

**CONDOMINIUM CORPORATION NO. 0311515
COUNTRY LANE ESTATES
SEPTEMBER 20, 2022**

1. Call to Order 10 a.m.

2. Attendance

Linda Presiloski, Chair
Ron Jones, Vice Chair
Chuck McClain, Treasurer
Ron Zeegers, Assistant Treasurer
Robyn Ollett, Secretary
Mavis Forget, Director
Brian Langan, Director
Helen Thomas, Administrator

3. Approval of Agenda

Motion 2022-60

Motion to approve the Agenda, as presented
Moved by Brian Langan, seconded by Mavis Forget

CARRIED

4. Approval of September 6, 2022 Minutes

Motion 2022-61

Motion to approve the Minutes, as amended
Moved by Chuck McClain, seconded by Mavis Forget

CARRIED

5. Business arising from Minutes

a. Action Log – Robyn Ollett

- i. Waiting for quote for pool liner. MDH Services advised to leave current liner in until new liner is installed.
- ii. Waiting for more quotes to repair stucco at entrance gate.
- iii. Repair of cracks in sewer still to be done.
- iv. Organ in Fireside Lounge has not yet been sold or donated.
- v. Owners are donating their cotoneaster hedge, which are to be replanted by the garbage bins.
- vi. Removal of berm may be done at the end of September. A backhoe will be rented.
- vii. Pool / hot tub boilers still to be installed
- viii. Bulletin board still to be moved
- ix. "Under Surveillance" signs to be post in various areas of the Park
- x. Leash lock to be installed at back of clubhouse and satellite washrooms.

- b. Fitfix – service agreement for gym equipment – Chuck McClain reviewed the agreement provided by Fitfix and has made some modifications to be reviewed by Fitfix.

6. Administrator – Helen Thomas

- a. List of Winter Stay provided to all Board members
- b. Estimate from Alberta Laundry reviewed by Board. It has been decided to replace the washing machine and not to repair it.
- c. Quote provided by Coinamatic discussed with the Board.

Motion 2022-62

Motion by Chuck McClain, seconded by Robyn Ollett, to purchase one washing machine, not to exceed \$3,000.00. **CARRIED**

- d. Cameras/lighting – One pole taken down by the maintenance area may be put back up. An electrician will see if power is available for camera and lighting. Maintenance would like another camera to obtain better visibility of maintenance area. An additional camera to be installed on the front porch of the Clubhouse. The current camera is too far from laundry room door. Brian Langan will call Gunnebo to discuss installation and location of camera.
- e. A new pool cover will be obtained for next season.
- f. The current fire ban was discussed with the Board. The Board decided to lift the current ban, but residents are to adhere to regulations and have a fire pit approved by the Board.

7. Directors' Report

- a. Chair – Linda Presiloski
 - i. Lot 275 – the curb stop and utilities on the property need to be moved as the owner has approximately 5-6 feet of unusable property. A quote to be obtained from O'Leary Excavating. Owners' unit will be off their lot at end of September for the work to be done.
 - ii. Board to continue with meetings, by way of Zoom, over the winter months. Pricing of Zoom meetings with recording to be obtained.
 - iii. Back gate needs either repair or replacement. Ron Jones suggested having wheels on gate. Chuck McClain with view the gate with Maintenance Manager.
 - iv. Two positions available for next season: (1) someone to work with Pool Maintenance and (2) someone to assist Maintenance Manager. Advertise to the owners and renters first and then advertise to the public in April/May 2023.
- b. Vice Chair – Ron Jones
 - i. Lot improvements are winding down; however some are still ongoing and not yet finalized.
- c. Treasurer – Chuck McClain
 - i. Reviewed August financials
Motion 2022-63
Motion by Robyn Ollett, seconded by Mavis Forget, to approve Financials, as presented. **CARRIED**

- ii. Lift stations – two micro cloths were in sewer system and clogged system (both pumps).
 - iii. Discussion with Board regarding the use of funds for the dog park, namely that the money is not capital improvement but from reserve fund.
 - iv. Masone & Company (the Corporation’s accountant) has provided an engagement letter. The accountant will be doing a financial review, not an audit.
 - v. An application has been made with WCB to cover volunteers. Waiting for advice from WCB.
 - vi. Waiting for information from the bank regarding GIC and Fidelity Dividend Fund investments.
- d. Assistant Treasurer – Ron Zeegers
- i. He wasn’t here for the motion made regarding the dog park. He is not in favour. He would like to see the money go towards repair/upgrade of the playground.
 - ii. He received an update from Unified Energy 8760 . Utility prices have risen and our contract with 8760 is providing a significant savings to the Park.
- e. Secretary – Robyn Ollett
- i. Winter Stay Committee to hold a meeting with all applicants. She received an inquiry by an owner – if a cover/bag is placed over their spigot and it still freezes who will be responsible. The Board discussed this issue and confirmed the Park will be responsible, not the owner, if the owner covered their spigot as they have been asked by Park.
 - ii. She has contacted and will try contacting more laundry mats inquiry who they use for service of their machines.
- f. Director – Mavis Forget
- i. Still waiting for grant information for the playground. The playground requires some maintenance such as sanding, painting and replacement of worn parts.
 - ii. Social Committee. Holly Genois is the new chair effective April, 2023. The Thanksgiving dinner, to be held on Saturday, September 24, 2022, will be the last event to be held by the current Social Committee.
The Board discussed that the current Social Committee is a stand-alone non-profit organization; however the new committee for 2023 may return under the umbrella of the Board, to provide written reports and financial statements to the Board.
 - iii. The date to begin winter storage on lots is October 15, 2022. Some owners may leave when the water is shut off but not be able to comply with the winter storage date.

Motion 2022-64

Motion by Brian Langan, seconded by Chuck McClain to rescind Motion No. 2022-58.

CARRIED

Motion 2022-65

Motion by Ron Zeegers, seconded by Robyn Ollett, that winter storage to commence October 11, 2022 to end on April 30, 2023. There will be no extension beyond April 30, 2023. **CARRIED**

8. New Business

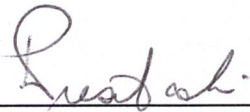
- a. Satellite washrooms will be closed September 26, 2022
- b. West laundry room will be closed October 7, 2022

9. In Camera: 11:45 a.m.

Out of Camera: 12:00 p.m.

10. Next Meeting: October 4, 2022 at 10:00 a.m.

11. Adjournment – 12:05 p.m.



Linda Presiloski, Chair



Robyn Ollett, Secretary

Balance Sheet

As of 31 August 2022

31 Aug 22

ASSETS

Current Assets

Chequing/Savings

Total of all Banks

Servus Credit Union

1010 - Servus Patronage 432.81

1015 - Capital Reserve 115,420.16

1020 - Chequing 9661950 260,812.13

Total Servus Credit Union 376,665.10

1026 - Credential Securities - cash 44,958.59

1027 - Credential Securities 387,372.97

Total Total of all Banks 808,996.66

1050 - Petty Cash 59.80

Total Chequing/Savings 809,056.46

Accounts Receivable

1200 - Accounts Receivable -45,682.95

Total Accounts Receivable -45,682.95

Other Current Assets

1016 - Prepaid Insurance 5,954.99

1203 - Allowance for bad debt -5,700.96

1220 - Undeposited Funds 1,220.00

Total Other Current Assets 1,474.03

Total Current Assets 764,847.54

TOTAL ASSETS 764,847.54

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 - Accounts Payable 33,134.14

Total Accounts Payable 33,134.14

Credit Cards

MasterCard -3,213.22

2004 - Mastercard - 6817 2,208.58

2022a - MasterCard - 3327 2,179.46

2022b - MasterCard - 3319 1,687.02

Total Credit Cards 2,861.84

Other Current Liabilities

2010 - Accrued Liabilities -288.75

2020 - Payroll Liabilities 3,474.38

2200 - GST/HST Payable -7.94

Total Other Current Liabilities 3,177.69

Total Current Liabilities 39,173.67

Total Liabilities 39,173.67

Equity

2999 - Capital Replacement Reserve

Condominium Corporation No. 0311515

Balance Sheet

As of 31 August 2022

	<u>31 Aug 22</u>
2998 · Contrib Capital - Cap Rplc Rese	64,935.00
3000 · Capital Replacement Reserve Exp	
3048 · Reserve Fund Study	-768.60
3058 · Security Gate Upgrade	-28,758.29
3070 · Sidewalks around common bldgs	-12,000.00
Total 3000 · Capital Replacement Reserve Exp	<u>-41,526.89</u>
3004 · Reserve Interest	1,756.56
3009 · Cap Replace Reserve - Open Bal	<u>490,734.99</u>
Total 2999 · Capital Replacement Reserve	515,899.66
3900 · Retained Earnings	106,762.30
Net Income	<u>103,011.91</u>
Total Equity	<u>725,673.87</u>
TOTAL LIABILITIES & EQUITY	<u><u>764,847.54</u></u>

Condominium Corporation No. 0311515

Profit & Loss

August 2022

	<u>Aug 22</u>
Ordinary Income/Expense	
Income	
4000 · Contribution Maintenance Fees	104,572.50
4005 · Bylaw Infraction Fines	100.00
4015 · Clubhouse Rental	100.00
4023 · Estoppel Income	375.00
4050 · Winter Usage Fee	-360.00
4055 · Key Fob Income	150.00
4060 · Interest Income	-24.40
4070 · Laundry Income	2,039.50
Total Income	<u>106,952.60</u>
Gross Profit	106,952.60
Expense	
Fuel	
5140 · Diesel	68.50
Total Fuel	<u>68.50</u>
Maintenance	
5050 · Janitorial Supplies	1,422.59
5205 · Supplies	-1,407.91
5208 · Tools	136.68
5220 · Clubhouse	4,329.16
5225 · Grounds	487.75
5350 · Equipment Repairs	250.74
Total Maintenance	5,219.01
Office Operating Expenses	
5270 · Supplies/Equipment	564.91
5271 · Internet for Office	94.50
5272 · Software/Upgrades/Subscriptions	48.30
5275 · General IT support	27.68
Total Office Operating Expenses	<u>735.39</u>
Operational Expenses	
5030 · Bank/Interest Charges	186.25
Total Operational Expenses	186.25
Park Functions	
5365 · Park Functions & Activities	26.31
Total Park Functions	26.31
Personnel Expenses	
5290 · CPP	894.24
5300 · EIC	607.40
6560 · Payroll Expenses Employees	18,872.71
Total Personnel Expenses	<u>20,374.35</u>
Professional Fees	
5340 · Accounting	105.00
5345 · Legal	428.73
Total Professional Fees	<u>533.73</u>

Condominium Corporation No. 0311515

Profit & Loss

August 2022

Aug 22

Utilities	
Communications	
5420 · Satellite TV	139.60
5450 · Telephone	143.00
5510 · Website	54.95
Total Communications	<u>337.55</u>
5380 · Garbage Removal	2,684.57
5400 · Natural Gas	1,128.33
5410 · Power	22,372.75
5440 · Sewage Disposal	28,618.76
Total Utilities	<u>55,141.96</u>
5374 · Pool Maintenance- Repairs	797.62
Total Expense	<u>83,083.12</u>
Net Ordinary Income	<u>23,869.48</u>
Net Income	<u><u>23,869.48</u></u>