

The Owner's: Condominium Plan No. 752-0358
Woodland Court, #51 - 441 Switzer Drive
Hinton, Alberta, T7V 1Z7

General Meeting - Agenda

Date: 25 Apr 2018, 18:30

Location of meeting: Union Hall, Hinton, AB.

1. Call to Order;
2. Additions to Agenda;
3. Approval of Agenda;
4. Approval of Minutes;
General Meeting - 28-March-2018
5. Reports of Officers and Committees;
Treasurer
Maintenance
6. Unfinished business;
 - Gate at west end of lane way
 - Overflow / Common Parking Lot
 - Storage of Condo Fee Cheques? Fire Proof Safe for Maintenance Shed?
 - Storage of Association Files - What needs to be kept as hard copies?
 - Replacement shed door
 - Snow Blower / Lawn Tractor – Shed Equipment Liquidation
 - News Letter
7. New Business;
 - Use of HRS Condominium Consulting
 - BOD Roles and Responsibilities
 - Information and Privacy
 - Code of Ethics for Board of Directors, (Schedule A Bylaws)
8. Round Table;
9. Adjournment;
10. Next Meeting date.

The Owner's: Condominium Plan No. 752-0358
Woodland Court, #51 - 441 Switzer Drive
Hinton, Alberta, T7V 1Z7

General Meeting - Minutes

Date: 25 Apr 2018, 18:30

Location of meeting: Union Hall, Hinton AB.

In Attendance: Rita Hindle, Laura Howarth, Reg Cook, Kristy Mackintosh, Nancy Arseneault, Derek Chewka (late arrival), Pat Kynock. **Regrets:** None.

1. **Call to Order;** Rita Hindle at 6:35pm.
2. **Additions to Agenda;**
Motion made by Pat; added to new business: Pot Holes in back alley. All in favor. Carried
3. **Approval of Agenda;**
Motion made by Laura Howarth. All in Favor. Carried
4. **Approval of Minutes;** General Meeting - 28-March-2018;
Motion made to adopt the minutes by Laura Howarth. All in favor. Carried

5. Reports of Officers and Committees;

Treasurer:

Report presented by Reg Cook as per attached;

Motion: Motion made by Reg Cook to reinvest some fund from WLC reserve for the amount of \$150,000 into short term 90 day GIC. Seconded by Kristy Mackintosh. All in favor. Carried

Motion: Motion made by Laura Howarth to accept Treasurer report. All in favor. Carried

Arrival of Derek Chewka, 6:45 pm.

Maintenance:

Report presented by Pat Kynock;

- Landscaping WLC for summer. Pat discussed with last year contractor/ snow maintenance current contractor: Buttazzoni. This contractor unsure if interested. Awaiting a reply from them.
- Action: Derek Chewka volunteered to look into flat rate – monthly fees / all year around for landscape and snow maintenance at WLC – will look into other options; Hinton and out of Hinton area.
- Equipment: Pat looked into selling the shed equipment to various local businesses. No one consulted expressed interest.
- Pat suggested an individual that might be interested in landscaping employment by WLC for the summer. Pros/cons discussed. To be considered.

- Kick it to the Curb will be on 2-3 June 2018; to be added in WLC newsletter.
- Dumpster diving: Surveillance camera signs to be installed. Trying to find a maintenance person to install the signs at reasonable cost.
 - Action: Reg and Kristy recommended using another maintenance person they know instead of previous used due to high cost of general contractors. Availability to be looked into.
- Condo legal # 21. Area behind condo, basement window. Recent; summer 2017 cement pad completed now pulling away from the unit foundation. Reg recommended to consult contractor that completed cement pad last year to review this issue. Action: Pat will follow up.
- Condo legal # 35 – leak in basement located at the back of condo – under stairs area. Acknowledged.

6. **Unfinished business;**

- Gate at west end of lane way: Action pending by Kristy Mackintosh. Unable to find out who is owner of the gate. To discuss with gate's owner to propose an agreement to share cost of replacing the gate with a gate that will inhibit pedestrian access to discourage strangers passing by and vandalism.
- Fire proof storage for legal and confidential WLC files. Incomplete. Action: Derek volunteered to be looking into appropriate locker to keep confidential/legal documents – keys – in Edmonton area, more options available.
- Storage of Association Files/ legal requirements. Action: Derek will look into requirements.
- Replacement shed door – Action pending: by Reg cook. Options depends on other factors; type of file storage cabinet and equipment to be kept or sold.
- Newsletter – to be restarted. Contents ideas discussed: major priorities of the board being discussed to be included, special events: Kick it to the Curb, By-Laws Enforcement. Derek volunteered to draft newsletter.
- Action pending: Cover letter to be created and attached to By-laws. Nancy and Reg to complete copies and mail to owners hard copies.
- **Parking/ Overflow parking area:** Derek and Laura went to analyze current space within common parking area. The intent of analyzing space is to expand this area to accommodate more automobiles. Laura requested clarifications of problematic parking, history of complaints. Multiple concerns were discussed and facts discussed. There is a shortage of parking due to the number of large trucks in the complex. Parking lot designs to be looked into and implementation by fall.
 - Rita: Noted that when the units were built some to the buildings were designed with different criteria so not all units were designed to with equal parking conditions.
 - Kristy: Noted that some visitor parking stalls are being occupied for more than 48 hours.
 - Overflow area: Reg mentioned it is designated for owners to park oversized vehicles or additional vehicles for units that do not have 2 parking stalls and overflow visitor parking.
 - Overflow area: vehicles not registered in the area needs to be addressed.
 - Overflow area: Discussion; trailers, campers and all long term storage vehicles to be removed from the area by 31 August 2018 – all in favor for date. Owners to be informed in next news letter.
 - Kristy Mackintosh presented a plan – to redesigned overflow parking space area and add a system of tracking occupants of overflow parking and visitor parking by providing a specific

equal amount of parking passes to all owners for their visitors / extra vehicle. Unfinished business.

- Nancy A. mentioned to board member that parking designated to legal # 7 is only functional for one vehicle. If two vehicles occupying space, visitors parking space area (left to legal # 7 parking facing property); unable to get out of parking space. Nancy mentioned that current overflow parking is occupied majorly by work truck taking most of the overflow parking area.

8:00 pm. Kristy Mackintosh left meeting due to time constraints.

7. **New Business;**

- Use of HRS Condominium Consulting- process to be formalized and agreed on by WLC board members. Clarification discussed in regards to Helena R. Smith services, email and communications following contracting her for By-laws were free of charge / confirmed by Rita.
- BOD Roles and Responsibilities – tabled for next meeting, unfinished business.
- Information and Privacy. New legal requirement for Condo board association brought up by Derek. Pipedata Self-Assessment tool - to be completed by all board members. Unfinished business.
- Code of Ethics for Board of Directors, (Schedule A Bylaws)- Reg informed that signature required on form -code of ethics by all board members. Confusion about action to be completed. Some board members mentioned they already signed the form: Kristy and Pat while others not aware. Unfinished business.
- Pat to get quote for filling pot holes in back lane way.
- Petty cash flow: process to be defined. Unfinished business.

8. Round Table

9. **Adjournment:** 9:00 pm by Rita Hindle.

10. **Next Meeting date.** 23 May 2018 – Union Hall – 6:30pm. See attached schedule for 2018 WLC GM.

Treasurer Report

31-Mar-2018 Balances

Total \$249,597.00 + Common
Shares and Accrued Interest
150K Short Term GIC / Expired Apr 5

MEMBERSHIP SUMMARY

Deposit & Investment Accounts	Balance(\$)
Chequing Accounts	75,246.88
Savings Accounts	24,350.12
Common Shares	44.15
Investments	150,000.00
Accrued Interest	272.47

Latest from Servus;

GIC business special of .75% 90 days non redeemable for \$50,000 minimum investment, however it is redeemable after 30 days but with 0%.