

## MINUTES

Erin Ridge Active Adult Living Homeowners' Association  
Board of Directors' Meeting  
Monday September 9, 2019  
KDM Board Room  
#103, 205 Carnegie Drive, St. Albert, Alberta

**1. Present:**

Peggy Corner	President	Bob Gabourie
Ray Rohr	Secretary	Tamara Davis (KDM Management Inc.)
Jody Reekie	Treasurer	

**Absent:**

Irene Clark	Jim Terry
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**2. Call to Order:**

The Chairperson, Peggy Corner, called the meeting to order at 1:35 pm.

**3. Adoption of Agenda:**

Peggy Corner asked to add August Financial Statements to item 6.a of the agenda. It was moved by Bob Gabourie and seconded by Ray Rohr, that the Agenda be adopted as amended.

Carried

**4. Adoption of Minutes of June 12, 2019 Board Meeting**

It was moved by Jody Reekie and seconded by Bob Gabourie, that the minutes of the June 12, 2019 Board of Directors meeting be adopted as circulated.

Carried

**5. Action Items from Last Meeting:**

**a. Tree Committee Update - Branches Tree Care Spring Inspection and Work**

Ray Rohr reported that in response to concern from a Homeowner, the Association's arborist, Dianne Hutton of Branches Tree Care did an inspection and found a number of trees infected with Fire Blight and some with an infestation of Rusty Tussock Moths. The trees with the moths were sprayed by Birch Fumigators and on August 30' Dianne pruned the trees with Fire Blight.

Carried

**b. Repair of Ice Melt Damage to Grass**

Three quotes were obtained to repair the grass that was damaged by ice melt. Unfortunately, by the time the quotes were obtained, it was agreed it was too late in the season to over seed the affected areas. Discussions were held with Seasonal Impact, the most favourable bidder, who provided a bid to do the work in the spring of 2020. It was moved by Ray Rohr and seconded by Bob Gabourie that the bid from Seasonal Impact be accepted.

Carried

Action: Tamara

**6. Financial Reports:**

**a. Approval of Financial Statements for May, June, July and August 2019**

It was moved by Jody Reekie and seconded by Bob Gabourie, that the financial statements for May, June, July and August 2019 be adopted as circulated.

Carried

**b. Review of 2018-19 Audit Report and Acceptance of Financial Statements**

Peggy Corner presented the Audit Report and 2018-19 Financial Statements. It was moved by Bob Gabourie and seconded by Jody Reekie that the Audit Report and 2018-19 Financial Statements be accepted as presented.

**Action: Info**

As part of the Audit Report, the Auditor noted that the three Recommendations from the 2017-18 audit had been successfully addressed. There was only one Recommendation on the 2018-19 audit, and that was to request KDM to obtain a copy of the WCB Certificate from Branches Tree Care.

**Action: Tamara**

**7. New Business:**

**a. Applications for Project Approval**

It was moved by Ray Rohr and seconded by Bob Gabourie, that approval of the Applications for Project Approval be ratified for the following projects:

- 40 Edward Way – removal of May Day tree,
- 58 Enderby Cres. – removal of shrub,
- 12 Enderby Cres. – removal of Ash tree,
- 36 Enderby Cres, - replace deck stairs and privacy wall.

**Carried**

**b. Approval of Amended Project Approval Guidelines**

The amended Project Approval Guidelines, which had been previously circulated, were reviewed. It was moved by Ray Rohr and seconded by Jody Reekie that the amended Project Approval Guidelines dated September 9, 2019, be approved as circulated.

**Carried**

**c. Homeowner Issues**

Ray Rohr and Tamara Davis will update the Homeowners Map.

**Action: Ray & Tamara**

**d. Notice of Incomplete Filing – Corporate Registry Annual Return 2018**

It was found that the 2018 Corporate Filing was not fully complete. Peggy Corner reported that it now has been completed and submitted.

**Action: Info**

**e. Ratification of Reinvestment of Term Deposit which matured August 21, 2019**

It was moved by Bob Gabourie and seconded by Jody Reekie that the action to renew the \$25,000 term deposit with the addition of \$5,000 from the Operating Account, to bring the Reserve Account back to \$30,000, be ratified.

**Carried**

**f. Tree Committee Report – Fall Inspection and Work**

Dianne Hutton of Branches Tree Care will be in the complex on October 17 to do fall work. Ray Rohr will provide Tamara Davis with information to send to Homeowners in late September.

**Action: Ray**

**g. Annual General Meeting Arrangements**

The AGM meeting package contents were reviewed and it was agreed that Peggy Corner would work with Tamara Davis to complete the package and send it via Canada Post to Association members by mid-September.

An e-mail reminder will be sent to Association Members a week ahead of the October 9, 2019 meeting

**Action: Peggy & Tamara**

**h. Appointment of Nominating Committee**

It was moved by Jody Reekie and seconded by Bob Gabourie that Peggy Corner and Ray Rohr be appointed to the Nominating Committee and charged with nominating persons to fill the vacant Board of Directors positions.

**Action: Info**

**8. Newsletter**

The next Newsletter will be sent out after the October 9, 2019 AGM.

**Action: Peggy**

**9. Next Meeting:**

The next meeting of the Board of Directors will be held on October 9, 2019, after the AGM.

**9. Adjournment:**

The meeting was adjourned at 2:25 pm.

**Minutes Approved**

President   
Peggy Corner

Secretary   
Ray Rohr

Oct 9, 2019  
Date

