

MINUTES

Erin Ridge Active Adult Living Homeowners' Association
Board of Directors' Meeting
Wednesday, May 25th, 2016
Location: #44 Edward Way, St. Albert, AB

1. Present:

Ray Rohr	Jim Terry
Lorne Howell	Ronald Ponich
Lyn Murk	Loretta St Arnaud

Jon Kryslar & Nicola Savard (KDM Management)
Paul Boutin - guest

2. Call to Order:

The Chairperson, Ray Rohr, called the meeting to order at 10:01 a.m.

3. Adoption of Agenda:

It was moved by Lorne Howell and seconded by Loretta St Arnaud that the Agenda be adopted as presented. Carried

4. Adoption of Minutes of April 12 and April 22, 2016 Meetings:

It was moved by Lorne Howell and seconded by Ron Ponich that the minutes of the April 12 and April 22, 2016 Board of Directors' meetings be adopted as circulated. Carried

5. Action Items from Last Meetings:

a. Lawn Repair;

Lorne reported that he was in the process of getting proposals from two contractors for repair of the lawn damaged by ice melt the winter before last. He will then proceed with the work by the most favorable proposal

Action – Howell

b. Closure of Accounts at HSBC and ATB;

The account at HSBC has been closed and a bank draft for the account balance has been passed to KDM for deposit in the TD Bank account. KDM will take action to close the ATB account and transfer the balance to the TD Bank.

Action – Kryslar

c. Move of Property Management Contract to KDM Management;

The contract with KDM Management has been signed and Jon Kryslar advised that KDM have received all of the files and related documents from Condominium Consultants Canada Inc.

KDM has sent letter of introduction to all Homeowners providing information on the transition.

Action – Info

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6. New Business:

a. Elaine Tully Resignation;

Elaine Tully has moved and submitted her resignation from the Board. A copy of her resignation message is attached as Appendix A.

It was moved by Lorne Howell and seconded by Jim Terry that as provided for by Article 4.1(g) of the Association By-Laws, Paul Boutin be appointed to fill the vacancy on the Board for the balance of Elaine Tully's term. Carried

Paul Boutin agreed to accept the appointment and serve the remainder of the term expiring October 2016.

Action – Info

b. Opening of Account at TD Bank and Signing Authorities;

Jon Krysler advised that the TD Account is now open. It was moved by Ray Rohr and seconded by Lorne Howell that until the next AGM the signing authorities be Ray Rohr, Lorne Howell, Lyn Murk and Ron Ponich. Carried.

Action – Info

c. Filing of By-Law Amendment;

Jon Krysler advised that the By-Law amendment that had been passed at the 2015 AGM had not been filed. Jon undertook to file the amendment within the next month.

Action – Krysler

d. 2016/17 Budget;

Lyn and Lorne briefed the meeting on the proposed budget for 2016-17. A copy is attached as Appendix B. They noted that an allocation of \$5,000 was included in the proposed budget for a condition assessment and report on the perimeter fence. They also explained that with the cost increases in the Do-All contract for 2017-18 an increase of the Homeowner Fees to \$140 per month would be in order.

It was moved by Lyn Murk and seconded by Lorne that the 2016/17 budget be accepted as presented. Carried.

Action – Info

e. Update of the *Guidelines for Application and Approval Process for Repair, Maintenance or Modification to Properties*;

Ray Rohr presented the update to the Guidelines which had been developed subsequent to the October 2015 AGM. It was moved by Loretta St. Arnaud and seconded by Ron Ponich that the Guidelines be approved as presented. Carried.

Ray Rohr agreed to post the updated Guidelines on the Association website.

Action – Rohr

f. Update of Welcome Package;

Ray Rohr and Lorne Howell presented the updated Welcome Package. It was agreed to post it on the Association website.

Action – Rohr

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g. Assessment of Condition of Wooden Perimeter Fence

It was noted that some rot is appearing the top boards of the wooden perimeter fence. It was agreed that the Association should engage a contractor to conduct a condition assessment and prepare a report on maintenance requirements for the fence. Jon Kryslar agreed to request proposals from qualified contractors, and bring them to the Board for consideration.

Action – Kryslar

h. Application for Project Approvals:

i. 36 Edward Way

It was moved by Lorne and seconded by Jim Terry that the Level 2 application for removal of a tree be approved. Carried.

Action – Kryslar

ii. 48 Enderby Cres.

The Level 3 application to replace the wooden deck, railings, privacy wall and stairs with composite decking, aluminium rails, frosted glass privacy wall and aluminium and composite stairs was discussed. As this is Ray Rohr's property he excused himself from the deliberations. It was noted that there is no precedent for full deck replacement, so this application will have to be circulated to Association members. It was moved by Lorne Howell and seconded by Loretta St. Arnaud, that the Application be approved and processed in accordance with the By-laws and the Level 3 procedures specified in the *Guidelines for Application and Approval Process for Repair, Maintenance or Modification to Properties*. Carried.

Action – Kryslar

iii. 14 Enderby Cres.

The Level 3 application for replacement of the wooden Wedgewood color decking with grey composite material was reviewed. It was noted that composite decking material is not available in Wedgewood and grey composite material had been previously approved for another homeowner. It was moved by Loretta St. Arnaud and seconded by Lyn Murk that the application be approved as submitted.

Action – Kryslar

7. Next Meeting:

The next meeting of the Board of Directors' will be scheduled at the call of the chair.

8. Adjournment:

There being no further business, the meeting was adjourned at 11:30 a.m.

Minutes Approved

President Ray Rohr

Secretary Jim Terry

June 19, 2016
date

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Appendix A – Elaine Tully Resignation

From: Ray Rohr [mailto:rayrohr@telusplanet.net]

Sent: May-16-16 7:30 AM

To: Elaine Tully

Cc: Jon Kryslar (jkryslar@kdmgmt.ca); Nicola Savard; Jim Terry (terryjim@telus.net); Loretta St. Arnaud (Isa33@telus.net); 'Lorne Howell (ldhowell@telusplanet.net)'; Margaret Murk (lmurk@telus.net); Ron Ponich (srponich@telusplanet.net)

Subject: RE: resignation

Thanks Elaine we are very sorry to see you go. We would like to thank you for your service on the Board of Directors, with the Newsletter Committee and for your support of community events. I trust you will come back to visit and we wish you well in your new home.

Thanks again.

Ray Rohr

From: elaine tully [mailto:evtully@live.com]

Sent: May-16-16 4:25 AM

To: Ray Rohr

Subject: resignation

Ray Rohr

President ERHOA

Dear Ray:

I hereby submit my resignation as a member of the Erin Ridge Home Owners Association Board as of May 16, 2016. I will be moving away on May 18 ,2016 and will no longer be able to fulfill these duties.

I have enjoyed my time on the Board and wish you all well in your endeavors in the future.

Sincerely,

Elaine Tully.

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Appendix B – 2016-17 Budget

ER - Year Budget: Jun 2016 - May 2017																
Account	Account #	Prior Year Budget	Proposed 2016/17 budget	Change	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17
Revenues																
Rental Fees	300100	98,280	98,280	-	8,190	8,190	8,190	8,190	8,190	8,190	8,190	8,190	8,190	8,190	8,190	8,190
Reserve Fund Contribution	317000		5,000	5,000	5,000											
Total Revenue		98,280	103,280	5,000	13,190	8,190	8,190	8,190	8,190	8,190	8,190	8,190	8,190	8,190	8,190	8,190
Expenses																
Grounds Maintenance	400100	45,611	45,611	-	7,601	7,602	7,602	7,602							7,602	7,602
Repairs & Maintenance	400150	298	298	-	25	25	25	25	25	25	25	25	25	25	25	23
Snow Removal	400200	38,872	38,872	-					6,478	6,478	6,479	6,479	6,479	6,479		
Management Fees	400282	9,923	9,924	1	827	827	827	827	827	827	827	827	827	827	827	827
Legal and Accounting	400283	360	360	-	30	30	30	30	30	30	30	30	30	30	30	30
Bank Charges	400320	432	432	-	36	36	36	36	36	36	36	36	36	36	36	36
Insurance	400340	1,726	1,728	2	144	144	144	144	144	144	144	144	144	144	144	144
Supplies and Sundries	400380	1,055	1,055	-	88	88	88	88	88	88	88	88	88	88	88	87
Repairs & Maintenance - RF Expense	401100		5,000	5,000	5,000											
Total Expense		98,277	103,280	5,003	13,751	8,752	8,752	8,752	7,628	7,628	7,629	7,629	7,629	7,629	8,752	8,749
Net Income		3	-	(3)	(561)	(562)	(562)	(562)	562	562	561	561	561	561	(562)	(559)

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