

## MINUTES

Erin Ridge Active Adult Living Homeowners' Association  
Board of Directors' Meeting  
Thursday, March 19, 2020  
38 Enderby Crescent, St. Albert, Alberta

**1. Present:**

Peggy Corner	President
Jim Terry	Vice President
Jody Reekie	Treasurer
Bob Gabourie	Director
Lynne Perry	Director

**Participating by Telephone:**

Larry Bodnarchuk

**Absent:**

Irene Clark  
Richard Dendwick KDM Management Inc.

**2. Call to Order:**

The Chairperson, Peggy Corner, called the meeting to order at 3:05 pm. It was noted that due to the Covid-19 virus, Larry Bodnarchuk and Richard Dendwick were not able to attend in person. Lynne Perry volunteered to act as Secretary.

**3. Adoption of Agenda:**

It was moved by Bob Gabourie and seconded by Jody Reekie that the Agenda be adopted as circulated.

Carried

**4. Adoption of Minutes of January 9, 2020 Board Meeting**

It was moved by Lynne Perry and seconded by Jim Terry, that the minutes of the January 9, 2020 Board of Directors meeting be adopted as circulated.

Carried

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

**a. Renewal of Do-All Landscape Ltd. Contract**

On behalf of the Committee, Peggy Corner reported that although asked to obtain quotes for winter and summer maintenance from two contractors, in addition to Do-All, KDM had not been able to provide any appropriate quotes that the Committee could present to the Board.

On February 25, 2020, the Committee met with Do-All owner Rob Shelby, and Operations Manager, Ryder Biermanski to outline the Board's concerns about the level of service which has been provided in the past few months. Specific issues included lack of training for the crews as to the requirements of our contract, lack of skill of the blade operator, not removing snow at the end of driveways, pushing bladed snow onto the roadway, and damage done to trees, parging and lattice by line trimmers. It was also noted city drains had been left covered in snow.

Rob Shelby indicated that he would undertake to better train the crews assigned to our jobsite, ensure a Crew Chief was on site at all times, and provide better snow clearing equipment. Rob was asked to provide quotations based on two and three year terms.

The Committee presented the two quotations submitted by Do-All:

- For the period April 1, 2020 to March 31, 2022 - \$74,901.67 per year.
- For the period April 1, 2020 to March 31, 2023 - \$74, 536.30 per year for the first two years and \$76,027.03 for the last year.

The Board directed the Committee to have Do-All add two clauses to the contract:

- A Crew Chief would be on site while work is being done.
- City drains will be kept free of snow.

It was moved by Jim Terry and seconded by Larry Bodnarchuk, that the President be authorized to sign the contract with Do-All Landscape Ltd. for the period April 1, 2020 to March 31, 2023, subject to the addition of a clause to stipulate a Crew Chief would be on site and a clause stipulating City drains would be kept clear of snow.

**Carried**

**Action: Peggy**

#### **b. Invoicing for Fall Tree Work**

KDM had confirmed that the duplicate payment to Branches Tree Care had been recovered.

#### **c. Missing Association Documents**

This matter will be deferred for discussion at the next Board meeting.

### **6. Financial Reports:**

#### **a. Approval of Financial Statements for December 2019 and January 2020**

It was moved by Bob Gabourie and seconded by Lynne Perry, that the Financial Statements for December 2019 and January 2020 be adopted as circulated.

**Carried**

#### **b. GIC Renewal Notice**

The TD 1 year cashable GIC in the amount of \$2,586.46 matured on March 18, 2020.

It was moved by Jody Reekie and seconded by Jim Terry that the TD 1 Year Cashable GIC be reinvested for a term of one year.

**Carried**

**Action: KDM**

### **7. New Business:**

#### **a. Applications for Project Approval**

No Applications for Project Approval had been presented by KDM for ratification.

#### **b. New Homeowners**

Peggy Corner reported two new Homeowners:

- 68 Enderby Crescent – Reginald Rees
- 24 Enderby Crescent – John and Theresa Van Egdom

**c. Budget for 2020 - 2021**

The President, Treasurer and KDM will prepare the Budget for approval at the next Board meeting.

**Action: Peggy/Jody**

**8. Newsletter**

Peggy confirmed the next Newsletter will be published in early April. In addition to the Message from the Board, the contents will include:

- A request for volunteers for the Neighbour Helping Neighbour initiative
- Information about the Riverbank Landing development at Boudreau Communities
- KDM office closure to the public
- Do-All contract renewal
- Homeowner Profile

**Action: Peggy/KDM**

**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 4:05 pm.

**Minutes Approved**

President   
Peggy Corner

Acting Secretary   
Lynne Perry

  
Date