

**CONDOMINIUM CORPORATION NO.0311515**  
**COUNTRY LANE ESTATES**  
**September 25, 2023**

**MINUTES OF THE BOARD OF DIRECTORS MEETING**

In-person at 5:30 PM at Country Lane Estates  
370165 79 Street East, 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 5:33 pm.

**2. APPROVAL OF AGENDA**

**MOTION 2023-069**

Board of Directors approve the Agenda, as written.  
Moved by Cameron King. Seconded by Robyn Ollett

**CARRIED**

**3. CONFLICT OF INTEREST DECLARATION**

No conflicts declared at this time.

**4. APPROVAL OF SEPTEMBER 11, 2023 MEETING MINUTES AND BUSINESS ARISING**

**MOTION 2023-070**

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

**CARRIED**

**5. BUSINESS ARISING FROM MINUTES**

**Action item review - Previous Actions:**

**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. COMPLETE September 25/2023 Received single bid. Two more bids to come in next year. Budget item for 2024 budget.

**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:** 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. COMPLETE September 25/2023 Fitness Room will be reconfigured to make room for all machines while still keeping the two treadmills there.

**ACTION:** September 25/2023 Allan Faryna and Robyn Ollett will get a work party together to move the equipment

**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 BOD. Ongoing September 11/2023 Ongoing: September 25/2023

**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.

**ACTION:** September 11/2023 Mavis Forget will get three estimates for an underground sprinkler system for large green spaces for next year. Ongoing: September 25/2023

**ACTION:** September 11/2023 Vicki Fritz will ask Administrator to set up Zoom meetings for the winter months. COMPLETE September 25/2023

## **6. FINANCIAL REVIEW**

Cameron King

Year to Date CLE is on line to budget.

Operating budget is \$650,000-\$700,000/year

Water spigot repair, pool repair, electrical repair, closet additions, sewer repair, gate repair (what wasn't covered by insurance), server from Maintenance Shop are some of the projects that will come out of the reserve fund.



**MOTION: 2023-071**

Vern Lecocq moves to approve the Financials, as reported  
Allan Faryna seconds.

**CARRIED**

Budget for 2024 - Board is responsible to report 2024 projected budget numbers to Cameron King soon. At this time, the Board will prioritize budget development. Board proposed budget review meeting date will be set after all September numbers are in.

**7. PARK ADMINISTRATOR'S REPORT – Helen Thomas**

Contact Information Sheet updated for Directors' Handbook

**MOTION: 2023-072**

Allan Faryna moves to allow the Shing contract to expire and to establish a working relationship with Southwest Computers to provide the required processes. Back up computer support, keep the network running, anti-virus, and operational (office) computer support.

Robyn Ollett seconds

**CARRIED**

Waiting for a quote to install a camera that records activity in the Fireside Lounge from Gunnebo. It was decided in conversation that the priority at this time is not cameras.

**ACTION:** September 25/2023 Allan Faryna will check out prices for two-way radios which could be used by Maintenance Staff, Office Administrator and volunteers. The price will be for 4-6 radios with a base station.

All fire extinguishers have been inspected and the Fire Department inspection will be conducted on October 18/2023. Maintenance Manager will be in attendance.

**8. MAINTENANCE REPORT**

- a. Sewer - Lot 209 - Repaired the sewer inlet where it was leaking around the pipe but possibly the lower bell may be leaking in from the sides. Contractor needs to come out to check with Maintenance Manager.
- b. Bell hole near the satellite washroom also needs to be checked for leaks near the seam between the first and second gasket. Still chasing leaks.
- c. Lot 62 - the curb stop needs to be removed off the lot onto common property and then the lot restored at the Park's expense. This is deep underground (deeper than our equipment can dig) so a rental machine will be required or a contracted service provider, Maintenance Manager will work with Chuck McClain on the solution.
- d. There is significant damage to the foundation of the hot tub. There is gravel subsidence around the hot tub. The collapse has put the concrete patio and south wall of the swimming pool at risk. Getting bids in to build a concrete retaining wall to hold back the gravel and then put the gravel back in then rebuild the deck flush with the patio. Going to use concrete jacking to hydraulically restore the structural

integrity behind the pool wall and under the concrete patio. Estimated cost may be about \$20,000.

- e. Pinnacle Pool Services has notified us that the hot tub has reached the end of its life. It has cracks, an inability to fasten bolts through, silicone seals around the jets that are no longer flexible and the AHS required light is irreparable. The concrete foundational work will leave as large a hole as possible without altering the patio surface. Will try to get the foundation done this winter.

**MOTION: 2023-073**

Chuck McLain moves to put a retaining wall and foundational support to the patio and south wall of the pool. Estimated cost not to exceed \$20,000. Funds to come from the Reserve Fund.

Vern Lecocq seconds.

**CARRIED**

**9. DIRECTORS' REPORTS**

- a. Mavis Forget

Board will encourage the playground committee to create a non-profit organization as a sub-committee. The County will approve this as the playground is not our land. It is a public area. Eight large trees to be purchased and planted still this year.

- b. Vern Lecocq

Seventy-two lot improvements so far for the year. Last year there was 42.

**MOTION: 2023-074**

Vern Lecocq moves that as a result of miscommunication between the Board and the lot owner a shed on Lot 302 was overbuilt. Prior to completing the shed a non-compliance was identified and a solution arised in consultation with the owner that met the Board's, the Park's and the owner's needs with the Board contributing up to \$5,000 to rectify.

Allan Frayna seconds.

**CARRIED**

Further to this conversation, it was discussed to hold an Owner Information Evening regarding understanding Lot Improvement in the spring, so everyone is on the same page.

- c. Cameron King

No comment.

- d. Allan Faryna

Complaint letters are being dealt with. Many times these complaints go above the Board to County, or AHS, etc. This is not proper protocol - Board first.



It is time to create a communication to the Park informing everyone as there are people overstepping the governance of the Park. Transparency is crucial. We defend the bylaws. This is the letter the Park will receive:

*The Board generally receives complaints from a few specific individuals in the park. Other complaints, though, are being lodged with Alberta Health Services, the Gaming Commission, and the County. They are usually lodged without any prior communication to the Condominium Corporation. To date these complaints have not resulted in any specific action being ordered to the park, have not identified any illegal or unacceptable activities, nor have they resulted in any changes to how this Board operates.*

*Unfortunately, these complaints have directly increased legal costs to the association resulting in current costs being over budget by a factor of 3.6x. The Board of Directors is required to defend CLE's bylaws and confirm actions we take meet legal thresholds. In addition, there is a significant draw on the volunteer resources of the park along with stretching the patience of county and government officials that recognize these actions for the nuisance they are creating.*

*While this dissenting group try to operate under a cloud of anonymity, there seems to be little consideration for the well being of the park, focused instead on causing disruption and disturbing the ability to have quiet enjoyment we all expect here at Country Lane Estates.*

*Board welcomes all forms of communication from the residents of CLE with the intent of improving the quality of life within the park and encourages all residents to communicate through the proper channels to the Board to achieve this harmony.*

*As this does not appear to be the channel that the dissenting group wishes to follow, I believe it is time that the Board consider action on nuisance complaints of identified individuals to, at a minimum, recoup some of the costs particularly where they have taken no action to address perceive grievances within the governance of the park.*

*We hope all residents can finish this season with safety and happy experiences that encourage you to have excitement for your return next year.*

*Regards,  
Chuck McClain  
Chair of the Board of Directors*

**ACTION: September 25/2023 Vicki Fritz will write the first part of another letter to the Park - Great year - for issue at the end of the season.**

A note introducing the new janitors will be sent out On October 1/2023. The janitors are excited to be here. Welcome to Bernadette, Jericho and Bernadine.

e. Vicki Fritz

Bylaw Committee - Going to ask Administrator to check if a red-lined markup is available from the previous Bylaw Committee. Quote from a lawyer to help us out is over \$3,000



which is too much. A Word document of previous bylaws has been provided so that each individual of the Committee can work on them. A meeting will be set up soon so future Zoom meetings and plans can move forward.

Conversation regarding a Welcome to our Park bags - can hold information as well as some promotional items. Chris Cutler recommended Bamko promotions- Alexis Walker. Contact was made. Minimum orders are often 75-100. This is forecast expense basically for Budget 2024 purposes – Advertising.

f. Robyn Ollett

Got a hold of a company for snow removal quote - will get them to send it in. Administrator is still taking Applications just for power during winter.

g. Chuck McClain

- i. Reached out to the County and spoke with our assigned counselor regarding winter stay, and on the Park's use of the Environmental Reserve at the Beach. During that conversation he expressed his disappointment about the park's administration of the Winter Stay far exceeding the County's understanding of what was approved in 2017, 2019, and 2020. I was told to stop the creep and roll back the numbers. He also encouraged us to reach out to administration and close on issues raised previously relative to the environmental reserve.
- ii. In a subsequent conversation with the County, they asked to confirm delineation of the river lots and a non encroachment per lot by photo. I confirmed we are confirming delineation of the river lots by permanent markers. We will get a photo record for Parks and Recreation next year. We both confirmed there is NO interest in fencing the property line, but the park must ensure no encroachment on the reserve.
- iii. In that conversation we were advised that there appears to be confusion of who is on the Board and who is not on the Board at the County Offices. He strongly advised that we provide confirmation of the Board of Directors names to County Administration in all branches. The Board met that requirement last week.
- iv. Winter Stay - Park Administration continues to work with the County Administration to resolve the conflict between our current behavior and the County's expectation of proper administration of the Park relative to DC10. Winter stay work continues. We have submitted our proposal and will continue to work with the County to define and go forward plan for this year and the years to come.
- v. Consecutive lot numbers in the Park - Our lot numbers jump around. We need to go back and determine if there is a legal obligation to put the numbers consecutively. Once approved, we need to go to Land Titles Office and change numbers on the lots that previous boards allowed land titles to assign randomly (if non-compliance is determined). It will go into the budget for next year.
- vi. Snow removal for this year - Getting quotes for snow removal. We have one contractor that is willing to leave his machine here and we would be his only contract.



He will do it on an as needed basis. We have one more quote coming in for sure; and will reach out for one more as well.

- vii. Maintenance plans to stay for the winter and is willing to push snow. Chuck McClain is prepared to, as well. Our tractor's hydraulics are too weak and it's very small. We could buy a blade for the little tractor. Even renting a skid steer if necessary is approximately \$700/day. When we get all the quotes in for snow removal contractors, then we will consider what is the best way to go.
- viii. When we started talking about purchasing a new tractor that could do it all, we were not expecting the issue with the hot tub.
- ix. Got pricing on four machines: John Deere \$109,000 40 hp, Case \$80,000, Kubota \$66,000, or with existing tractors (big old case and the little kubota) it may be \$30,000 for repairs. But given the damage to the hot tub and hot tub retaining wall we do not want to take two hits on the Reserve Fund when we can defer one for one or two years.

**10. NEW BUSINESS**

Lot 153 has been confirmed to be noncompliant by a Real Property Report and compliance review from Foothills County. The owners have engaged legal representation, and the Corporation has responded in kind. We continue to encourage the owner to bring his unit into compliance while working vigorously to defend our bylaws and consistency within the Park. One rule, one park, one community.

**11. In-Camera Discuss at 7:54 pm**

Out of Camera at 8:25pm

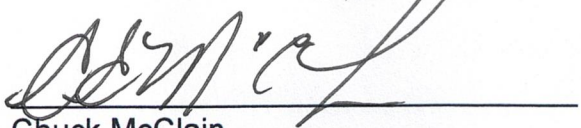
**12. Next Meeting:**

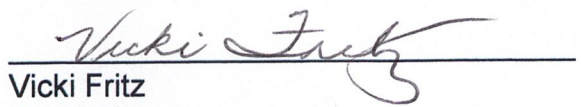
Tuesday, October 10/2023 at 5:30pm.

**13. Termination of Meeting**

<p><b>MOTION: 2023-075</b> Chuck McClain recommends terminating the meeting at 8:26pm. Mavis Forget seconds.</p> <p style="text-align: right;"><b>CARRIED</b></p>
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Dated: Oct 10/23

  
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Chuck McClain  
Chair

  
\_\_\_\_\_  
Vicki Fritz  
Secretary