

# MINUTES

Erin Ridge Active Adult Living Homeowners' Association  
Board of Directors Meeting  
KDM Management Inc. Boardroom, #210, 150 Carleton Drive, St. Albert Alberta  
Tuesday, November 21, 2023

**1. Present:**

Peggy Corner	President
Irene Clark	Vice President
Lynne Perry	Secretary
Bev Miller	Treasurer
Clem Imgrund	Director
Brenda Short	Director
Tammy Pope	KDM Management Inc.

**Absent:**

Doug Demers	Director
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**2. Call to Order:**

The Chairperson, Peggy Corner, called the meeting to order at 5:30 pm.

**3. Adoption of Agenda:**

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

**Carried**

**4. Adoption of Minutes of September 11 and October 4, 2023 Board Meetings:**

There being no errors or omissions, it was moved by Lynne Perry and seconded by Irene Clark that the minutes of the September 11, 2023 and October 4, 2023 Board of Directors meetings be adopted as circulated.

**Carried**

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

**a. Issue with Weeds at 15 Enderby Crescent**

Tammy advised that no response to the registered letter had been received from the Homeowner.

Peggy reported that she had had a conversation with the Homeowners, who have now moved in. They acknowledged that they had neglected maintaining the beds over the summer and indicated they would be replacing plants in the spring.

**b. Communication to 37 Edward Way**

Tammy confirmed that a letter had been sent to 37 Edward Way as requested at the last meeting.

**6. Financial Reports:**

**a. Approval of Financial Statements for August, September and October 2023**

It was moved by Clem Imgrund and seconded by Brenda Short that the Financial Statements for August, September and October 2023 be adopted as circulated.

**Carried**

**b. Ratification of Renewal of Term Deposit Maturing October 10, 2023**

On October 20, 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 Irene Clark and seconded by Bev Miller that the renewal of the Term Deposit held with TD Securities in the amount of \$10,414.97 for a period of 365 days at a rate of 5.35% be ratified.

**Carried**

**7. New Business:**

**a. Procedure for Approving Applications for Installation of Solar Panels**

The Special Resolution passed by a large majority at the Annual General Meeting. The Guidelines will be revised to include approval of solar panel installations as a Level 3 Application.

**b. Review of Report from the Fence Committee**

The Fence Committee submitted a report dated October 26, 2023, which is attached to these minutes as Appendix "A".

It was moved by Brenda Short and seconded by Irene Clark that the six recommendations listed in the Fence Committee Report dated October 26, 2023 be accepted and actioned.

**Carried**

The Committee will be advised of the Board's decision and communication to Homeowners and neighbours will be undertaken in the coming months.

**Action: Peggy**

**c. Recruitment of New Board Member**

It was agreed each Board Member will come to the next Board meeting with suggested names to review.

**Action: Board**

**d. New Homeowners**

Sixty Enderby Crescent has been sold; however, KDM has not been advised of the purchaser's name.

**e. Homeowner Issues**

The Homeowner at 34 Enderby Crescent complained about items stored under the unenclosed deck at 36 Enderby Crescent. KDM sent a letter to 36 Enderby Crescent, and the items have been removed.

**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 on February 5, 2024.

**10. Adjournment:**

The meeting was adjourned at 6:21 pm.

**Minutes Approved**

President   
Peggy Corner

Secretary  2/4/24  
Lynne Perry Date



## Fence Committee Report

Submitted by Florin Bergh and Daryl D'Amico October 26, 2023

This Fence Committee Report is submitted to the Erin Ridge Board of Directors for their information and advice on how and when to proceed from here. If the Board has any questions or concerns, the Fence Committee is available for a meeting or a field trip.

### Background:

The Wooden fences that surround the ERAALHA were originally constructed in 1999/2000. The Fence Committee (Florin and Daryl) commenced in 2013 when major fence repair was required on the two Walkway Wooden fences between #26 and #28 Enderby Crescent. Entire sections of this fence were repaired because of the poor design of the fence. The fence does not shed water. Top 2 x 6 and 1 x 6 rails were untreated rough lumber and vertical boards are "sandwiched" between the boards and rot is "hidden" behind the top and bottom rail boards and not visible until they are removed. Proper repair is difficult and generally requires access on both sides of the fence which necessitates permission from the neighbour to access the other side of the fence. A 2 x 6 top cap was added to the two Walkway Fences to help shed water.

This learned experience prompted a major repair of the remaining Wooden Fences in 2016 and 2017. All of the 19 homeowners whose property are adjacent to ERAALHA were made aware that the "Good Neighbor Fences" are a shared responsibility with the Association. They all participated in sharing the repair cost with the Association. Generally both top and bottom rails were replaced "with treated lumber" so that an "entire section" was completed with repairs which greatly improved the ageing of the fence.

The last Fence Committee Report was submitted April 8, 2021 and at that time the fences were found to be in excellent condition since the major repair and painting that was completed in 2013, 2016 and 2017.

The April 8 2021 fence assessment found fourteen horizontal top and bottom boards were starting to show signs of rot but not enough to warrant repair and the report recommended that another fence assessment be done in 5 years (2026).

### Fence Committee Assessment October 13, 2023

This year the committee noticed some additional fence repair was starting to show up so another assessment of the fences was conducted on October 13, 2023 2.5 years ahead of the recommended schedule. This gives the advantage of extra time to properly co-ordinate repairs with the neighbour's on the other side of the fence.

The October 13, 2023 fence assessment found 40 main top and bottom horizontal boards and 19 vertical boards showing signs of problems for a total of 59 boards. Boards were marked with a black felt marker "x". This assessment shows that fence repair is not a major problem yet but it indicates that once rot starts it can progress quickly. It is important that repair and maintenance be done as soon as convenient to prevent more expensive repair bills. Please refer to the photo that shows how rot from one board can progress to adjacent boards in only 2.5 years.

It is important to note that the "good neighbor" fence assessment was **only conducted on the ERAALHA side of the fence** as we did not have permission to access the neighbour's



property on their side of the fence. As a result our findings are expected to be “on the conservative side.”

The major fence repair was completed in 2016 and 2017 with neighbours sharing responsibility and costs. Since then several homes have been sold with new homeowners moving into the neighborhood that may not be familiar with the ERAALHA approach to share the responsibility and cost of “The Good Neighbor Fences.”

Of significance, one corner 6 x 6 post was found to show signs of “top” rot on the South Wooden Fence section 1 west. This corner post is pivotal in 3 ways as it is the corner of the wooden fence going east and south and the ERAALHA metal fence also connects here.

The #19 Edward Way South wooden fence is a good neighbour fence with #17 Edward Way. This is the oldest section of the ERAALHA good neighbor fence. Several boards are showing signs of rot and the fence posts are starting to lean significantly that may be due to either frost heaving or rot. The committee has noticed that similar fences of this age (#15 Edward Way and #2 Eastcott Drive) have already had major rot of the main posts with extensive repair.

The west metal fence on the west side of ERHOA continues to be in very good condition but there are signs of some minor signs of paint peeling. Spray washing and a new coat of paint may be required in the near future. The fence committee contacted the City of St. Albert in 2022 to remove the tree branches that were growing through the west metal fence that had the potential to cause major problems. The two main trees causing the problems were removed by the City at their cost in the summer of 2023. See photo.

### **Recommendations**

1. The Board of Directors to consider writing a letter to our neighbours on the other side of the fence to remind them that the good neighbour fence is a shared cost for any repairs and encourage them to contact ERAALHA so that any fence repair can be properly coordinated and scheduled 2024 or 2025. Suggest a simple procedure to do this as fence repair requires access to properties on both sides of the fence. A draft letter is attached for BOD review.
2. Use the ERAALHA Newsletter to remind Association Homeowners to report any noticeable fence repair problems to the Board so that repair can be coordinated with our neighbours on the other side of the fence. Comments or suggestions from the homeowners are welcomed.
3. Contact 2 suitable contractors capable of fence repair so that fence repair can be properly organized and scheduled to commence 2024 or 2025.
4. Continue to closely monitor all 4 x 6 posts for rot at ground level as this will dictate more difficult and extensive repair.
5. The #19 & #17 good neighbor fence should continue to be monitored closely for either repair or replacement. Since there are only two homeowners involved either party can initiate repair at any time or replacement (estimated 7 years?). It may be worthwhile to let this fence deteriorate (rather than repair it) and replace it with a better design that is more aesthetically pleasing, less maintenance, and longer lasting.
6. Continue to monitor the metal fence closely for peeling paint and damaging tree branches that grow through the fence.

# MAP OF FENCES

## Erin Ridge Active Adult Living Homeowners' Association

Yellow = Wooden Good Neighbor Fences (Shared Responsibility)

Red = Wrought Iron and Wooden between #26 and #28 Enderby (ERAALHA Responsibility)

