

MINUTES

Erin Ridge Active Adult Living Homeowners' Association
Board of Directors Meeting
KDM Management Inc. Boardroom, #210, 150 Carleton Drive, St. Albert Alberta
Monday, May 2, 2022

1. Present:

Peggy Corner	President
Clem Imgrund	Vice President
Lynne Perry	Secretary
Jody Reekie	Treasurer
Irene Clark	Director
Doug Demers	Director
Tammy Pope	KDM Management Inc.

Absent:

Bob Gabourie	Director
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2. Call to Order:

The Chairperson, Peggy Corner, called the meeting to order at 4:30pm.

3. Adoption of Agenda:

It was moved by Irene Clark and seconded by Doug Demers that the Agenda be adopted as circulated.

Carried

4. Adoption of Minutes of October 25, 2021 Board Meeting:

It was moved by Clem Imgrund and seconded by Jody Reekie that the minutes of the October 25, 2021 Board of Directors meeting be adopted as circulated.

Carried

5. Action Items from Previous Meeting:

a. Replacement of Association Auditor.

Peggy advised that no response had been received from the email sent to all Homeowners asking for a volunteer to act as the Audit Committee. It was agreed this matter would be discussed under New Business.

6. Financial Reports:

a. Approval of Financial Statements for October, November and December 2021, and January, February and March 2022

It was moved by Doug Demers and seconded by Lynne Perry that the Financial Statements for for October, November and December 2021, and January, February and March 2022 be adopted as circulated.

Carried

b. Ratification of Renewal of Term Deposit December 2021

On December 20, 2021, the President had instructed TD Securities to renew the Term Deposit maturing December 21, 2021 for a term of 365 days.

It was moved by Irene Clark and seconded by Jody Reekie that the renewal of the Term Deposit held with TD Securities in the amount of \$10,035 be ratified.

Carried

7. New Business

a. Approval of Budget for 2022-23

The budget document prepared by the President and Treasurer had been circulated to the Board for review. It was moved by Doug Demers and seconded by Clem Imgrund that the Budget for 2022-23 be approved as presented.

Carried

KDM will prepare the budget document and covering letter to be mailed to all Homeowners.

Action: KDM

b. Appointment of Auditor

It was agreed that Tammy will reach out to several of the audit firms that other KDM clients use, as well as the firm suggested by Jody Reekie. Information will be provided to the Board in order that an audit firm can be selected.

Action: KDM

c. Tree Committee Report

The Tree Committee has arranged for Branches Tree Care to be on site May 5 to do spring work for 6 Homeowners.

d. Review of Do-All Snow Removal Performance

The Board agreed that Do-All did a good job considering the unusual winter weather freezing and thawing cycles.

Due to the thawing and freezing, there was a tremendous ice build up around the south Canada Post mailbox and along the Edward Way side of 2 Enderby Crescent. Both areas were identified as a potential for liability issues should someone fall.

It was agreed the following actions would be taken:

- we contact the City of St. Albert during the summer to ask if mud jacking would be possible to build up the depression in the sidewalk at the side of 2 Enderby Crescent,
- an inquiry would be made to Canada Post about relocating the south mailbox to higher ground, and
- Do-All will be instructed to ensure that next winter, the areas are spread with sand or gravel.

Action: Peggy

e. Homeowner Issues

It was agreed that KDM would send reminder letters to Homeowners with nonconforming garage door paint (36 and 38 Edward Way and 66 and 68 Enderby Crescent) asking that the garage door be repainted in the correct colour by June 30, 2022.

Action: KDM

It was noted that a wooden post has been installed beside the front sidewalk at 23 Edward Way, which will impede grass maintenance and snow clearing. Clem advised that he thinks it's a temporary fix for the down spout but will check with the owners and report back to the Board.

Action: Clem

f. Review of Applications for Project Approval

The owners of 22 Enderby Crescent have submitted an application to replace decking boards with composite boards, which is a Level 2 item, that can be approved by KDM. They also requested permission to install green artificial hedging on the lattice privacy fence on the deck. Since this hedging is to be installed on the inside of the lattice, it was agreed no Board approval was required. KDM was directed to advise the Homeowners.

Action: KDM

g. Ratification of Applications for Project Approval

It was moved by Jody Reekie and seconded by Doug Demers that the approval of the Applications for Project Approval be ratified for the following projects:

- 40 Enderby Crescent – replace and enlarge deck
- 16 Enderby Crescent – replace deck
- 42 Edward Way – replace windows

Carried

8. Newsletter:

Peggy confirmed the next Newsletter will be published in September.

Action: Peggy/KDM

9. Next Meeting:

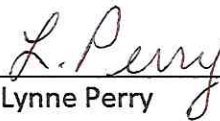
The next meeting of the Board of Directors will be held as soon as the Audited Financial Statements are ready for approval - likely early August.

10. Adjournment:

The meeting was adjourned at 5:10pm.

Minutes Approved

President 
Peggy Corner

Secretary 
Lynne Perry


Date