

MINUTES

Erin Ridge Active Adult Living Homeowners' Association
Board of Directors Meeting
KDM Management Inc. Boardroom, #210, 150 Carleton Drive, St. Albert Alberta
Friday, September 9, 2022

1. Present:

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

2. Call to Order:

The Chairperson, Peggy Corner, called the meeting to order at 2:00pm.

3. Adoption of Agenda:

It was moved by Doug Demers and seconded by Jody Reekie that the agenda be adopted as circulated.

Carried

4. Adoption of Minutes of May 2, 2022 Board Meeting:

It was moved by Irene Clark and seconded by Bob Gabourie that the minutes of the May 2, 2022 Board of Directors meeting be adopted as circulated.

Carried

5. Action Items from Previous Meeting:

a. Ratification of Appointment of Association Auditor

The decision to retain the services of Ken Macrae to conduct the annual Association Audit for the fiscal year ended May 31, 2022 was made by an email survey of the Board.

It was moved by Irene Clark and seconded by Doug Demers to ratify the appointment of Ken Macrae to conduct the Association Audit and prepare the Financial Statements for the fiscal year ended May 31, 2022.

Carried

b. Report on Winter Maintenance Issues

Peggy Corner reported that she had submitted a request to the City of St. Albert to mudjack the sidewalk along Edward Way at the side of 2 Enderby Crescent as well as an area by 36 Enderby Crescent. The City indicated requests are prioritized, so it could take two years for the work to be done.

Peggy also reported that she had submitted a request to Canada Post to move the mailbox across from 8 Enderby Crescent to higher ground. A Canada Post representative will have to inspect the area and make a recommendation.

c. Report on Non-compliant Garage Door Paint

Tammy Pope reported that both 36 and 38 Edward Way had complied with the Board request in a timely manner. A response was received from 66 Enderby Crescent indicating they would change the colour at a date that was suitable to them. No response has been received from 68 Enderby Crescent, nor have they corrected the paint colour.

The Board asked KDM to draft, for the President's review, letters to 66 and 68 Enderby Crescent asking for their plan, including timeframe to correct the garage door colour.

Action: KDM

d. Report on Wooden Post at 23 Edward Way

At the last meeting, Clem Imgrund had volunteered to speak with the Homeowner about the wooden post. Clem advised that he would like additional information about the issue before he approaches the Homeowner.

Peggy indicated that she had raised this issue because of safety concerns – the location of the post could impede Do-All in doing lawn maintenance and snow removal. Clem indicated he would speak with the Homeowner.

Action: Clem

6. Financial Reports:

a. Approval of Financial Statements for April, May, June and July 2022

It was moved by Irene Clark and seconded by Clem Imgrund that the Financial Statements for for April, May, June and July 2022 be adopted as circulated.

Carried

b. Ratification of Renewal of Term Deposit August 23, 2022

On August 25, 2022, TD Securities was instructed to renew the Term Deposit in the amount of \$30,947.71 maturing August 23, 2022, for a term of 365 days at a rate of 3.30%.

It was moved by Jody Reekie and seconded by Bob Gabourie that the renewal of the Term Deposit held with TD Securities in the amount of \$30,947.71 be ratified.

Carried

c. 2021-22 Audit Report and Financial Statements

Tammy advised the Board that Ken Macrae has not yet completed the audit. Normally a copy of the approved Audit and Financial Statements is mailed to Homeowners with the Annual General Meeting package. It appears the statements will not be prepared in time for the Board to meet again prior to the AGM to review and approve them. If this is the case, then the Financial Statements will be presented at the AGM for approval.

7. New Business

a. New Homeowners

Lynn and Dale Redekopp are the new owners at 11 Enderby Crescent.

b. Homeowner Issues

The Homeowner at 37 Edward Way had inquired as to whether the Board would be repairing damaged grass again. It was agreed the Homeowner would be advised that the Board was not contemplating further grass repair.

Action: Peggy

c. Association Website

The Association website, which is on the Weebly platform is maintained by Ray Rohr. The cost of reserving the domain name is \$92.30 for two years. Ray Rohr pays the invoice and the Association reimburses him.

d. Appointment of the Nominating Committee

Bob Gabourie has served the maximum numbers of terms. Jody, Irene, and Clem have indicated they will let their names stand for another two-year term, so there will be one position to fill.

It was moved by Bob Gabourie and seconded by Irene Clark that Clem Imgrund and Peggy Corner be appointed as the Nominating Committee.

Action: Clem/Peggy

e. Plan for Managing the Association's Reserve Fund

KDM has advised that it is possible to withhold a monthly rental fee for all Homeowners. There would be a fee charged by KDM for that service. It was agreed that further discussion be tabled to the next regular meeting of the Board once the 2021-22 Financial Statements are available.

f. Review of Documents Provided to New Homeowners

Although a review had been done several years ago to remove all reference to "condominium" from all documents distributed to Homeowners, it appears there are documents in the New Homeowners package that do refer to condominiums. Tammy and Peggy will review the package.

Action: Tammy/Peggy

g. Planning for Annual General Meeting

The AGM will be held on October 5, 2022 at the KDM office. KDM will prepare the meeting package and invite Ken Macrae to attend to present the Financial Statements. Packages will be mailed on or before September 21, 2022, with or without the Financial Statements included.

It was agreed the Board would host a wine and cheese reception after the AGM for attendees. Lynne and Irene volunteered to organize the event.

h. Ratification of Application for Project Approval

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

- 35 Edward Way – replace deck
- 6 Enderby Crescent – modify landscaping
- 42 Edward Way – repair deck and add stairs
- 54 Enderby Crescent – replace deck

Carried

8. Newsletter:

Peggy confirmed the next Newsletter will be published immediately after the AGM.

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 3:40 pm

Minutes Approved

President	 <hr/> Peggy Corner	Secretary	 <hr/> Lynne Perry	 <hr/> 1/16/23 Date
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