

## MINUTES

Erin Ridge Active Adult Living Homeowners' Association  
Board of Directors Meeting  
KDM Management Inc. Boardroom, #210, 150 Carleton Drive, St. Albert Alberta  
Monday, January 16, 2023

**1. Present:**

Peggy Corner	President
Clem Imgrund	Vice President
Lynne Perry	Secretary
Jody Reekie	Treasurer
Irene Clark	Director
Doug Demers	Director (Via telephone conference call)
Bev Miller	Director
Tammy Pope	KDM Management Inc.

**2. Call to Order:**

The Chairperson, Peggy Corner, called the meeting to order at 3:00 pm.

**3. Adoption of Agenda:**

Clem Imgrund requested that the topic of requests for installation of solar panels be added to the agenda.

It was moved by Irene Clark and seconded by Clem Imgrund that the agenda be adopted as amended.

Carried

**4. Adoption of Minutes of September 9, 2022 Board Meeting:**

It was moved by Doug Demers and seconded by Jody Reekie that the minutes of the September 9, 2022 Board of Directors meeting be adopted as circulated.

Carried

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

**a. Report on Winter Maintenance Issues**

Peggy Corner reported that in late September, the City of St. Albert had completed the mud jacking of the sidewalk along Edward Way at the side of 2 Enderby Crescent, as well as an area by 36 Enderby Crescent.

Peggy also reported that a Canada Post representative had inspected the mailbox across from 8 Enderby Crescent. Canada Post would entertain a request to move the mailbox to higher ground; however, the new location would have to comply with rules about distance from both street corners. The Association would also want to install a cement path for access.

As it would be unrealistic to have the mailbox moved before winter, we will request that Do-All keep a path to the City drain clear all winter so that water can drain away from the area. The Board will reassess the situation in the spring.

**b. Report on Non-compliant Garage Door Paint**

Tammy Pope reported that both 66 and 68 Enderby Crescent had now complied with the Board request. KDM was requested to send acknowledgment letters to both Homeowners.

**Action: KDM**

**c. Report on Wooden Post at 23 Edward Way**

Clem Imgrund requested that this item be deferred to the next meeting.

**Action: Peggy**

**d. Plan for Managing the Association's Reserve Fund**

At the 2020 Annual General Meeting, the maximum amount of the Reserve Fund was increased to \$52,000. The Reserve Fund account now contains over \$51,000. Upon discussion it was agreed that in order to avoid exceeding the mandated limit, one monthly Rental Fee prior to the Association's fiscal year end would not be charged to Homeowners.

It was moved by Irene Clark and seconded by Bev Miller that KDM be directed to not process the April 2023 Rental Fee withdrawal of \$140.00 for all Homeowners.

**Carried**

The President and KDM will prepare a communication package for Homeowners for review by the Board. Said communication will be mailed to all Homeowners before March 1, 2023.

**Action: KDM/Peggy**

**e. Review of Documents Provided to New Homeowners**

Tammy distributed for the Board's review, the current package that is provided to new Homeowners. Upon review it was agreed that two of the KDM standard forms (Resident Information and EFT Consumer Authorization) would be revised to make them specific to our Homeowners' Association, eliminating any reference to condominiums. Tammy will revise the two forms and circulate them to the Board.

**Action: KDM**

**6. Financial Reports:**

**a. Approval of Financial Statements for August, September, October and November 2022**

It was moved by Clem Imgrund and seconded by Irene Clark that the Financial Statements for for August, September, October and November 2022 be adopted as circulated.

**Carried**

**b. Ratification of Renewal of Term Deposits**

On October 6, 2022, TD Securities was instructed to renew the Term Deposit in the amount of \$10,055.08 maturing October 10, 2022, for a term of 365 days at a rate of 3.55%. On December 21, 2022, TD Securities was instructed to renew the Term Deposit in the amount of \$10,085.18 maturing December 21, 2022 for a term of 365 days at a rate of 4.10%.

It was moved by Doug Demers and seconded by Jody Reekie that the renewal of the Term Deposits held with TD Securities in the amounts of \$10,055.08 and \$10,085.18 be ratified.

**Carried**

**7. New Business**

**a. New Homeowners**

Tammy reported three new Homeowners since the last Board meeting:

- Ralph and Nancy Killips at 8 Enderby Crescent
- Gary and Lucille Shwanke at 41 Edward Way
- Guy and Yvette Nobert at 15 Enderby Crescent. It was noted that 15 Enderby Crescent is currently rented.

**b. Homeowner Issues**

Tammy reported there were no new Homeowner issues at this time.

**c. Correspondence from 13 Enderby Crescent**

The Board had received correspondence from the owners of 13 Enderby Crescent requesting that the Association retain a contractor to remove crow and magpie nests to alleviate the problem of noisy birds in the area. Upon discussion, the Board directed KDM to advise the Homeowners that this was not an action the Board could pursue.

**Action: KDM**

**d. Procedure for Dealing with Homeowner Requests and Complaints**

As there have been a number of instances recently where KDM has taken incorrect action on Homeowner issues and complaints, in the future KDM will advise the President prior to responding to any Homeowner complaint or issue.

**Action: KDM**

**e. Association Website Host Cost**

The Association website, which is on the Weebly platform is maintained by Ray Rohr. The hosting cost is now \$157.78 for two years. Ray Rohr pays the invoice, and the Association reimburses him.

It was moved by Lynne Perry and seconded by Jody Reekie that the reimbursement to Ray Rohr in the amount of \$157.78 be ratified.

**Carried**

**f. Winter Snow Removal and Summer Maintenance Contract**

The current contract with Do-All Landscape terminates March 31, 2023. The Board was in agreement that there is no need to put the contract out for bids. Clem Imgrund and Peggy Corner were appointed to meet with Do-All Landscape to renegotiate the contract. The renegotiated contract will be circulated to the Board before it is signed.

**Action: Clem/Peggy**

**g. Appointment of Association Auditor**

KDM will obtain a quote from chartered accountants, Cass and Fraser in Edmonton.

**Action: KDM**

**h. Ratification of Application for Project Approval**

It was moved by Doug Demers and seconded by Lynne Perry that the approval of the Application for Project Approval from 36 Edward Way for replacement of the deck and addition of a sunroom be ratified.

**Carried**

**i. Discussion of Association Architectural Rules**

Clem questioned what the Board's response would be if a Homeowner submitted a request to install solar panels. Peggy explained that the under the current guidelines, the request would be denied. Upon discussion it was agreed that updating the architectural guidelines would be discussed at a future meeting.

**Action: Chair**

**8. Newsletter:**

Peggy confirmed the next Newsletter will be published in April 2023.

**Action: Peggy/KDM**

**9. Next Meeting:**

The next meeting of the Board of Directors will be held on Monday, April 10, 2023 at 5:30 pm.

**10. Adjournment:**

The meeting was adjourned at 4:45 pm.

**Minutes Approved**

  
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President      Peggy Corner      Secretary

        
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Lynne Perry      Date