

**CONDOMINIUM CORPORATION NO. 0311515**  
**COUNTRY LANE ESTATES**  
**September 20, 2021**

**1. Call to Order 5:55pm**

**2. Attendance**

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

Attendance via Zoom  
Todd Walton, Vice Chair

Absent  
Chris Knight, Treasurer  
Ron Jones, Board Member

**3. Approval of Agenda**

**Motion 2021-78**

Motion to adopt Agenda as presented  
Moved by Mavis Forget, seconded by Ron Zeegers

**CARRIED**

**4. Approval of September 8, 2021 Minutes**

**Motion 2021-79**

Motion to approve the minutes as presented  
Moved by Robyn Ollett, seconded by Ron Zeegers

**CARRIED**

**5. Linda Presiloski, Chair**

- a. Interviews were held for Custodians. New couple to start will be Holly and Robert Génois, Karen and Rod Smith will train them. We have two others that will help out if someone needs time off.
- b. The Custodians are requesting the washrooms to be closed for cleaning Oct. 4<sup>th</sup> from 6 to 8 pm. Also they would like to steam clean the furniture in the Fireside Lounge and Card/Games room. The board has approved them to do this, but must give us a cost on steam cleaning machine.
- c. Custodians and Maintenance are to do a budget up for next spring.
- d. Ball Valves

**Motion 2021-80**

That we spend an additional \$3,500.00 for the Ball Valves in order to complete the project.

Moved by Mavis Forget, seconded by Ron Zeegers.

**CARRIED**

- e. Post at the front gate. We are still waiting on quotes for these.
- f. Telus Hub. The wifi we have is sufficient up at the buildings for now will leave till spring and see about the O-Net.
- g. Cameras are up and running.
- h. The Foothills County has invited us to apply for internet service through O-Net. This is a Provincial Program that covers basic installation beginning Oct 1st. Anything extra is billed by O-Net.

**Motion 2021-81**

We apply to the Foothills County for O-Net. Once it can be connected then cancel Telus and pay out the penalties in one lump sum.

Moved by Ron Zeegers, seconded by Mavis Forget

**CARRIED**

**6. Helen Thomas, Administrator**

- a. Lost Lot 246: This lot was lost in the flood. Lawyer has tried to contact them as there are arrears to be paid. Put this over to next meeting.
- b. Key Scan: Guardian Security quote was \$34,000.00, one company said our system was obsolete. Gunnebo rep, Sharon Ferguson and a technician did quite a thorough check and provided a quote to upgrade the system. Computer upgrade to Windows 10 – Quote: \$16,311.04 dated September 7, 2021 needed to let them know we will call to see if we can extend our quote. Maintenance is concerned that if our electrical panels go this could cause everything to go bad. We will carry this over to the next meeting in October.
- c. Monaco 2003 approval

**Motion 2021-82**

2003 Monaco was approved to come into CLE for Rental or Purchase

Moved by Mavis Forget, seconded by Ron Zeegers

**CARRIED**

- d. A sign will be put on Washers for washing pet beds and blankets
- e. Parking extra vehicles and cargo trailers on lots will start Oct 15th to April 15th
- f. An inquiry was made as to why the Park flies an American flag and our Canadian flag. The response provided was that both flags are flown out of courtesy and respect.

**7. Ron Zeegers, Assistant Treasurer**

**Motion 2021-83**

To amend Motion 2021-77 to read “A special resolution of bylaws to be sent to owners to amend our present bylaws in accordance with recommendation of the bylaw committee, once it has been approved by our lawyer.”

Moved by Ron Zeegers, seconded by Mavis Forget

**CARRIED**

- a. 8760 welcome package. We are waiting for a signed copy from Graham Tite
- b. No new Lot improvement forms

**8. Robyn Ollett, Secretary**

- a. Lockers are to be removed from the mens' washroom and a door needs to be put up in mens' washroom, something like saloon doors.
- b. Winter stay meeting was held and all monitors were given their package of info that they needed

**9. Mavis Forget, Board Member**

- a. The Social Club's Thanksgiving dinner was cancelled in the hall. Turkeys were available to pick up and take to their homes and have small outdoor dinners.
- b. The Social Club has thanked us for the canopies and they have \$5,000.00 in their fund.
- c. Signage moved over to next meeting.

**10. New Business**

None at this time

**11. Financials**

**Motion 2021-84**

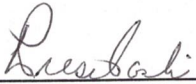
To approve financials as presented

Moved by Ron Zeegers, seconded by Mavis Forget

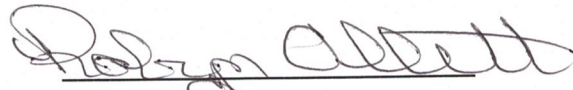
**CARRIED**

**12. Next Meeting October 6, 2021 at 6:00pm**

**13. Adjournment: 7:30pm**



Linda Presiloski, Chair



Robyn Ollett, Secretary

12:49 PM

09/16/21

Accrual Basis

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

	Aug 21	Budget	Jan - Aug 21	YTD Budget	Annual Bud...
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
4000 · Contribution Maintenance Fees	105,690	105,667	528,450	528,335	634,002
4015 · Clubhouse Rental	0	200	0	500	600
4019 · COVID-19 income	0		(80)		
4023 · Estoppel Income	75	150	825	525	675
4025 · Finance Charges Income	40		77		
4050 · Winter Usage Fee	0	0	17,995	15,000	25,000
4055 · Key Fob Income	150	0	1,470	4,200	4,200
4065 · Maintenance Income	0		325		
4070 · Laundry Income	1,345	2,100	7,854	7,750	12,000
4083 · Administration Income	0		(50)		
4085 · Office Rent	0	0	0	0	600
4090 · Credit Card Fee Income	0	100	0	1,120	1,220
4999 · Uncategorized Income	0		350		
<b>Total Income</b>	<u>107,300</u>	<u>108,217</u>	<u>557,216</u>	<u>557,430</u>	<u>678,297</u>
<b>Gross Profit</b>	107,300	108,217	557,216	557,430	678,297
<b>Expense</b>					
<b>Fuel</b>					
5140 · Diesel	0	0	0	1,000	1,000
5150 · Gasoline	0	0	2,482	1,800	1,800
<b>Total Fuel</b>	<u>0</u>	<u>0</u>	<u>2,482</u>	<u>2,800</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	2,050	2,050
<b>Total General Insurance</b>	<u>0</u>	<u>0</u>	<u>29,587</u>	<u>30,650</u>	<u>30,650</u>
<b>Maintenance</b>					
5020 · Automobile Expense	0	80	64	230	230
5050 · Janitorial Supplies	1,259	350	2,514	1,750	2,450
5203 · Maintenance Contracts	0	0	788	1,890	1,890
5204 · Subcontractors	2,707	2,250	3,164	11,250	15,750
5205 · Supplies	35	950	597	4,800	6,700
5208 · Tools	262		1,212		
5209 · Plumbing/water/sewer maintenanc	64		1,777		
5219 · Satellite Bldg	0	0	928	500	500
5220 · Clubhouse	458	0	658	1,000	1,000
5225 · Grounds	2,266	375	23,328	21,875	22,625
5245 · Snow Removal	0		102		
5350 · Equipment Repairs	605	450	3,340	2,250	3,150
5430 · Security Maintenance	268	0	2,685	500	1,000
<b>Total Maintenance</b>	<u>7,922</u>	<u>4,455</u>	<u>41,156</u>	<u>46,045</u>	<u>55,295</u>
<b>Office Operating Expenses</b>					
5270 · Supplies/Equipment	241	300	1,810	1,800	2,700
5272 · Software/Upgrades/Subscriptions	84	139	1,711	2,147	2,703
5275 · General IT support	0	300	1,229	1,800	2,400
<b>Total Office Operating Expenses</b>	<u>325</u>	<u>739</u>	<u>4,750</u>	<u>5,747</u>	<u>7,803</u>
<b>Operational Expenses</b>					
5030 · Bank/Interest Charges	144	80	1,406	1,225	1,545
5033 · Credit Card Costs	0	140	0	1,568	1,708
<b>Total Operational Expenses</b>	<u>144</u>	<u>220</u>	<u>1,406</u>	<u>2,793</u>	<u>3,253</u>
<b>Park Functions</b>					
5005 · Board Training	0	0	0	750	750
5007 · Staff Training & Courses	0	0	0	750	750
5010 · AGM & Meetings	7	0	1,874	1,000	1,000
5240 · Memberships, Dues, Community	0	0	0	0	289
5365 · Park Functions & Activities	548	150	679	850	950

12:49 PM

09/16/21

Accrual Basis

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

	Aug 21	Budget	Jan - Aug 21	YTD Budget	Annual Bud...
5367 · Social Club Clearing	441		441		
<b>Total Park Functions</b>	996	150	2,994	3,350	3,739
<b>Personnel Expenses</b>					
5310 · WCB	(395)		793		
5490 · Management	4,060	4,515	29,692	27,300	40,200
6510 · Caretaker salaries	4,416	4,584	20,372	22,920	32,088
6520 · Pool maintenance salaries	2,939	4,386	6,176	13,158	13,770
6530 · Maintenance Salaries	6,565	6,500	33,212	32,500	45,500
6560 · Payroll Expenses Employees	1,849		8,512		
<b>Total Personnel Expenses</b>	19,434	19,985	98,756	95,878	131,558
<b>Professional Fees</b>					
5340 · Accounting	105	2,000	263	10,000	18,000
5345 · Legal	0	500	3,150	6,000	8,000
<b>Total Professional Fees</b>	105	2,500	3,413	16,000	26,000
<b>Utilities</b>					
<b>Communications</b>					
5420 · Satellite TV	140	143	828	715	1,001
5450 · Telephone	0	231	1,953	1,908	2,832
5510 · Website	0	500	1,547	1,000	1,146
<b>Total Communications</b>	140	874	4,328	3,623	4,979
5380 · Garbage Removal	2,470	1,700	12,730	10,285	14,000
5400 · Natural Gas	757	700	5,395	6,110	8,350
5410 · Power	19,031	19,950	127,950	105,550	181,150
5440 · Sewage Disposal	25,709	27,600	107,911	111,750	153,050
5460 · Water	6,264	0	8,714	7,550	22,150
5530 · Wireless Internet	1,901	945	21,009	7,560	11,340
<b>Total Utilities</b>	56,271	51,769	288,038	252,428	395,019
5035 · Bad Debts	0	193	530	965	1,155
5372 · Safety/Medical Supplies	16	0	694	950	950
5373 · Permits	0	0	60	349	349
5374 · Pool Maintenance- Repairs	3,500	3,000	10,843	10,200	10,700
5750 · COVID-19 Expenses	0	0	0	2,000	2,000
<b>Total Expense</b>	88,713	83,011	484,708	470,155	671,271
<b>Net Ordinary Income</b>	18,587	25,206	72,508	87,275	7,026
<b>Net Income</b>	18,587	25,206	72,508	87,275	7,026

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

	<u>Aug 31, 21</u>
<b>ASSETS</b>	
Current Assets	
Chequing/Savings	
Total of all Banks	
Servus Credit Union	
1010 - Servus Patronage	131.20
1015 - Capital Reserve	69,247.31
1020 - Chequing 9661950	269,929.95
Total Servus Credit Union	<u>339,308.46</u>
1026 - Credential Securities - cash	61,757.65
1027 - Credential Securities	363,894.09
Total Total of all Banks	<u>764,960.20</u>
1050 - Petty Cash	18.50
Total Chequing/Savings	<u>764,978.70</u>
Accounts Receivable	
1200 - Accounts Receivable	-46,623.85
Total Accounts Receivable	<u>-46,623.85</u>
Other Current Assets	
1016 - Prepaid Insurance	4,914.50
1203 - Allowance for bad debt	-4,470.96
1220 - Undeposited Funds	970.00
Total Other Current Assets	<u>1,413.54</u>
Total Current Assets	<u>719,768.39</u>
<b>TOTAL ASSETS</b>	<b><u>719,768.39</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 - Accounts Payable	32,472.87
Total Accounts Payable	<u>32,472.87</u>
Credit Cards	
2004 - Mastercard - 6817	2,947.60
Total Credit Cards	<u>2,947.60</u>
Other Current Liabilities	
2010 - Accrued Liabilities	34,350.00
2025 - Wages Payable	6,947.11
Total Other Current Liabilities	<u>41,297.11</u>
Total Current Liabilities	<u>76,717.58</u>
Total Liabilities	76,717.58
Equity	
2999 - Capital Replacement Reserve	65,025.00
2998 - Contrib Capital - Cap Rplc Rese	
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
3058 - Security Gate Upgrade	-945.00
3070 - Sidewalks around common bldgs	-4,500.00
3071 - Decking on clubhouse building	-1,000.00

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09/16/21

Accrual Basis

Condominium Corporation No. 0311515

**Balance Sheet**

As of August 31, 2021

	<u>Aug 31, 21</u>
3072 · Fire rated wall elec/boiler	-3,018.75
3073 · Door in back laundry room	-753.90
3074 · Water posts - ball valve/refurb	-6,996.35
<b>Total 3000 · Capital Replacement Reserve Exp</b>	<u>-31,001.86</u>
3004 · Reserve Interest	66.23
3009 · Cap Replace Reserve - Open Bal	453,059.43
<b>Total 2999 · Capital Replacement Reserve</b>	<u>487,148.80</u>
3900 · Retained Earnings	89,572.70
3901 · Interfund transfers - OF	-6,178.45
Net Income	72,507.76
<b>Total Equity</b>	<u>643,050.81</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>719,768.39</u></u>