

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

General Meeting - Agenda

Date: June 20th2018 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 - 23-May-2018
5. Reports of Officers and Committees;
Treasurer
Maintenance
5. Unfinished business;
 - Gate at west end of lane wayreport by Kristy
 - Overflow / Common Parking Lotreport by Laura/Derek
 - Storage of Condo Fee Cheques? Fire Proof Safe for Maintenance Shed
 - Replacement shed door; Action Reg
 - BOD Roles and Responsibilities
 - Snow Blower / Lawn Tractor – Shed Equipment Liquidation; Action Derek
 - Appliance inspection update
7. New Business;
 - Information and Privacy tableddate?
 - Insurance appraisal..... vote needed
 - Cement pads..... Vote needed
 - Unit 44 steps.... Vote needed
 - Unit 26 window replacement
 - Summer/July Newsletter
 - Condensed set of Bylaws specific to tenants of rental units.
 - Establish a set of Rules and Regulations
 - A. Post Dated Cheques required for 12 months
8. Round Table; Overflow Parking Lot Review
9. Adjournment;
10. Next Meeting Date.

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General Meeting - Minutes

Date: 20-Jun-2018
Location of meeting: Union Hall, Hinton AB.
In Attendance Rita Hindle, Laura Howarth (Laura left at 7:33), Reg Cook, Kristy Mackintosh,
Derek Chewka (Late Arrival 7:15 pm)
Regrets: Pat Kynock,

Call to order by the Chairperson: Rita Hindle at 6:30 pm

Approval of the agenda:

Agenda additions,

- We acknowledge that we are going to jump around due to Laura needing to leave early and Derek not in attendance. Motion; approve agenda as amended – Laura makes the motion to accept the agenda as presented. Reg seconds. All in favor. Motion carried.

Reading and disposal of any unapproved minutes:

- Motion; Approve Board Minutes from 23-May-2018. Laura makes the motion to accept minutes as read. Kristy seconds. All in favor. Motion carried.

Reports of officers and committees:

Treasurer (Reg)

- Account balances as per attached report.
- Laura motions to accept treasurer report. Rita seconds. Motion carried.
- Board agrees that Reg will contact the unit with outstanding condo fees, legal action will be taken effective Tuesday June 26th should we not receive payment.

Maintenance (Pat)

- Report read and accepted

Unfinished business:

- Kristy to follow up with contractors for fence/gate building. Other building owner agreed to pay a portion and supports the new gate. Dale Plummer. Kristy to get quotes.
- Over flow in common parking lot. Alert tenants to vacate. Map for painting and lines. 2 bedroom parking stalls to be painted.
- Storage of the chqs and document for shed. Derek to acquire the safe and key box.
- Replacement shed door coming by September. Action by Reg
- Defined titles and board positions. Agree to work together and continue the way we are. Definitions as per the book; The Condo Board Survival Guide.
- Shed equipment for sale. Will be in newsletter. Action by Derek.
- Looking for quotes on the swale and stairs as well as over hangs. Rita and Kristy.
- Received a concrete quote during the meeting \$4155+gst and \$750 for extra work and extended area. All in favor of going forward with the remaining units. Will need to follow up with units if they want the extra concrete done.

New business:

- Insurance appraisals: Reg motions to go with Gardener Appraisals. Laura second. All in favor. Motion carried
- WCB to be re-instated as our maintenance person is working on site regularly. We acknowledge and action by Reg to go forward and activate WCB when needed.
- #45 steps: Kristy to send an email stating that we will attend to the steps but will wait until Pat is back early next week. She will coordinate with our maintenance man.
- #26 windows were not completed initially in 2005. When our maintenance man and Pat return we will schedule an appointment with unit owner to view and discuss as a team. Kristy will email the home owners daughter to schedule.
- Newsletter: Derek to take on newsletter. Date in newsletter for removal of RVs, and vehicles. As well a date for a towing should compliance not be met. August 31st, 2018 at 12/noon. Derek to include a section for a by-law of the month and a section for renters/tenants.
- Reg chatted with ATCO Gas RE gas equipment inspections.
 - Derek to speak with #32 regarding gas meter to be put outside.
 - Many chimneys will need liners, when inspections are complete Reg will seek quotes for package project.
- Reg to work on condensed by-laws,/ by-law package for Tenants.
- Reg has an official quote for web page. Derek motions to initiate the set up, Laura seconds. All in Favor. \$300 set up and \$150 per year for maintenance.
- Kristy to be a third signor on chqs. Reg motioned and Rita Seconds. All in favor
- Reg motions to adopt a rule as per Bylaw #48, the board requires for homeowner to supply 12 post-dated chqs for the year (Jan – Dec). Effective immediately. Derek seconds. All in favor.
- #42 Reg will send letter to allow option #3 for fence fix from vehicle hit damage. Board votes option C – replace the existing post.

Adjournment. Motion by Rita at 21:43

Next Meeting Date: TBD

Treasurer / \ Report
WLC General Meeting; 20-Jun-2018

Member Number: 5169610
For the period ending May 31, 2018

MEMBERSHIP SUMMARY

Deposit & Investment Accounts	Balance(\$)
Chequing Accounts	65,544.05
Savings Accounts	49,704.41
Common Shares	44.15
Investments	150,000.00
Accrued Interest	95.55

Total \$265,388.16

Petty Cash Balance \$164.65

Units in Arrears,

17-May; LUnit 16, Owner claims post dated cheques were sent. Never received. He will issue new cheques and mail to accounting.

4-Jun; Claims new cheques mailed last week in May.

19-Jun; No Cheques received. Will have to move forward with legal proceedings.

LUnit 33 & 38 have not received payment yet. First reminder letter sent 4th Jun.

Maintenance Report / \ 20-Jun-2018

Jun 12/2018

Unit #46 - Gate screws fixed, and gave more stain to her.

Unit #37 - Back screen door on but had to order a bigger one for the front, he will put it on when health is better.

Pot Holes - Waiting for quotes from Buttazzoni and from Asphalt Paving.
Waiting for quote from Dark Horse for pot holes and Unit 45 steps

Weed Whipping - going well, did a walk around with the guys and showed them what has to be done.

Maintenance Man - Mike - is doing a very good job.

Thank-You
Pat