

MINUTES

Erin Ridge Active Adult Living Homeowners' Association
Board of Directors' Conference Call Meeting
Wednesday, June 17, 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

2. Call to Order:

The Chairperson, Peggy Corner, called the conference call meeting to order at 9:30 am.

3. Adoption of Agenda:

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

Carried

4. Adoption of Minutes of March 19, 2020 Board Meeting

It was moved by Jody Reekie and seconded by, Lynne Perry that the minutes of the March 19, 2020 Board of Directors meeting be adopted as circulated.

Carried

5. Action Items from Last Meeting:

a. Renewal of Do-All Landscape Ltd. Contract

A three year contract with Do-All Landscape Ltd. was signed by the President and the owner of Do-All Landscape Ltd. on March 27, 2020 and has been filed at KDM.

b. Repair of Ice Melt Damage to Grass

Seasonal Impact completed the topdressing and seeding on May 20, 2020. The invoice for the quoted amount of \$3,926.16 has been paid. The contract included 18 applications of water. So watering will continue as needed in July and August.

c. GIC Reinvestment

At the March 19, 2020 meeting, a motion was passed to reinvest the \$2,586.46 GIC for a term of one year. Since the GIC had matured on March 18, 2020, the proceeds had already been deposited into the Operating Account. Bank rules state that the Board, not KDM, must make arrangements to purchase a new GIC. The covid-19 pandemic made that impossible. Investment in a GIC will be discussed under Financial Reports.

d. Missing Association Documents

Peggy reported that she has found paper copies of minutes from inception of the Association in August 2001 through April 2007. Minutes from May 2007 to December 2008 have not yet been located. Richard will confirm that KDM has all minutes in electronic form from January 2009 to present.

Action: Richard

6. Financial Reports:

a. Approval of Financial Statements for February, March and April 2020

It was moved by Bob Gabourie and seconded by Irene Clark, that the Financial Statements for February, March and April 2020 be adopted as circulated.

Carried

Jim Terry joined the conference call at 9:40 am.

b. Investment of Excess Funds in a GIC

The Treasurer will review the future cash flow requirements and present a recommendation at the next Board meeting.

Action: Jody

7. New Business:

a. Budget for 2020-2021

The 2020-2021 budget had been reviewed and approved by the Board by email poll in May 2020. It was moved by Irene Clark and seconded by Bob Gabourie that approval of the 2020-2021 Budget be ratified.

Carried

b. Appointment of Auditor

It was moved by Jim Terry and seconded by Larry Bodnarchuk that Ray Corner be appointed as Chair of the Audit Committee with power to add, and to undertake the annual financial review.

Carried

Action: Peggy/Richard

c. Homeowner Issues

It was reported that two homeowner issues had been resolved. Richard recently received a complaint about damaged siding. He will forward that complaint to the Board.

Action: Richard

It was noted that Do-All lawn maintenance employees sometimes miss areas or forget to do certain tasks. Rather than making them come back after the fact to complete the job, the suggestion was made that Board members be authorized to point out deficiencies immediately when they notice them. Peggy, Lynne, Bob, Jim and Larry agreed to take on that responsibility for their areas of the development.

Peggy will advise Do-All of this new procedure.

Action: Peggy

d. Ratification of Applications for Project Approval

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

- 56 Enderby Crescent – removal of a tree
- 37 Edward Way – removal and replacement of a tree
- 18 Enderby Crescent – removal and replacement of a tree

Carried

e. Request for Approval of a Ground Level Deck

The owners of 13 Enderby Crescent submitted an APA, with diagrams, requesting permission to build a ground level deck adjacent to their existing deck and to add stairs to the existing deck. After considerable discussion about the potential impact on neighbours, the Board agreed more information was required. The President will arrange an onsite meeting with the owner, and those Board members who wish to attend, to obtain additional information to assist in the Board decision.

f. Request for Approval to Erect a Radio Antenna

The owners of 24 Enderby Crescent submitted an APA requesting permission to erect a radio antenna. The Board directed KDM to draft, for the Board's review, a letter to the owners advising their request was on hold pending the receipt of more information such as proof of a permit to transmit, what government approvals are necessary, and a diagram showing where and how it would be installed.

Action: Richard

g. Tree Committee Report

Peggy reported on behalf of the Tree Committee, recommending to the Board that the contract with Branches Tree Care be renewed for a two year period.

It was moved by Jim Terry and seconded by Larry Bodnarchuk that the President be authorized, on behalf of the Board, to sign a two year contract with Branches Tree Care service.

**Carried
Action: Peggy**

h. Renewal of KDM Contract

The current contract with KDM Management Inc. expired April 30, 2020.

It was moved by Bob Gabourie and seconded by Lynne Perry that the President and Vice President be authorized, on behalf of the Board, to sign the agreement with KDM Management Inc. effective May 1, 2020.

Action: Peggy/Jim

8. Newsletter:

Peggy confirmed the next Newsletter will be published in July. In addition to the Message from the Board, the contents will include:

- An update on the Neighbour Helping Neighbour initiative
- Cancellation of the Block Party
- Update on the Little Library

Action: Peggy/KDM

9. Next Meeting:

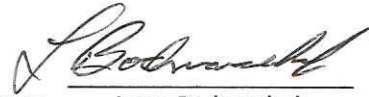
The next meeting of the Board of Directors will be called once the Financial Statements for the year ending May 31, 2020 are ready to be approved.

10. **Adjournment:**

The meeting was adjourned at 10:40 am

Minutes Approved

President 
Peggy Corner

Secretary  August 20, 2020
Larry Bodnarchuk Date