

CONDOMINIUM CORPORATION NO. 0311515
COUNTRY LANE ESTATES
September 11, 2023

MINUTES OF THE BOARD OF DIRECTORS MEETING

In-person at 5:30 PM at Country Lane Estates
370165 79 Street E,
Aldersyde, Alberta T1S 1B4

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 5:28 pm

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 2023-062

Board of Directors approve the Agenda, as written
Moved by Cameron King. Seconded by Allan Faryna

CARRIED

3. CONFLICT OF INTEREST DECLARATION

No conflicts declared at this time.

4. APPROVAL OF AUGUST 22, 2023 MEETING MINUTES AND BUSINESS ARISING

MOTION 2023-063

THAT the Board of Directors approve the August 22, 2023 Meeting Minutes and Business Arising, as amended
Moved by Allan Faryna. Seconded by Robyn Ollett

CARRIED

5. GUESTS: Janice Sherman – Update on plans for Harvest Moon/Thanksgiving Dinner

157 people have signed up for the Harvest Moon/Thanksgiving Supper. Maximum 159. This includes the card room in the space. 18 tables will be set up. Shopping for turkeys very soon. Host is responsible for cooking the turkey (13-15 lbs.). Bring it carved, and organize the rest of the meal with others at the table. Turkeys will not be stuffed. Pie and whipped cream is supplied. People bring their own plates and cutlery. Can use plates from the kitchen if they wish. Can decorate their own tables if they choose to. Pumpkin carving contest. Chris Cutler will do a video of the year's events, after dessert will move tables for dancing. The Board agrees to pay for the turkeys, pies, whipped topping, plates, napkins and cutlery. All to be drawn from the account held on behalf of the Social Club.

6. BUSINESS ARISING FROM MINUTES

a. Action item review:

Previous Actions

ACTION: August 22/2023 Vern Lecocq will send Thank you cards to Ed Sanders and Janet Roth for coordinating the Goofy Golf Day. Complete September 11

ACTION: June 28/2022 - Chuck McClain - Berm to be taken down - ongoing August 8/2023 Ongoing August 22/2023 Issue with the hydrant. Option - may be cheaper to hire a backhoe and knock half of the berm down, strip off the topsoil, get gravel to create a road and come off the watershed to fix the water storage issue. Will check for the cost and have that part fixed by the end of the season. Ongoing September 11/2023 Quotes are coming in for the project.

ACTION: July 5/2022 - Chuck McClain - Fix the stucco on the entrance gate. Looking at another quote Ongoing August 8/2023 Deferred until 2024-25 Season

ACTION: June 27/2023 Chuck will compose the blanket letter acknowledging our volunteers that make our park what it is. Ongoing - July 13/2023 Ongoing - July 31/2023 Ongoing - August 8/2023 Ongoing August 22/2024 Complete September 11/2023

ACTION: August 22/2023 Chuck McClain, Allan Faryna, Robyn Ollett and a user will review the Gym issue and make a decision on what is necessary to make more space for all machines. Ongoing September 11/2023 Further to this ACTION: September 11/2023 Allan Faryna will ask user of the gym equipment which treadmill could possibly be moved out of the gym and to the Sea Can for storage for now and check with her regarding the new light sensor.

ACTION: September 11/2023 Robyn Ollett will ask Maintenance to move this treadmill to the Sea Can for storage if the user agrees one is not necessary.

ACTION: August 8/2023 Robyn Ollett will inquire about getting larger signs for the Gym
Ongoing August 22/2023 Complete September 11/2023

ACTION: August 22/2023 Chuck McClain, Vern Lecocq, Allan Faryna and Cameron King
will look at it again and see what the best option is for design. Complete September
11/2023 Maintenance will build a 7" raised deck

ACTION: August 22/2023 Robyn will ask the Administrator to send out a reminder for the
August 25 Deadline. Complete September 11/2023

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 Board of Directors. Ongoing
September 11/2023 Further to this **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.

ACTION: August 22/2023 All Board Members will check out the lamp standards on Lots
118 and 275 and form an opinion on if this is what the rest of the posts should be like.
Complete September 11/20

ACTION: August 22/2023 Allan Faryna and Chuck McClain will reach out to maintenance
for work completion or to get quotes from painting companies to stain everything above
deck on CLE Clubhouse. Complete September 11/2023 Maintenance will do the staining
of the Clubhouse exterior.

b. Social Club Update

The CLE Board has completed the preparatory work with the Sub-Committee to establish
a Social Club in 2024 including creating a name, a charter, straightening up code of
accounts, and opening a bank account. The bank account will be opened before the end
of the season and the Board will be prepared to work with a Social Club as a stand-alone
entity in 2024.

7. FINANCIAL REVIEW – (Second Meeting of the Month)

Cameron King

No financials at this meeting. Financials will always be presented at the second meeting
of the month. At this point, they will be presented for approval.

8. PARK ADMINISTRATOR'S REPORT – Helen Thomas

No report at this time.

9. DIRECTORS' REPORTS

a. Mavis Forget

- i. Playground cost may amount to over \$200,000/Grants for a large portion of it.
- ii. Prices for trees can be anywhere from \$180- \$560 depending on height. Cost of planting is \$280/tree. Needs to be good size trees so they are established. Warranty happens when the trees are planted by a company-not the Park.

ACTION: September 11/2023 Mavis Forget will get three estimates for an underground sprinkler system for large green spaces for next year.

Sign to go up at the beginning of next season stating residents feel free to water green spaces adjacent to them

b. Vern Lecocq

No report at this time.

c. Cameron King

Working on the 2024 budget. Preliminary 2024 budget will be a stand-alone budget meeting. All board members to review any projects done in 2023 that the Board feels warrants to be pulled from the reserve fund. All Board members give budget numbers for next year and put the numbers toward a code. There are numbers based on previous history, and need to decide if they are sufficient or need to be increased. Examples would be pool items, flowers etc.

d. Allan Faryna

- i. Jan-Pro Contract. Three people will be doing the janitorial work. Letter will go out to the Park to introduce the new team.
- ii. Pool is being repaired.
- iii. Facebook Website - reached out to former owner who has moved from the Park and as admin of the Country Lane Estates Facebook site has canceled the site. Hopes are that we can get a new administrator for the site.
- iv. Sewer repairs have been done so we can now track to see if the repair has made the difference.

e. Vicki Fritz

Bylaw committee has met once in the last couple of weeks. We have changed Bylaws to WORD format and sent off to small law firm for quotes to do overlay as there are many changes according to *Condominium Act 2022*. We will be using the Zoom over the winter to meet over Bylaws.

ACTION: September 11/2023 Vicki Fritz will ask Administrator to set up Zoom meetings for the winter months.

f. Robyn Ollett

i. The Board has completed processing applicants for winter stay. Chuck McClain had a conversation with the County Counsellor, RD McHugh regarding the number of winter stay residents. We have had a peak of 14 in the past and the County was not made aware of the number of winter residents, however earlier documentation with the County does not support this option anyway and those high numbers are not written anywhere. RD McHugh was significantly concerned with the increasing numbers and the County administration was not supportive of the idea of long-term stays (over 200 days). Chuck McClain will take an administrative process forward for approval but it was stated by the County not to expect approval from them as DC 10 is fixed. Multiple years are more than two. Need to be out of the Park 165 days in the year to be approved. We continue to work with the County on this. We should expect significant changes for next season. If we can still remain open, the costs will be extremely high for so few residents and some much infrastructure to support. New owners need the right information.

ii. Meeting set for Tuesday, September 12, 2023 at 7:30 pm with monitors.

iii. Water/Sewer: Porta potty dump - first lot to the north after entrance gate. Will be set up for winter stay.

g. Chuck McClain

i. Water spigot has been repaired, working at putting another one on the watershed and creating an access for that.

ii. Going out to look this next week for a tractor with a cab and heater for snow plowing. Once we have three quotes, they will be brought back to the Board and a recommendation will be made. Then an electronic motion will be sent out to determine the Board's position to purchase the tractor.

10. **NEW BUSINESS**

a. Lock time of Fireside Lounge

Discussion held regarding the Fireside Lounge doors and the lock time which is now set at 10:00 pm. It was decided by the Board that this time is too early and motion was passed to reset for midnight.

MOTION: 2023-064

Cameron King moves to keep the doors of the Fireside Lounge open until midnight.
Allan Faryna seconds.

CARRIES

b. Leaving front gate open - EMS

Conversations around the EMS entry to the Park. We have worked with 911 and they can not guarantee getting the code to EMS or Police and given the number of 911 calls this season alone where the residents had to get to the gate to open for EMS, a discussion was held regarding keeping the gate open for daylight hours. The code would come from

the 911 service. 911 does not dispatch Police. The Fire Department runs it and they say the ambulance may be coming from another area and will not necessarily have the code.

At this time in our Park the resident needs to get to the gate to open it for the Police and Ambulance. Daylight hours are high risk hours with children and contractors. Nighttime hours are more for the security of the Park. Therefore, it was decided as a Board to leave the gate open for highrisk hours.

MOTION: 2023-065

Vern Lecocq moves that the entrance gate remain open from 8:00 am to 8:00 pm.
Robyn Ollett seconds.

CARRIED

- c. Welcome to the Park package
- d. Different promotional items to go into a Welcome package that will be handed out to all new residents. It will include information necessary like Emergency Protocols plus some CLE items like stick for fobs, lanyard, water bottle, etc. Possibly Items could also be available to purchase from the office. Logo will be used that was selected originally by the Park. Directory possibly could be put in.

ACTION: September 11/2019 Vicki Fritz will investigate the cost of the items and put it into the budget so it is ready to go out early next year.

- e. Power Contract

Over the summer months our power supplier demanded a \$125,000 credit deposit. They also asked for a contract addendum to enable them to ask for this and further credit support payments as they determined necessary. We refused to sign the addendum and took exception to the concept in general. The Corporation retained legal advice and commenced negotiations with the supplier. Our refusal to send \$125,000 without a method of legal recourse or assurance that the funds were in trust with a legal office in Alberta resulted in protracted discussion and ultimately with Active Business Services cancelling our contract without cause (allowed in the principal agreement). This summer our power was held at contracted price while we negotiated but we need a new supplier and a contracted rate to protect us from regulated rates (0.32 kwh). The lesson learned from our experience was to: a) use an Alberta corporation as a supplier; and b) find one of sufficient financial strength to withstand the variability of Alberta Power pricing. The result was a new 5-year agreement with Direct Energy Business at a rate of 0.099 Kwhr. This represents a 50% increase from the ABS pricing in the 2023 budget.

MOTION: 2023-066

Chuck McClain makes a motion that we enter into a supply agreement from September 1 2023 through August 31 2028. with Direct Energy Business at the most favorable rate (less than 9.9 cents) for the 5-year term. At the time of the motion the price volatility had rate increases of about 0.55 cents per kw/hour from last week's notice of rated.

Cameron King seconds

CARRIED ELECTRONICALLY August 24/2023

11. IN-CAMERA DISCUSSION at 7:27 pm

Out of camera at 8:09 pm

12. MOTIONS ARISING

MOTION: 2023-067

Cameron King moves to put a contingency budget item in place in order to correct for errors created by Board Members or Staff that can adversely affect owners or common property.

Allan Faryna seconds

CARRIED

13. NEXT MEETING

Monday, September 25, 2023 at 5:30 pm

14. TERMINATION OF MEETING

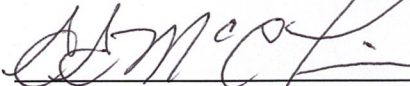
MOTION: 2023-068

Chuck McClain recommends to terminate the meeting at 8:12 pm.


Allan Faryna seconds.

CARRIED

DATED: September 25, 2023



Mr. Chuck McClain
Chair



Ms. Vicki Fritz
Secretary