

**CONDOMINIUM CORPORATION NO. 0311515**  
**COUNTRY LANE ESTATES**  
**Minutes**  
**April 17, 2021**

1. **Call to order at 10:03 am**

2. **Attendance**

Linda Presiloski, Chair  
Chris Knight, Treasurer  
Ron Zeegers, Vice Treasurer  
Gord Wingerak, Board Member  
Ron Jones, Board Member  
Helen Thomas, Park Administrator

**Attendance via Zoom**

Todd Walton, Vice Chair  
Mavis Forget, Secretary

3. **Approval of Agenda**

[Motion # 2021-19](#)

Motion to adopt agenda as presented.  
Moved by Ron Z, seconded by Ron J

*Carried*

4. **Approval of March 6, 2021 Minutes**

[Motion #2021-20](#)

Motion to approve the minutes as presented  
Moved by Chris, seconded by Gord

*Carried*

5. **Correspondence**

(a) **Letter from County dated March 31, 2021**

Ron J spoke with Mr. Hollis Jacobsen, Foothills County. Ron J advised the County had received complaints from several business in the 2A corridor about the of the quality internet. As a result, the County is using funding from the Government to provide fibre optic internet services to the 2A corridor. This is just for our Clubhouse, not individual lots. MACK Construction Services has been awarded the contract to install a buried fiber optic cable to each customers property. There is no cost to CLE to have the cable installed. A representative from MACK will be contacting us. The County has contracted O-NET Internet Services, Olds, AB to provide internet services to clients along the 2A corridor, after the cable is installed.

[Motion #2021-21](#)

Motion to have infrastructure installed (but not necessarily activated) by Chris, seconded by Ron Z

*Carried*

- (b) Lot 62 Note and Letter – Owner of Lot 62 wants approval to leave improvements as they currently are on the property. Shut off valve/water line currently run under the deck/patio. Maintenance will be asked to move the shut off valve/water line and Linda/Helen will prepare a letter to the Owner regarding non-compliance.
- (c) Email from Allan and Ollie Rogers dated April 12, 2021 regarding rental pool. A discussion included comments as to whether this idea would have to be included in the Bylaws. This idea will be discussed again at a later date.

6. **Business arising from March 6 Minutes**

- (a) Survey of River Lots – Ron J has not received any further information from the County. Ron J referred to the meeting held by Foothills County on April 14, 2021, which referenced the surveyed lots. This non-compliance issue is not with CLE, rather with the individual owners and the County.
- (b) Website – Chris and Mavis had a meeting with Shing and a number of issues were discussed. Work continues with Shing and Chris and Mavis will follow up.
- (c) Complaints Policy – Ron J – The policy is now in place and Owners have been informed by way of email.

7. **Business arising from Workshop**

- (a) AHS lockdowns – Linda – laundry and washrooms are fully open and the janitors/cleaning staff are cleaning morning, mid-day and evening. Satellite washroom will be opened May 1, 2021. Gym is currently closed. Social Committee has been advised they may not use the kitchen. Linda will continue to monitor AHS website for further updates.
- (b) Posh – Linda– Posh Services will provide on-site first aid training. Posh will be contacted to set up a date.
- (c) Laundry Machines – Helen– Alberta Laundry Systems came to the Park on April 14, 2021 conducting some repairs and review of the machines. The technician had a meeting with Linda, Chris Miller and Don Dumanski. Linda advised that the technician pointed out a few items of concern such as the platforms that the machines are currently sitting on are dangerous and the current ducting is not safe or correct. Alberta Laundry will be returning to do more service and will also be providing quotes for new machines and a maintenance package. This will be discussed further at a later date once the quotes are received from Alberta Laundry.

## 8. Directors' and Administrator's Report

- (a) Vice-Chair – Todd – Waste Management – Contain-a-way has been purchased by TNT. We currently do not have a waste management contract. TNT advised that there would be a 5% automatic increase January 1. Todd received a quote from MTM, which would be less than TNT.

### Motion #2021-22

Motion by Todd to get a third quote for waste management, seconded by Mavis.

***Carried***

Grounds – There are road cracks to be repaired. Todd spoke with Volker Stevin regarding a “cold” treatment and one other individual who recommended “hot” treatment. Each have their benefits. Linda also referred to the path between the pool and Clubhouse. Linda mentioned the flowerbeds and finding any interested people to do gardening, taking into consideration the water restrictions. Linda advised that maintenance will remove the wood chips off the berm and cover with grass seed.

- (b) Treasurer – Chris – Profit & Loss for each of March on track. See financial statements attached.

### Motion #2021-23

Motion by Ron J. to approve financial statements as presented, seconded by Gord.

***Carried***

- (c) Lot Improvements – Ron J – a binder was located in the office containing incomplete Lot Improvement applications from previous years. They are being reviewed in order to be finalized. A number of new lot improvements are currently being processed. Ron J also wants to review firepit compliance as there are many firepits in the Park that do not appear to be in compliance. This will be discussed further at a later date.

- (d) Bylaw – Ron Z. – Bylaws need to be enforced more as some non-compliance is getting out of hand, such as signs on lots. Signs are to be approved by the Board. Discussed fines being issued.

Building – Discussion included pavement by pool, stairwell at back of Clubhouse is rotting and firewall.

- (e) Early arrivals – Gord – the issue of early arrivals is set out in the Bylaws. If an owner wants or needs to return to the Park earlier than April 1, the owner is to obtain approval by the Board prior to their arrival. Winter stay is to be a 3 year maximum. A discussion regarding issue of the number of days in the Park was reviewed including winter stays being no more than 4% or 13 people.



- (f) Helen – updating the Owners Distribution List to send out emails has been an issue and attempts to have Shing resolve the matter has not been successful to date. A suggestion was made to have one more contact for Canada Post (perhaps Chris Miller). Helen is preparing a welcome letter to new owners. Helen has compiled documentation to assist owners who are selling their lots to provide documentation to potential owners. She suggested posting these documents on the website for ease of access. Maintenance has suggested replacing current water valves at each lot with “ball valves”. This could be done as each water valve needs replacement, but should be done throughout the Park. Linda will speak further to Maintenance about these replacements/upgrades.

## 9. New Business

- (a) CLE signs – Linda – CLE signs need to be replaced as they were damaged by wind. Ron J suggested that a Stop sign be placed near the entrance/exit of the Park (by Heavy Iron).
- (b) Sale of furniture – Linda – all furniture, tools, etc. that are no longer in use are to be placed in the Great Room and then during the Yard Sale owners can view for purchase. Any items remaining will be given to a consignment company to sell.
- (c) Approval of coaches:
- Lot 177 – 2005 Monaco motorhome  
[Motion #2021-24](#)  
 Motion to approve by Chris, seconded by Ron Z. ***Carried***
- Lot 105 – 2001 Monaco motorhome  
[Motion #2021-25](#)  
 Motion to approve by Gord, seconded by Ron Z ***Carried***
- Lot 201 – 2021 40’ trailer  
[Motion #2021-26](#)  
 Motion to approve by Chris, seconded by Ron Z ***Carried***
- (d) Old Craftsman lawn mower – Linda advised that maintenance has this old lawn mower that does not work and needs part. It was decided that the old lawn mower should be taken to the dump.
- (e) Eaves – Linda – the eaves need attention. A cover was installed but now needs to be removed and the down spouts need to be re-routed. Quotes to be obtained.

- (f) Yard Sale – Mavis advised that the previous Yard Sale was held on June 12. The date of Saturday, June 12, 2021 was chosen for the next Yard Sale, which will include the items referred to above, placed in the Great Room.
- (g) Quotes – Linda requested that any quotes required be forwarded to Helen, who will obtain them on Director’s behalf.

10. Next Meeting will be held on Wednesday, May 5 at 6:30 p.m.

11. Meeting adjourned by Chair at 1:20 p.m.

  
\_\_\_\_\_  
Linda Presiloski, Chair

  
\_\_\_\_\_  
Director



## FOOTHILLS COUNTY

309 Macleod Trail, Box 5605  
High River, Alberta T1V 1M7  
Tel: 403-652-2341 Fax: 403-652-7880  
[www.foothillscountyab.ca](http://www.foothillscountyab.ca)

March 31, 2021

Condominium Corporation No. 0311515  
Box 1530  
Okotoks AB, T1S 1B4

Attention: Commercial Businesses in the 2A corridor

Foothills County is proud to announce that we will be providing Foothills Fibre Optic Internet Services to Commercial Developments in the Highway 2A corridor this summer. Foothills County Council recently awarded the Foothills Fibre Network Construction Contract to MACK Construction Services LTD, and construction will begin this spring.

Agreements of Intent to Sign-up and Property Access Agreements will be required for the design and installation of the buried fiber optic cable and conduit to each individual customer's property. As a result, MACK Construction and County representatives will begin visiting businesses in the area starting April 2021.

Please visit [www.foothillscountyab.ca](http://www.foothillscountyab.ca) for further information on rates and services, and feel free to contact Foothills County during business hours for questions not answered through our website.

Thank you for your time, the County looks forward to the opportunity to provide this service to our business community.

## Country Lane Estates

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**From:** Allan L Rogers <allan.rogers45@gmail.com>  
**Sent:** April-12-21 1:51 PM  
**To:** Country Lane Estates  
**Subject:** Lot rentals

This is Allan and Ollie Rogers lot 215.

We have been an owner pretty much since the park began. We travel around the country a lot when we are not on our lot and thought we would ask you to consider starting a rental pool for those lot owners who would like to be involved in it. We feel it would be a good thing for our park as well as lot owners who are a part of it. We owned a lot at Holiday rv resort in Kelowna for many years up to last year and had our lot in their rental pool which was set up in the following way. we would sign a agreement that we would put our lot into the pool for a 40% to the park and 60% to us as owner. we would have to let the park know two weeks ahead of time if we wanted to use it and it could be only for two weeks or it would not go back into the pool for a month. later. The park was responsible for giving a renter a pod for the gate and checking the lot before the renter came in, and the lot was checked before they left for any damage which would come off their credit card if there was any. The advantage of doing this is you can accommodate travelers who need a campground for a night or maybe longer, also they might like our park and want to buy a lot. The renter is given the rules of the park and if they are not followed could be evicted from the park. The amount the park charged was based on the size of the lot and what was available to them. There will be lot owners who will rent on their own, and some who like to be a part of the pool.. We would be happy to answer any more questions you might have .

Allan and Ollie Rogers  
ph# 403-827-9288

11:48 AM  
04/15/21  
Accrual Basis

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

	<u>Mar 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	15,994.86
1020 - Chequing 9661950	56,856.24
<hr/>	
<b>Total Servus Credit Union</b>	<b>72,982.30</b>
1026 - Credential Securities - cash	61,757.65
1027 - Credential Securities	363,894.09
<hr/>	
<b>Total Total of all Banks</b>	<b>498,634.04</b>
1018 - Emerald Mngt - operating account	28,067.29
1050 - Petty Cash	85.00
<hr/>	
<b>Total Chequing/Savings</b>	<b>526,786.33</b>
Accounts Receivable	
1200 - Accounts Receivable	-59,056.25
<hr/>	
<b>Total Accounts Receivable</b>	<b>-59,056.25</b>
Other Current Assets	
1016 - Prepaid Insurance	4,914.50
1203 - Allowance for bad debt	-4,060.96
<hr/>	
<b>Total Other Current Assets</b>	<b>853.54</b>
<hr/>	
<b>Total Current Assets</b>	<b>468,583.62</b>
Other Assets	
1029 - Emerald Mgmt - Manulife Sec	4,283.95
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<b>Total Other Assets</b>	<b>4,283.95</b>
<hr/>	
<b>TOTAL ASSETS</b>	<b>472,867.57</b>
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<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 - Accounts Payable	4,451.52
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<b>Total Accounts Payable</b>	<b>4,451.52</b>
Credit Cards	



11:48 AM

04/15/21

Accrual Basis

Condominium Corporation No. 0311515

**Balance Sheet**

As of March 31, 2021

	Mar 31, 21
2004 · Mastercard - 6817	779.10
Total Credit Cards	779.10
Other Current Liabilities	
2010 · Accrued Liabilities	122.01
Total Other Current Liabilities	122.01
Total Current Liabilities	5,352.63
Total Liabilities	5,352.63
Equity	
2999 · Capital Replacement Reserve	
3000 · Capital Replacement Reserve Exp	
3024 · Hot Water Heaters (2) Pumps (4)	-6,567.75
3048 · Reserve Fund Study	-577.50
Total 3000 · Capital Replacement Reserve Exp	-7,145.25
3004 · Reserve Interest	16.37
3009 · Cap Replace Reserve - Open Bal	453,059.43
Total 2999 · Capital Replacement Reserve	445,930.55
3900 · Retained Earnings	93,237.05
3901 · Interfund transfers - OF	-6,167.80
Net Income	-65,484.86
Total Equity	467,514.94
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>472,867.57</b>

11:46 AM  
 04/15/21  
 Accrual Basis

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

	Mar 21	Budget	Jan - Mar 21	YTD Budget	Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
4000 · Contribution Maintenance Fees	0	0	0	0	634,002
4015 · Clubhouse Rental	0	0	0	0	600
4019 · COVID-19 income	0	0	(80)	0	
4023 · Estoppel Income	0	0	0	0	675
4025 · Finance Charges Income	0	0	(48)	0	
4050 · Winter Usage Fee	6,815	5,000	18,015	15,000	25,000
4055 · Key Fob Income	0	0	(255)	0	4,200
4065 · Maintenance Income	50	0	50	0	
4070 · Laundry Income	309	150	605	450	12,000
4083 · Administration Income	0	0	(50)	0	600
4085 · Office Rent	0	0	0	0	1,220
4090 · Credit Card Fee Income	0	0	0	0	
<b>Total Income</b>	<b>7,174</b>	<b>5,150</b>	<b>18,237</b>	<b>15,450</b>	<b>678,297</b>
<b>Gross Profit</b>	<b>7,174</b>	<b>5,150</b>	<b>18,237</b>	<b>15,450</b>	<b>678,297</b>
<b>Expense</b>					
<b>Fuel</b>					
5140 · Diesel	0	0	0	0	1,000
5150 · Gasoline	0	0	0	0	1,800
<b>Total Fuel</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,800</b>
<b>General Insurance</b>					
5170 · Building Insurance	27,685	28,600	27,685	28,600	28,600
5190 · Vehicle Insurance	152	0	152	0	2,050
<b>Total General Insurance</b>	<b>27,837</b>	<b>28,600</b>	<b>27,837</b>	<b>28,600</b>	<b>30,650</b>
<b>Maintenance</b>					
5020 · Automobile Expense	0	0	0	0	230
5050 · Janitorial Supplies	0	0	0	0	2,450
5203 · Maintenance Contracts	788	790	788	1,890	1,890
5204 · Subcontractors	0	0	0	0	15,750
5205 · Supplies	0	0	0	0	6,700
5219 · Satellite Bldg	0	0	0	0	500
5220 · Clubhouse	0	0	0	0	1,000
5225 · Grounds	15,225	0	15,225	0	22,625
5245 · Snow Removal	24	0	102	0	
5350 · Equipment Repairs	0	0	0	0	3,150
5430 · Security Maintenance	705	0	705	0	1,000
<b>Total Maintenance</b>	<b>16,741</b>	<b>790</b>	<b>16,819</b>	<b>1,890</b>	<b>55,295</b>
<b>Office Operating Expenses</b>					
5270 · Supplies/Equipment	175	0	175	0	2,700

11:46 AM

04/15/21

Accrual Basis

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

	Mar 21	Budget	Jan - Mar 21	YTD Budget	Annual Budget
5272 · Software/Upgrades/Subscriptions	664	139	941	417	2,703
5275 · General IT support	34	0	751	0	2,400
<b>Total Office Operating Expenses</b>	<b>873</b>	<b>139</b>	<b>1,867</b>	<b>417</b>	<b>7,803</b>
<b>Operational Expenses</b>					
5030 · Bank/Interest Charges	339	275	522	825	1,545
5033 · Credit Card Costs	0	0	0	0	1,708
<b>Total Operational Expenses</b>	<b>339</b>	<b>275</b>	<b>522</b>	<b>825</b>	<b>3,253</b>
<b>Park Functions</b>					
5005 · Board Training	0	0	0	750	750
5007 · Staff Training & Courses	0	0	0	0	750
5010 · AGM & Meetings	0	0	0	0	1,000
5240 · Memberships, Dues, Community	0	0	0	0	289
5365 · Park Functions & Activities	0	0	0	0	950
<b>Total Park Functions</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>750</b>	<b>3,739</b>
<b>Personnel Expenses</b>					
5310 · WCB	644		644		
5490 · Management	2,538	1,575	5,756	4,725	40,200
6510 · Caretaker salaries	0	0	0	0	32,088
6520 · Pool maintenance salaries	0	0	0	0	13,770
6530 · Maintenance Salaries	0	0	0	0	45,500
6560 · Payroll Expenses Employees	108		108		
<b>Total Personnel Expenses</b>	<b>3,289</b>	<b>1,575</b>	<b>6,508</b>	<b>4,725</b>	<b>131,558</b>
<b>Professional Fees</b>					
5340 · Accounting	0	0	0	0	18,000
5345 · Legal	2,494	500	2,494	1,500	8,000
<b>Total Professional Fees</b>	<b>2,494</b>	<b>500</b>	<b>2,494</b>	<b>1,500</b>	<b>26,000</b>
<b>Utilities</b>					
Communications					
5420 · Satellite TV	0	0	140	0	1,001
5450 · Telephone	257	251	768	753	2,832
5510 · Website	0	0	0	0	1,146
<b>Total Communications</b>	<b>257</b>	<b>251</b>	<b>908</b>	<b>753</b>	<b>4,979</b>
5380 · Garbage Removal	331	185	648	385	14,000
5400 · Natural Gas	1,638	800	1,638	2,400	8,350
5410 · Power	16,678	8,400	16,678	25,200	181,150
5440 · Sewage Disposal	2,996	1,300	4,174	3,300	153,050
5460 · Water	794	750	794	750	22,150

11:46 AM

04/15/21

Accrual Basis

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

	Mar 21	Budget	Jan - Mar 21	YTD Budget	Annual Budget
5530 · Wireless Internet	945	945	2,835	2,835	11,340
Total Utilities	23,640	12,631	27,676	35,623	395,019
5035 · Bad Debts	0	0	0	0	1,155
5372 · Safety/Medical Supplies	0	0	0	0	950
5373 · Permits	0	0	0	0	349
5374 · Pool Maintenance- Repairs	0	0	0	0	10,700
5750 · COVID-19 Expenses	0	0	0	0	2,000
Total Expense	75,213	44,510	83,722	74,330	671,271
Net Ordinary Income	(68,039)	(39,360)	(65,485)	(58,880)	7,026
Net Income	<b>(68,039)</b>	<b>(39,360)</b>	<b>(65,485)</b>	<b>(58,880)</b>	<b>7,026</b>