

MINUTES

Erin Ridge Active Adult Living Homeowners' Association
Board of Directors Meeting
KDM Management Inc. Boardroom, #210, 150 Carleton Drive, St. Albert Alberta
Monday, June 12, 2023

1. Present:

Peggy Corner	President
Clem Imgrund	Vice President
Lynne Perry	Secretary
Jody Reekie	Treasurer
Irene Clark	Director
Doug Demers	Director
Bev Miller	Director
Tammy Pope	KDM Management Inc.

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 Irene Clark and seconded by Bev Miller that the agenda be adopted as circulated.

Carried

4. Adoption of Minutes of April 19, 2023 Board Meeting:

There being no errors or omissions, it was moved by Jody Reekie and seconded by Doug Demers that the minutes of the April 19, 2023 Board of Directors meeting be adopted as circulated.

Carried

5. Action Items from Previous Meeting:

a. Canada Post Mailbox – Assessment by City of St. Albert

Peggy reported that Public Works had referred the issue to the Engineering Department. A response had not yet been received from Engineering. It was agreed that if the City was not prepared to modify the drainage to alleviate the ice problem, then Canada Post would be contacted to discuss relocation of the community mailbox.

Action: Peggy/Bev

b. Finalization of Documents Provided to New Homeowners

Copies of the final revised documents were included in the meeting package.

c. TD Business Service Authorization Form

Tammy Pope indicated the form was still with TD Bank for correction of the Association name.

d. Search for Association Auditor

The Homeowner who Lynne Perry approached was not interested in serving as the Association Auditor. The appointment of Cass and Fraser will be discussed under New Business.

e. Report from Solar Panel Committee

On behalf of the Committee, Peggy reported that the Bodnarchuks did not expect approval this summer for installation of solar panels. The Committee is gathering information for preparation of a resolution to be presented at the AGM in October. This matter was tabled for discussion at the next Board meeting.

6. Financial Reports:

a. Approval of Financial Statements for March and April 2023

It was moved by Lynne Perry and seconded by Clem Imgrund that the Financial Statements for for March and April 2023 be adopted as circulated.

Carried

7. New Business:

a. Budget for 2023-24

The Board reviewed the budget document prepared by KDM. Tammy noted that KDM Management Fees had been increased to \$12,000 from \$10,080. The Board pointed out that the Tree Care line of \$250 had been missed.

It was moved by Jody Reekie and seconded by Irene Clark that the Budget for 2023-24 be approved as amended.

Carried

KDM was requested to mail a copy of the Budget to all Homeowners.

Action: KDM

b. Appointment of Auditor

It was moved by Doug Demers and seconded by Jody Reekie that the firm of Cass and Fraser be appointed to conduct the audit for the fiscal year ended May 31, 2023, for a fee of \$1,600.

Carried

KDM will advise Cass and Fraser and arrange for required forms to be signed.

Action: KDM

c. Appointment of Nominating Committee

It was moved by Bev Miller and seconded by Doug Demers that Irene Clark and Peggy Corner be appointed to serve as the Nominating Committee to recommend candidates to fill Board vacancies at the AGM.

Carried

d. Tree Committee Report

In his report, Tree Committee Chair Ray Rohr indicated that Branches Tree Care had discovered a number of pine trees that were infected with Dothistroma Needle Blight. Infected trees were found at 34, 7, and 11 Enderby Crescent. Because the spray to kill the Blight was highly toxic, the Homeowners had decided to let nature take its course and replace the trees when necessary.

e. New Homeowners

Richard and Marilyn Linton are the new owners of 56 Enderby Crescent.

f. Homeowner Issues

The following issues with work performed by Do-All had been reported by Homeowners:

- 2 Enderby Crescent – lack of care in grass cutting
- 36 Edward Way – grass gouged by large mower. Do-All has indicated they will not use the large mower on the sloped area.
- 32 Enderby Crescent – damaged downspout repaired satisfactorily by Do-All
- 13 Enderby Crescent – the grass was not cut on May 30. Do-All reported that the Homeowner's contractor was still working at the side of the house when the crew was finished our site.

Homeowners are encouraged to report issues to KDM by email, including pictures when appropriate.

Peggy will reiterate to Do-All the necessity of having the Crew Chief do a walk-through before the crew leaves our site.

Action: Peggy

g. Ratification of Applications for Project Approval

It was moved by Doug Demers and seconded by Clem Imgrund that approval of the following Applications be ratified:

- 30 Enderby Crescent – replacement of deck
- 8 Enderby Crescent – installation of an air conditioner unit
- 41 Edward Way - replacement of windows, deck and installation of soffit lights
- 28 Enderby Crescent - replacement of deck and installation of soffit lights
- 16 Enderby Crescent - replacement of windows
- 24 Enderby Crescent – installation of soffit lights
- 13 Enderby Crescent - installation of an air conditioner unit

Carried

8. Newsletter:

Peggy reported that the next Newsletter will be published in September.

9. Next Meeting:

The next meeting of the Board of Directors will be held on Monday, August 14, 2023, at 1:30 pm.

10. Adjournment:

The meeting was adjourned at 6:56pm.

Minutes Approved


President
Peggy Corner

Secretary
Lynne Perry Aug 14, 23
Date