	0	0	2,482	2,800	2,800
General Insurance					
5170 · Building Insurance	0	0	27,685	28,600	28,600
5190 · Vehicle Insurance	0	0	1,902	2,050	2,050
Total General Insurance	0	0	29,587	30,650	30,650
Maintenance					
5020 · Automobile Expense	0	0	64	230	230
5050 · Janitorial Supplies	654	350	3,168	2,100	2,450
5203 · Maintenance Contracts	0	0	788	1,890	1,890
5204 · Subcontractors	0	2,250	3,164	13,500	15,750
5205 · Supplies	193	950	790	5,750	6,700
5208 · Tools	247		1,458		
5209 · Plumbing/water/sewer maintenanc	30		1,807		
5219 · Satellite Bldg	33	0	960	500	500
5220 · Clubhouse	3,383	0	4,040	1,000	1,000
5225 · Grounds	0	375	23,328	22,250	22,625
5245 · Snow Removal	0		102		
5350 · Equipment Repairs	597	450	3,937	2,700	3,150
5430 · Security Maintenance	0	0	2,685	500	1,000
Total Maintenance	5,135	4,375	46,291	50,420	55,295
Office Operating Expenses					
5270 · Supplies/Equipment	64	300	1,875	2,100	2,700
5272 · Software/Upgrades/Subscriptions	75	139	1,786	2,286	2,703
5275 · General IT support	0	300	1,229	2,100	2,400
Total Office Operating Expenses	139	739	4,889	6,486	7,803
Operational Expenses					
5030 · Bank/Interest Charges	170	80	1,576	1,305	1,545
5033 · Credit Card Costs	0	140	0	1,708	1,708
Total Operational Expenses	170	220	1,576	3,013	3,253
Park Functions					
5005 · Board Training	0	0	0	750	750
5007 · Staff Training & Courses	0	0	0	750	750
5010 · AGM & Meetings	0	0	1,874	1,000	1,000
5240 · Memberships, Dues, Community	0	0	0	0	289
5365 · Park Functions & Activities	187	50	866	900	950

2:15 PM

10/04/21

Accrual Basis

Condominium Corporation No. 0311515
Profit & Loss Budget Performance
September 2021

	Sep 21	Budget	Jan - Sep 21	YTD Budget	Annual Bud...
5367 · Social Club Clearing	(441)		0		
Total Park Functions	(254)	50	2,740	3,400	3,739
Personnel Expenses					
5310 · WCB	0		793		
5490 · Management	3,799	4,515	33,491	31,815	40,200
6510 · Caretaker salaries	3,886	4,584	24,258	27,504	32,088
6520 · Pool maintenance salaries	776	612	6,952	13,770	13,770
6530 · Maintenance Salaries	5,532	6,500	38,743	39,000	45,500
6560 · Payroll Expenses Employees	1,911		10,422		
Total Personnel Expenses	15,904	16,211	114,660	112,089	131,558
Professional Fees					
5340 · Accounting	158	2,000	420	12,000	18,000
5345 · Legal	636	500	3,786	6,500	8,000
Total Professional Fees	793	2,500	4,206	18,500	26,000
Utilities					
Communications					
5420 · Satellite TV	140	143	968	858	1,001
5450 · Telephone	176	231	2,129	2,139	2,832
5510 · Website	0	0	1,547	1,000	1,146
Total Communications	316	374	4,644	3,997	4,979
5380 · Garbage Removal	2,470	1,700	15,200	11,985	14,000
5400 · Natural Gas	826	620	6,221	6,730	8,350
5410 · Power	16,842	21,000	144,792	126,550	181,150
5440 · Sewage Disposal	23,042	23,000	130,953	134,750	153,050
5460 · Water	16,640	9,900	25,354	17,450	22,150
5530 · Wireless Internet	1,201	945	22,210	8,505	11,340
Total Utilities	61,336	57,539	349,374	309,967	395,019
5035 · Bad Debts	820	190	1,350	1,155	1,155
5372 · Safety/Medical Supplies	878	0	1,573	950	950
5373 · Permits	0	0	60	349	349
5374 · Pool Maintenance- Repairs	50	500	10,893	10,700	10,700
5750 · COVID-19 Expenses	32	0	32	2,000	2,000
Total Expense	85,004	82,324	569,713	552,479	671,271
Net Ordinary Income	23,876	25,493	96,531	112,768	7,026
Net Income	<u>23,876</u>	<u>25,493</u>	<u>96,531</u>	<u>112,768</u>	<u>7,026</u>

Condominium Corporation No. 0311515
Balance Sheet
 As of September 30, 2021

	<u>Sep 30, 21</u>
ASSETS	
Current Assets	
Chequing/Savings	
Total of all Banks	
Servus Credit Union	
1010 - Servus Patronage	131.20
1015 - Capital Reserve	59,945.20
1020 - Chequing 9661950	240,320.87
Total Servus Credit Union	300,397.27
1026 - Credential Securities - cash	263,857.65
1027 - Credential Securities	165,937.56
Total Total of all Banks	730,192.48
1050 - Petty Cash	18.50
Total Chequing/Savings	730,210.98
Accounts Receivable	
1200 - Accounts Receivable	8,722.84
Total Accounts Receivable	8,722.84
Other Current Assets	
1016 - Prepaid Insurance	4,914.50
1203 - Allowance for bad debt	-5,290.96
1220 - Undeposited Funds	1,459.81
Total Other Current Assets	1,083.35
Total Current Assets	740,017.17
TOTAL ASSETS	740,017.17
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 - Accounts Payable	3,844.79
Total Accounts Payable	3,844.79
Credit Cards	
2004 - Mastercard - 6817	700.78
Total Credit Cards	700.78
Other Current Liabilities	
2010 - Accrued Liabilities	56,919.74
2020 - Payroll Liabilities	2,936.21
2025 - Wages Payable	5,949.50
Total Other Current Liabilities	65,805.45
Total Current Liabilities	70,351.02
Total Liabilities	70,351.02
Equity	
2999 - Capital Replacement Reserve	
2998 - Contrib Capital - Cap Rplc Rese	78,030.00
3000 - Capital Replacement Reserve Exp	
3021 - Eavestrough & Downspouts	-5,092.50
3024 - Hot Water Heaters (2) Pumps (4)	-6,567.75
3043 - Office Equipment & Furniture	-1,277.12
3048 - Reserve Fund Study	-577.50
3055 - Swimming Pool Equipment	-272.99
3056 - HVAC Renovations/Upgrade	-9,247.47
3058 - Security Gate Upgrade	-945.00

2:17 PM

10/04/21

Accrual Basis

Condominium Corporation No. 0311515

Balance Sheet

As of September 30, 2021

	<u>Sep 30, 21</u>
3066 · NVR & Camera System	-2,199.26
3070 · Sidewalks around common bldgs	-4,500.00
3071 · Decking on clubhouse building	-1,000.00
3072 · Fire rated wall elec/boller	-3,018.75
3073 · Door in back laundry room	-1,566.60
3074 · Water posts - ball valve/refurb	-9,306.13
Total 3000 · Capital Replacement Reserve Exp	-45,571.07
3004 · Reserve Interest	4,222.05
3009 · Cap Replace Reserve - Open Bal	453,059.43
Total 2999 · Capital Replacement Reserve	489,740.41
3900 · Retained Earnings	89,572.70
3901 · Interfund transfers - OF	-6,178.45
Net Income	96,531.49
Total Equity	669,666.15
TOTAL LIABILITIES & EQUITY	740,017.17
