

## MINUTES

Erin Ridge Active Adult Living Homeowners' Association  
Board of Directors' Meeting  
Tuesday, June 14<sup>th</sup>, 2016

Location: KDM Management Inc. Office, 103-205 Carnegie Drive, St. Albert, AB

**1. Present:**

Ray Rohr  
Lorne Howell  
Paul Boutin  
Ronald Ponich

Linda Goodchild & Kelly Cruthers (KDM Management)

**Absent:** Margaret Murk  
Loretta St. Arnaud  
Jim Terry

**2. Call to Order:**

The Chairperson, Ray Rohr, called the meeting to order at 10:01 a.m.

**3. Adoption of Agenda:**

It was moved by Paul Boutin and seconded by Lorne Howell that the Agenda be adopted as presented. Carried

**4. Adoption of Minutes of May 25th, 2016 Meeting:**

It was moved by Ron Ponich and seconded by Lorne Howell - that the minutes of the May 25th, 2016 Board of Directors' meeting be adopted as circulated. Carried

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

**a. Lawn Repair;**

Nice Landscaping have quoted \$400.00 to complete the lawn repair. This is now proceeding.

**Complete**

**b. Closure of Accounts at HSBC and ATB;**

Ray will go to ATB to get a bank draft to cover the cost of outstanding invoices. Once a bank statement has been received and all outstanding cheques have cleared the account will be closed.

**Action – Rohr**

**c. Filing of By-Law Amendment;**

Linda has sent the Special Resolution to amend the Bylaws to Alberta Registries and is awaiting confirmation. A change of address notification to remove Condominium Consultants and add KDM Management Inc., has also been sent.

**Action - KDM**

**d. Update of the Guidelines for Application and Approval Process for Repair, Maintenance or Modification to Properties;**

Page 7 of the Guidelines has been streamlined; Approval and Conditions are on the back of the APA now which will simplify the approval process. On Page 6, one of the blue siding colours is no longer available, this is to be confirmed. The APA Guidelines will be posted on the website.

**Action - Rohr**

**e. Welcome Package;**

A completed Welcome Package has been given to Linda and Kelly for distribution upon sale of a unit. It is now awaiting the completed APA Guidelines. If there is a new owner this package will be hand delivered to the Unit by either a board member or KDM. KDM will provide name of new owner at #19 Edward Way when this information is received. Also there is a rental unit at #21 Edward, it has a rental management company but need name of tenant and also need name of tenant in #42 Enderby.

**Action – Rohr/KDM**

**f. Assessment of Condition of Wooden Perimeter Fence;**

Linda presented a report from Abris Construction regarding the wooden perimeter fence with a quote on repairs and a report on anticipated lifespan and cost to replace.

It was moved by Lorne Howell and Seconded by Ron Ponich to accept Abris quote as per the contract and to coordinate with the single family residents to have the fence repaired and repainted. It was further suggested this wait until Daryl has returned from vacation as he has the list of the Good Neighbor fence owners. Carried

**Action KDM/Howell**

**Note:** Subsequent to the meeting it was agreed by Ray, Lorne and Kelly to obtain another quote and further consider the project.

**g. 36 Edward Way APA – KDM – approval letter mailed**

**h. 48 Enderby Cres APA – KDM – approval letter mailed**

**i. 14 Enderby Crescent APA – KDM – approval letter mailed**

**j. 52 Enderby Crescent – letter regarding concerns for deck enhancement at 48 Enderby**

Ray presented a draft of a letter to #52 regarding the proposal from #48 for deck enhancement.

Lorne Howell moved and Paul Boutin seconded that the letter to go to #52 to address their concerns. Carried

**Action KDM**

**6. New Business:**

**a. Change of Property Manager;**

Linda gave a brief outline of her skills and experience and explained that Kelly although an employee of KDM for five years, is new to Property Management and is going to work with Linda to train and to eventually take over management of Erin Ridge HOA.

**b. 36 & 38 Edward Way APA;**

Addressed above

**c. Date for AGM;**

The date of the AGM will be October 12<sup>th</sup>. This is usually held in the St. Albert Inn and there was some discussion as to whether or not this had been booked by CCC. KDM to check. Linda suggested possibly holding it at the Best Western and had already requested a price from them.

**d. Appointment of Auditor;**

Peggy Corner and Bryan Liden conducted the ERAALHA financial in 2014/15 review and it was agreed to have them do so for 2015/16.

Lorne Howell moved and Ron Ponich seconded to appoint Peggy Corner as chair of the audit committee with power to add. Carried

**e. Newsletter Liaison;**

This item will be left until the AGM.

Linda asked for the date of the upcoming block party and asked if it would be acceptable for her and Kelly to stop by just to introduce themselves to the Homeowners. It was agreed this would be fine.

**7. Next Meeting:**


The next meeting of the Board of Directors' will be scheduled at the call of the chair.

**8. Adjournment:**

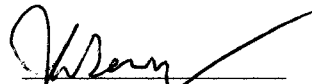
There being no further business, the meeting was adjourned at 11:20 a.m.

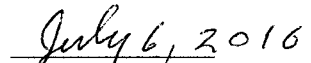
Minutes Approved

President

  
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Ray Rohr

Secretary

  
\_\_\_\_\_  
Jim Terry

  
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July 6, 2016  
date