

## MINUTES

Erin Ridge Active Adult Living Homeowners' Association  
Board of Directors' Meeting  
Thursday, January 9, 2020  
KDM Board Room  
#103, 205 Carnegie Drive, St. Albert, Alberta

**1. Present:**

Peggy Corner	President
Jim Terry	Vice President
Larry Bodnarchuk	Secretary
Jody Reekie	Treasurer
Bob Gabourie	Director
Lynne Perry	Director
Richard Dendwick	KDM Management Inc.

**Absent:**

Irene Clark

**2. Call to Order:**

The Chairperson, Peggy Corner, called the meeting to order at 1:30 pm.

**3. Adoption of Agenda:**

Richard Dendwick presented two items to be added under New Business:

7. h) Bank Documents

7. i) Corporate Registry Document

It was moved by Lynne Perry and seconded by Bob Gabourie that the Agenda be adopted as amended.

**Carried**

**4. Adoption of Minutes of October 9, 2019 Board Meeting**

It was moved by Jody Reekie and seconded by Jim Terry, that the minutes of the October 9, 2019 Board of Directors meeting be adopted as circulated.

**Carried**

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

**a. Homeowner Issues**

- i. 3 Enderby Crescent – work done by Branches Tree Care has been paid
- ii. 24 Enderby Crescent – rental fees for November and December 2019 have been paid; however they are in arrears for January 2020
- iii. 29 Edward Way – APA for tree removal has been submitted and will be ratified at this meeting.

**6. Financial Reports:**

**a. Approval of Financial Statements for September, October and November 2019**

It was moved by Bob Gabourie and seconded by Jim Terry, that the Financial Statements for September, October and November 2019 be adopted as circulated.

**Carried**

**7. New Business:**

**a. Applications for Project Approval**

It was moved by Jody Reekie and seconded by Bob Gabourie, that approval of the Application for Project Approval be ratified for the following project:

- 29 – Edward Way – tree removal

**Carried**

**b. Homeowner Issues**

Peggy Corner requested Richard Dendwick to follow-up on two outstanding issues.

- 42 Enderby Crescent – (rental) – owner’s e-mail and contact information required
- 40 Enderby Crescent – Damaged down spouts - to be resolved by a meeting between the owners and Do-All

**Action: KDM**

**c. Tree Committee Report – Invoicing of Fall Work**

Peggy Corner reported that Branches Tree Care had completed work for three Homeowners in October, and Richard Dendwick confirmed the Homeowners had been invoiced. The invoice for 20 Enderby Crescent is outstanding. KDM was requested to send a reminder.

**Action: KDM**

Richard also reported that 34 Enderby Crescent had paid Branches Tree Care directly and also paid the Association invoice, resulting in Branches Tree Care being paid twice. Branches Tree Care will be refunding the overpayment to the Association.

**Action: KDM**

**d. Missing Association Documents**

Peggy Corner advised the Board that it had been recently discovered that KDM Management Inc. did not have any Association documents prior to 2009. In May 2016, Board Meeting Minutes, AGM Minutes, Financial Records, and “unit related” documents were delivered from the office of the previous property manager to the KDM office to be scanned and indexed.

Richard reported that he had been advised by Jon Kryslar and Linda Goodchild that all Association documents which had been received had been scanned; however there were no records prior to 2009.

Discussion took place regarding the Board’s exposure if we do not have complete records.

Lynne Perry indicated she has copies of all Annual General Meeting Minutes as well as copies of the Audited Financial Statements. She will provide those copies to the President so that they can be scanned by KDM.

**Action: Lynne/Peggy**

Richard will provide information to the Board regarding new legislation pertaining to document retention. Richard will also search unit files more thoroughly to confirm if there are records prior to 2009.

**Action: KDM**

It was agreed this matter would be tabled to the next meeting for discussion and decision.

**e. Renewal of Do-All Landscaping Contract: due March 31, 2020**

On question from the Chair, Richard indicated that the current rate contracted with Do-All is competitive with what other contractors in the industry are charging.

It was noted that the level of snow clearance service had begun to drop, seemingly due to new crews being sent here that do not appear to be properly trained, and due to the absence of a site foreman.

Upon discussion it was agreed that KDM would request proposals for snow clearing and lawn maintenance from at least three contractors, including Do-All. The request for proposal would be based on the terms of the current Do-All contract. It was further agreed that a Committee comprised of Peggy, Lynne and Larry would work with KDM on this project and bring a recommendation to the next Board meeting.

**Action: KDM**

**f. Renewal of Branches Tree Care Contract: May 31, 2020**

The Tree Committee will be asked to provide a recommendation to the Board.

**Action: Peggy**

**g. Renewal of KDM Management Inc. Contract: April 30, 2020**

Richard indicated that a new contract will be provided to the Board for review prior to the expiration of the current contract.

**Action: KDM**

**h. Bank Documents**

Richard presented revised TD Bank signing authority documents for signature.

**i. Corporate Registry Documents**

Filing requirement rules changed in August of 2018. Corporate Registry had rejected the filing submitted by KDM; however it was unclear as to whether it was for the 2018 or 2019 filing. Richard was directed to contact Corporate Registry to clarify and report back to the Board.

**Action: KDM**

**8. Newsletter**

Peggy indicated that the next edition will be published in late March or early April.

**Action: Peggy/KDM**

Larry brought forward an idea for an initiative which could be included in the newsletter. He noted that some Homeowners may need assistance with odd jobs around the house, and other Homeowners may be able to provide that assistance. It was agreed that while this could not be a Board sanctioned initiative, it would be worthwhile to find out if Homeowners thought there was a need.

Larry and Bob volunteered to prepare a message to be emailed by KDM to all Homeowners asking for volunteer "helpers". If there was a sufficient response, then the initiative could be communicated in the spring newsletter.

**Action: Larry/Bob**

**9. Next Meeting:**

The next meeting of the Board of Directors will be at the call of the Chair.

**10. Adjournment:**

The meeting was adjourned at 3:06 pm.

**Minutes Approved**

President

  
Peggy Corner

Secretary

  
Larry Bodnarchuk

Date

