

## MINUTES

Erin Ridge Active Adult Living Homeowners' Association  
Board of Directors' Video Conference Call Meeting  
Thursday, August 20, 2020

**1. Participating:**

Peggy Corner	President
Jim Terry	Vice President
Larry Bodnarchuk	Secretary
Jody Reekie	Treasurer
Irene Clark	Director
Bob Gabourie	Director
Lynne Perry	Director
Richard Dendwick	KDM Management Inc.

**2. Call to Order:**

The Chairperson, Peggy Corner, called the video conference call meeting to order at 9:35 am.

**3. Adoption of Agenda:**

It was moved by Irene Clark and seconded by Lynne Perry that the Agenda be adopted as circulated.

Carried

**4. Adoption of Minutes of June 17, 2020 Board Meeting**

It was moved by Jim Terry and seconded by Jody Reekie that the minutes of the June 17, 2020 Board of Directors meeting be adopted as circulated.

Carried

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

**a. Missing Association Documents**

It was agreed this matter would be deferred to a future meeting. KDM will document exactly which Association files they have in electronic form.

Action: Richard

**b. Renewal of KDM Management Inc. Contract**

The President and Vice President signed a contract with KDM Management Inc. for the period May 1, 2020 to April 30, 2021. KDM has provided proof that the required comprehensive liability insurance policy is in place.

**c. Renewal of Branches Tree Care Ltd.**

The President signed a contract with Branches Tree Care Ltd. for the period June 1, 2020 to May 31, 2022. Proof of liability insurance and Workers' Compensation coverage is on file.

**6. Financial Reports:**

**a. Approval of Financial Statements for May, June, and July 2020**

It was moved by Irene Clark and seconded by Lynne Perry, that the Financial Statements for May, June, and July 2020 be adopted as circulated.

Carried

**b. Ratification of the Reinvestment of the Term Deposit Maturing August 20, 2020**

On August 18, 2020, the President had directed that the Term Deposit be renewed. It was moved by Jim Terry and seconded by Bob Gabourie that the reinvestment of \$30,762.23 in a one-year Term Deposit at a rate of 0.35% with TD Securities be ratified.

**Carried**

**c. Review of 2019-2020 Audit Report and Acceptance of Financial Statements**

Jody Reekie presented the Audit Report and 2019-20 Financial Statements. It was moved by Irene Clark and seconded by Bob Gabourie that the Audit Report and 2019-20 Financial Statements be accepted as presented.

**Carried**

As part of the Audit Report, the Auditor noted that the recommendation from the 2018-19 audit had been satisfactorily addressed. There were two recommendations from this audit, both of which have been completed.

**d. Review of Investment of Excess Funds in a Term Deposit**

The Treasurer recommended that \$10,000 from the Operating Account could be used to purchase a one-year Term Deposit. It was moved by Jody Reekie and seconded by Bob Gabourie that \$10,000 from the Operating Account be used to purchase a one-year Term Deposit from TD Securities.

**Carried**

**Action: Richard**

**7. New Business:**

**a. New Homeowners**

Richard Dendwick reported two new owners:

- 20 Enderby Crescent – Pamela Filipchuk
- 42 Enderby Crescent - Doug and Lorraine Demers

**b. Homeowner Issues**

Richard Dendwick reported that since the last meeting, two Homeowner issues had been resolved.

**c. Tree Committee Report**

Peggy Corner reported that on May 13, 2020 Branches Tree Care Ltd. had done work for seven Homeowners. The invoice from Branches was only submitted to KDM on August 10, 2020. KDM will invoice the seven owners before the end of August.

**Action: Richard**

**d. Ratification of Applications for Project Approval**

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

- 25 Edward Way – permission to replace deck
- 39 Edward Way – installation of an air conditioner unit

**Carried**

**e. Application for Project Approval from 42 Enderby Crescent**

The owners of 42 Enderby Crescent submitted an APA requesting approval for five projects. Two of the requests did not meet the “original like and kind material” criteria stipulated in our Project Approval Guidelines. The first is permission to replace front and back outdoor light fixtures with different fixtures in a colour, other than white, that would be complimentary to the house colour. The second request is to resurface the front step patio area in a quartz-like product to match the house exterior.

It was noted that currently, all outdoor light fixtures in the community are the original design and white in colour. It was moved by Bob Gabourie and seconded by Larry Bodnarchuk that replacement outdoor light fixtures must be white in colour.

**Carried**

Peggy Corner will amend the wording of the Level Two section of the Project Approval Guidelines to reflect this change, for approval by the Board.

**Action: Peggy**

It was agreed that the request to resurface the front step patio area was a Level Two request, and as such could be approved by KDM. This, and the remaining three projects which can be approved by KDM will be brought to the next Board meeting for ratification.

**Action: Richard**

**f. Request for Approval to Build a Ground Level Deck**

Board members conducted a site visit at 13 Enderby on June 22, 2020 to gather information to enable them to make a decision about the Homeowners’ request to build a ground level deck adjacent to their current deck, with stairs joining the two. Because of the proximity to the neighbour’s deck and basement windows, the Directors agreed not to approve the addition of a lower deck; however, the addition of stairs from the current deck were approved. KDM was directed to draft, for the Board’s review, a letter to the owners of 13 Enderby advising them of the Board’s decision and providing approval for the addition of steps.

**Action: Richard/Board**

**g. Request for Approval to Erect a Radio Antenna**

The Application for Project Approval now contained all the information required and met the criteria as outlined in Level Three of the Project Approval Guidelines. It was moved by Lynne Perry and seconded by Jim Terry that the request from 24 Enderby Crescent to erect a radio antenna be approved. KDM will advise the Homeowners in writing.

**Carried**

**Action: Richard**

**h. Annual General Meeting Arrangements**

On discussion it was agreed that we would proceed with an in-person Annual General Meeting (AGM) on October 7, 2020. It was also agreed we should ascertain how many Homeowners would attend in order that an appropriate size room could be arranged to adhere to physical distancing rules. An email will be sent to all Homeowners asking them to confirm with KDM whether they would or would not attend an in-person meeting. Once the results of that survey are known, KDM will arrange for a meeting room at the St. Albert Inn.

**Action: Peggy/Richard**

It was also agreed that the covering letter accompanying the AGM package would be amended to advise attendees of physical distancing rules at the meeting and to add a reminder to complete the Proxy document if they were not able to attend the AGM in person. The package will be mailed in early September.

**Action: Richard/Peggy**

**i. Appointment of Nominating Committee**

Peggy Corner advised there will be four vacancies on the Board to be filled at the AGM. Jody Reekie, Irene Clark, and Bob Gabourie have agreed to stand for another two-year term. Jim Terry has completed the maximum of three two-year terms. One additional candidate will be needed to present at the AGM.

It was moved by Larry Bodnarchuk and seconded by Jody Reekie that Peggy Corner, Lynne Perry, and Irene Clark be appointed to the Nominating Committee and charged with nominating persons to fill the vacant Board of Directors positions.

**Carried**

**8. Newsletter:**

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

**Action: Peggy/KDM**

**9. Next Meeting:**

The next meeting of the Board of Directors will be on October 7, 2020 immediately following the AGM.

**10. Adjournment:**

The meeting was adjourned at 10:50 am.

**Minutes Approved**

  
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President Peggy Corner

  
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Secretary Larry Bodnarchuk

  
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Date Dec 2/20