

## MINUTES

Erin Ridge Active Adult Living Homeowners' Association

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Board of Directors' Meeting

Tuesday August 18, 2015

Location: #66 Enderby Crescent, St. Albert, AB

**1. Present:**

Lorne Howell	Warren Wrigglesworth
Lawrence Rodewolt	Ronald Ponich
Elaine Tully	Ray Rohr
Lynn Murk	Wm. A. Kerr (Condominium Consultants Canada Inc.)

**2. Call to Order:**

The Chairperson, Lorne Howell, called the meeting to order at 10:05 a.m.

**3. Guests & Delegations:**

There were no guests or delegations in attendance

**4. Adoption of Agenda:**

*By a motion duly made by Larry Rodewolt, seconded by Lynn Murk, and carried unanimously, it was resolved to adopt the Agenda as presented.*

**5. Adoption of Meeting Minutes:**

**June 23, 2015 Board of Directors' Meeting Minutes;**

*By a motion duly made by Ray Rohr, seconded by Warren Wrigglesworth and carried unanimously, it was resolved to adopt the June 23, 2015 Board of Directors' Meeting Minutes.*

**Action - Info**

**6. Business Arising:**

**a) 21 Edward Way – garage door painting - update;**

Bill Kerr tabled the letter that had been sent to the owners, in care of their property manager at their new address, requesting that the garage door be painted within 30 days of receipt of the letter and the delivery receipt. It was noted that the door was painted prior to the stated deadline.

**Action – info**

**b) 38 Edward Way deck modification;**

Bill Kerr tabled the letter that had been sent to the owners granting approval to their request.

**Action – Info**

**c) Dead Files – update;**

Bill Kerr advised that he will deliver the files to Lynn Murk today. The document retention requirements were discussed.

**Action – Kerr/Murk**

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**d) Association Annual General – update;**

- i) Bill Kerr advised that the St. Albert Inn has been booked for the AGM at 7:00 p.m. on October 14, 2015.

**Action – info**

- ii) The draft Bylaw amendment which was previously circulated was reviewed and one revision was identified. Ray Rohr will finalize the draft and provide it to Bill Kerr. It was agreed to include the proposed amendment in the AGM package in the form of a Special Resolution.

**Action – Rohr/Kerr**

- iii) The possibility of having a representative of the St. Albert Fire Department attend the AGM and make a presentation on smoke alarm maintenance and testing plus carbon monoxide detectors was discussed. It was agreed that we should try to arrange such a presentation.

**Action – Howell/Kerr**

- iv) Warren Wrigglesworth advised that for health reasons he, reluctantly, would be resigning from the Board prior to the AGM. All members expressed their reluctance to see Warren leave the Board and wished him well.

**Action – info**

- v) Larry Rodewolt reported that he was sending a letter to all Association members seeking people who would be willing to fill the two Board vacancies. He will follow-up with potential candidates.

Board member term expiries are as follows:

Murk, Rodewolt and Rohr – 2015

Howell, Ponich, Tully & Wrigglesworth - 2016

**Action – Rodewolt**

**e) Auditor – update;**

Lorne Howell reported that the Audit Committee had prepared a draft report and would be discussing it with him and Lynn prior to finalizing their report.

**Action – Howell/Murk**

**f) 40 & 42 Edward Way - Shingle Request - letter sent;**

Bill Kerr tabled the letter that had been sent to the owners granting approval to their request.

**Action – info**

**g) 37 Edward Way - temporary minor occupant request - letter sent;**

Bill Kerr tabled the letter that had been sent to the owners declining approval to their request and explaining the reasons why.

**Action – info**

**h) 38 Enderby Crescent - landscape modification - letter sent;**

Bill Kerr tabled the letter that had been sent to the owners granting approval to their request.

**Action – info**

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**i) Lawn Repair - update;**

It was noted that Do All had sprayed the weeds and quack grass and spread seed in the areas where the lawns had been killed by ice melt. Unfortunately, due to extreme dry growing conditions the grass seed had failed to germinate.

*By a motion duly made by Ray Rohr, seconded by Larry Rodewolt, and carried unanimously, it was resolved to have Bill Kerr liaise with Do All to have the dead lawn reseeded with a sand-seed mixture this autumn or in the spring, at their discretion.*

**Action – Kerr**

**7. Financials:**

**a) Financial Reports;**

The June 2015 and July 2015 Financial Reports were reviewed. *By a motion duly made by Ray Rohr, seconded by Larry Rodewolt, and carried unanimously, it was resolved to approve the June 2015 and July 2015, Financial Reports as presented.*

**Action - Info**

**b) Arrears;**

There are no arrears other than 24 Enderby Crescent and one property which had recently changed ownership.

**Action - Info**

**c) Cheques to be Signed;**

The following cheques were signed:

<b>Company</b>	<b>Amount</b>
Do-All Landscape Ltd.	\$6,282.56
Condominium Consultants Canada Inc.	\$ 866.23

**Action - Info**

**d) HSBC to ATB - update;**

The transition has taken longer than anticipated and it is expected the new accounts will be fully operational by October 1, 2015.

**Action – Info**

**8. Management Report:**

Wm. A. Kerr supplied a copy of the monthly "Complete Activity Report". An electronic version of this report will be kept on file.

**Action – Info**

**9. New Business:**

**a) 12 Enderby Crescent - Temporary screened gazebo approval - ratification required;**

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*By a motion duly made by Larry Rodewolt seconded by Lorne Howell and carried unanimously, it was resolved to approve the temporary screened gazebo at 12 Enderby Crescent.*

**Action – Info**

- b) **46 Edward Way - Air conditioner approval - ratification required;**

*By a motion duly made by Larry Rodewolt seconded by Lorne Howell and carried unanimously, it was resolved to approve the air conditioner installation at 46 Edward Way.*

**Action – Info**

- c) **50 Enderby Crescent - landscaping approval - ratification required;**

*By a motion duly made by Larry Rodewolt seconded by Lorne Howell and carried unanimously, it was resolved to approve the landscaping modifications at 50 Enderby Crescent.*

**Action – Info**

- d) **Newsletter**

The timing of the next Newsletter was discussed and it was agreed to leave the timing to the discretion of the Newsletter Committee.

Lorne provided Elaine with some information to be included in the Newsletter.

**Action – Tully**

**10. Next Meeting:**

The next meeting of the Board of Directors' will held at 10:00 a.m. on September 22, 2015.

**Action – Info**

**11. Adjournment:**

There being no further business, the meeting was adjourned at 11:35 a.m.

Minutes Approved

President	<u>File copy signed</u> Lorne Howell	Secretary	<u>File copy signed</u> Ray Rohr	<u>Oct. 8, 2015</u> date
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