

Minutes
Erin Ridge Active Adult Living Homeowners' Association
Board of Directors Meeting
KDM Boardroom
Tuesday, August 12, 2025 at 10am

1. Present:

Bev Miller	President
Alex Morrison	Vice President
Lynne Perry	Secretary
Larry Bodnarchuk	Treasurer
Brenda Short	Director
Doug Demers	Director
Nanet Botha	KDM Management Inc.

Absent: Clem Imgrund Director

2. Call to Order: The Chairperson Bev Miller, called the meeting to order at 10:01am.

3. Adoption of Agenda:

There were 4 additions to the Agenda. It was moved by Doug Demers and seconded Lynne Perry that the agenda be adopted as amended. **Carried**

4. Adoption of the Minutes for the April 25, 2025, Board Meeting:

There being no errors or omissions, it was moved by Larry Bodnarchuk and seconded by Doug Demers that the minutes of the April 25, 2025, Board Meeting be adopted as circulated. **Carried**

5. Action Items from Previous Meeting:

a. Status of the Fence Repair Project with invoices outstanding:

There is one outstanding payment. In fact, their deposit cheque was returned NSF.

KDM sent a registered letter to the Homeowner on July 27/25. Next, KDM will draw up a letter offering different payment options to this Good Neighbor. The Board will approve the letter before it goes out. **Action: KDM/Board**

b. Status of the letters and invoices for the Branches Tree Care spring visit:

Nanet has confirmed that all invoices have been paid.

c. Planning for Recruitment of new board members:

The Board will need two new board members to fill vacancies coming up this fall.

Ongoing

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d. Gutter Downspout Hinges:

KDM will create a letter with the information and research Larry has done on this solution for when downspouts are left up after lawns have been mowed. This swivel downspout hinge is optional for homeowners to have installed. The Board will approve the letter via email before it goes out.

Action: KDM/Board

6. Financial Reports:

a. Nanet to host a review of the Financial Report:

Nanet went through the Financial Statement of June 30, 2025, and explained entries. Nanet answered our questions and will look into a few items for the Board.

Action: KDM

b. Approval of April, May and June 2025 Financial Statements:

It was moved by Brenda Short and seconded by Lynne Perry that the Financial Statements for April, May and June 2025 be adopted as circulated.

Carried

c. Nanet to provide information for the cheque to 1907540 Alberta Ltd:

With no documentation from Do-All or the Homeowner, we have learned that it is so important to provide documentation whenever there is an incident or damage to a homeowners' property. Providing this documentation; notes of the issue, and pictures to KDM would help resolve the problem.

d. Confirm the Transfer of Funds Request from reserve to operating has been received:

A fence payment was deposited to our reserve account. The Letter of Direction for the transfer of \$420 from Reserve account to Operating account has been signed and submitted to KDM. We should see the transfer in next month's statements.

Action: KDM

e. Nanet to lead discussion on the new Fixed Flat Rate Fee.

Nanet explained the reasons for the change in monthly fees to our Association. The fee covers photocopying, postage, envelopes and storage of our documents etc. We have missed including the increase in our budget numbers as it became effective May 1, 2025. This will be addressed in next April's budget talks.

Action: KDM

7. New Business:

a. Homeowner Issues:

KDM reported that there are no new issues.

b. New Homeowners

Kathy Hayashi and Ron Falkingham are the new homeowners at 30 Enderby Crescent.

c. Ratification of Applications for Project Approval:

- 8 Enderby Crescent – Replace deck
- 13 Enderby Crescent – Remove and replace tree
- 16 Enderby Crescent – Replace trees and shrubs
- 40 Enderby Crescent – Windows replaced, half window filled in, awning installed
- 40 Enderby Crescent - (Revised) siding change

It was moved by Doug Demers and seconded by Brenda Short that the approval of the Applications for Project Approval be Ratified.

Carried

d. Review of new Applications for Project Approval:

KDM advises that there are no pending or new APA's.

e. KDM Agreement:

The KDM agreement has been renewed for a two-year term.

It was moved by Lynne Perry and seconded by Alex Morrison that the renewal of the KDM Management Inc Agreement be Ratified.

Carried

f. KDM holds the seal for our Association:

This is information for the Board.

g. GST was missed on KDM renewal agreement:

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This will be addressed in the next budget discussions.

Action KDM

h. Term Deposits due in September and October:

Reinvestment details will be decided upon at the term's maturity dates.

Action/Board/KDM

i. Review procedure for the signing of approved minutes and posting to the website:

After the Board meeting: three sets of the approved minutes will be signed. One for the President, the Secretary and one for KDM to send to Peggy for posting to the website.

Action: KDM/Peggy

j. Preparation for Annual General Meeting: What is the Board responsible for? Is the Audited Financial Statement ready?

Nanet indicated that the Audited Financial Statement will be ready in early September. The Board will approve via email. The package for the AGM will be mailed to homeowners by September 24.

Action: KDM/Bev

The Board will ask Daryl of the Fence Committee if there will be a Fence Report to be presented at the AGM. The Board would like to know if there are any upcoming fence projects to be prepared for.

Action: Bev

k. Do-All Landscaping

We will work on having better communication with Do-All regarding lawn fertilizer, weed control and the other work that is carried out. Do-All will be applying a Fall lawn fertilizer and weed control.

Action: KDM/Board/Do-All

l. Maintenance of Property Information Sheet

This document was prepared to inform Homeowners of their responsibilities for the care and maintenance of their properties and the city boulevards. A letter will be going out to the Homeowners. Alex was asked to write an entry for the newsletter about black knot.

Action: KDM/Alex

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m. Message from the Board for the newsletter

The Message from the Board for the newsletter included information about becoming a Board Member. Brenda will send the entry to Peggy for insertion in the newsletter.

Action: Brenda

n. Deck Extensions

This item will be discussed at future Board meetings.

Tabled

8. Newsletter:

The next Newsletter will be issued in September.

9. Next Meeting:

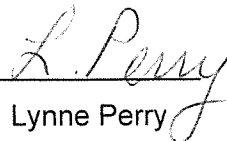
The next meeting follows the Annual General Meeting on October 8.

10. Adjournment:

The meeting was adjourned at 12:10pm.

Minutes Approved

President 
Bev Miller

Secretary 
Lynne Perry

Date: Nov 24/25