

MINUTES

Erin Ridge Active Adult Living Homeowners' Association
Board of Directors Meeting
KDM Management Inc. Boardroom, #210, 150 Carleton Drive, St. Albert Alberta
Monday, September 11, 2023

1. Present:

| | |
|--------------|---------------------|
| Peggy Corner | President |
| Lynne Perry | Secretary |
| Jody Reekie | Treasurer |
| Doug Demers | Director |
| Bev Miller | Director |
| Tammy Pope | KDM Management Inc. |

Absent:

| | |
|--------------|----------------|
| Clem Imgrund | Vice President |
| Irene Clark | Director |

2. Call to Order:

The Chairperson, Peggy Corner, called the meeting to order at 1:30 pm.

3. Adoption of Agenda:

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

Carried

4. Adoption of Minutes of August 14, 2023 Board Meeting:

There being no errors or omissions, it was moved by Lynne Perry and seconded by Doug Demers that the minutes of the August 14, 2023 Board of Directors meeting be adopted as circulated.

Carried

5. Action Items from Previous Meeting:

a. Issue with Weeds at 15 Enderby Crescent

Tammy reported that no response had been received from the Homeowner to the Board's multiple requests to clean up the weeds in the flower beds and the fairy ring in the front lawn.

The Board directed KDM to send a registered letter to the Owners of 15 Enderby Crescent giving them two weeks from the date of the letter to take the necessary action. The letter would also advise that if no action is taken, the work will be completed by a contractor and charged to them.

Action: KDM

b. Communication to 37 Edward Way

In an August 8, 2023 email, 37 Edward Way questioned who would be liable for water damage as a result of downspouts being left up by Do-All. KDM was requested to advise the Homeowner that individual Homeowners are responsible to ensure that their downspouts are in good repair and positioned properly to deflect water from foundations.

Tammy indicated that the letter had not yet been sent, but that she would do so.

Action: KDM

c. Report from the Solar Panel Committee

The Committee presented the following resolution for review and approval by the Board:

Be it Resolved that the Erin Ridge Active Adult Living Homeowners' Association approve the installation of roof solar panels based on the following criteria:

- Solar panels must be black in colour and mounted flat on the roof;
- No on-ground panel installations are permitted;
- Installation of critter guards is mandatory to prevent birds and squirrels nesting under the panels;
- Lithium battery units to store excess electricity are not permitted;
- In the case of installation on a semi-detached unit, the adjoining Homeowner must be in agreement with the installation, and the installing Homeowner must provide a letter of risk management to the adjoining Homeowner;
- The Homeowner is responsible for ensuring all necessary permits are obtained and all municipal, provincial and federal requirements are satisfied;
- The installation must be done by appropriately qualified personnel and must comply with all applicable building and electrical codes;
- The Homeowner must agree to pay for all costs to repair any damage to any neighbour's property as a result of the installation;
- Ongoing maintenance and repair of the installation is the responsibility of the Homeowner and future owners of the property;
- Damaged panels must be repaired or removed immediately;
- The Homeowner must provide proof that the installation passed all government inspections;
- It is the responsibility of the Homeowner to clear snow removed from the panels off the driveway or walkway areas; and
- An Application for Project Approval must be submitted to the Board.

On review, Board members had no revisions and agreed the resolution would be presented at the Annual General Meeting on October 4, 2023.

d. Report from the Nominating Committee

Peggy Corner has served the maximum of three two-year terms as allowed by the Association By-Laws. Lynne Perry and Doug Demers indicated they would serve another two year term. Jody Reekie has one year left in her two-year term; however, she will be resigning as she has sold her house.

On behalf of the Nominating Committee, Peggy reported that Brenda Short (13 Enderby Crescent) had agreed to let her name stand.

Because no current Board member is willing to assume the position of President, Peggy Corner will agree to serve the remainder of Jody Reekie's term, pending approval of the Members at the AGM.

6. Financial Reports:

a. Approval of Financial Statements for July 2023

It was moved by Jody Reekie and seconded by Bev Miller that the Financial Statements for July 2023 be adopted as circulated.

Carried

b. Ratification of Renewal of Term Deposit Maturing August 25, 2023

On August 24, 2023, the President instructed TD Securities to renew the Term Deposit for a term of 365 days at a rate of 5.35%.

It was moved by Jody Reekie and seconded by Doug Demers that the renewal of the Term Deposit held with TD Securities in the amount of \$31,968.98 for a period of 365 days at a rate of 5.35% be ratified.

Carried

7. New Business:

a. Review and Approval of Financial Statements for the Year Ended May 31, 2023

The Board reviewed the Statements as prepared by Cass and Fraser.

It was moved by Bev Miller and seconded by Doug Demers that the Financial Statements for the year ended May 31, 2023 be approved.

Carried

b. Resignation Letter from Jody Reekie

The Board regretfully accepted the resignation of Jody Reekie from the Board effective September 24, 2023, and wished her well in her relocation.

c. Preparation for Annual General Meeting

KDM will mail the AGM package to all Homeowners. The package will include the:

- Agenda
- Proxy Document
- Minutes of the 2022 AGM
- Audited Financial Statement for the year ended May 31, 2023
- Resolution for Approval to Install Solar Panels

Action: KDM

Larry Bodnarchuk has been asked to attend to speak to the solar panel resolution. Irene and Lynne volunteered to organize the post meeting refreshments.

d. New Homeowners

Ian Grant is the new owner of 14 Enderby Crescent. Darrell and Arlene Zylla are the new owners of 36 Enderby Crescent.

e. Homeowner Issues

Homeowners at 10 and 12 Enderby complained that Do-All have been using the large mower, which was causing damage. The issue has been resolved and Do-All will use the small mower in future.

f. Ratification of Applications for Project Approval

KDM reported there were no Applications for ratification.

8. Newsletter:

Peggy reported that the next Newsletter will be published in December.

9. Next Meeting:

The next meeting of the Board of Directors will be held after the AGM on October 4, 2023.

10. Adjournment:

The meeting was adjourned at 2:35 pm.

Minutes Approved

President 
Peggy Corner

Secretary 
Lynne Perry

NOV. 21/23
Date