

Woodland Court Condominium

The Owners: Condo Plan No. 7520358
441 Switzer Drive
Hinton, Alberta

Minutes – Approved

Date: July 28, 2021 6:30pm
Location: Via Zoom video meeting

Members Present:

Rita Hindle – P Reg Cook – S/T Dan Walker – Director
Virginia Otto – VP
Hallmark Management Darcie-Lee Rea – recording secretary
TOK Engineering

1. Call to order by the Chair Rita Hindle at 6:57pm
2. Recording Secretary: Darcie Rea
3. Quorum is achieved with 4 of 4 members present.
4. Approval of the Agenda
Motion by Reg / Dan approve the agenda.
Motion Carried unanimously.
5. Approval of the minutes dated June 3, 2021.
Motion by Rita / Ginny to approve the minutes dated June 3, 2021.
Motion carried unanimously.

6. Financial Report:	May 31, 2021	June 30, 2021
Operating account	\$ 71,724.97	\$ 76,804.21
Reserve cash account	\$ 285,601.61	\$ 277,636.45
Common Shares	\$ 48.79	\$ 48.79
Petty Cash	\$ 48.94	\$ 48.94
Servus Reward Account	\$ 45.63	\$ 45.63

- a. Reserve Fund Contribution – The Board will make a lump sum contribution once a year.
- b. Review and approval of cheques per the attached financial report.
Motion by Reg / Ginny to approve the payables per the attached treasurer’s report.
Motion carried unanimously.
- c. Review and approval of the financial reports.
Motion by Reg / Dan to approve the financial report as reported.
Motion carried unanimously.

7. Old Business

- a. Building Envelope project – TOK Engineering attended. The board has prioritized the following:
 1. Gable ends – to be clad with maintenance free product and to Include the wood around the front doors. Vinyl vs Galvanized to be priced.
 2. Stucco/brick corners.
 3. Roof junctions.
 4. Canopies – use sloped design with maintenance free clad, use of existing supports if possible. Action Reg will provide a sketch and details.Action Darcie to advise TOK that the Board requests pricing from Clad All Construction and All-weather Construction, both local in Hinton.
- b. Storm Doors
LU #14 replacement of damaged storm doors.
Work completed by Trent Schwingenschlegel was not done well, Board is working with Clad All Construction to correct the installation.
LU #37 (46) requires work to adjust storm doors.
LU#15 (23) requires adjustment.
Action Darcie to engage Clad All for this.
- c. Woodland Court 2021 Yard Beautification Contest.
8 nominations were submitted with the winner being yard # 46 and was awarded a \$250.00 Canadian Tire Gift Card.
- d. Potholes & Paving. – Border Paving has been engaged and will advise scheduling.
Potholes in parking areas will be painted by Dan and included in the scope of work.
- e. LU # 17 (26) front screening on storm door & Hinges. Item completed.
- f. Gate #39 requires repair to latch – item completed.
- g. Buttazzoni to be requested to pick up litter and replace downspouts – Ginny will monitor this weekly.

8. New Business

- a. Unit #18 request for improvements.
 - i. Tree stump will be viewed by the Board and considered.
 - ii. Storm doors will be checked.
 - iii. Window washing is not within the scope of the Corporations responsibility.Action Darcie to respond to the Owner.
- b. Unit # 23 downspouts have been added. Item closed.
- c. Year end review engagement or audit- not at this time.

- d. Parking complaints – Action Darcie
LU# 33 (42) - 5 cars are continually observed parking in the visitor stalls along the lane way. Only 3 are registered to the unit.
LU #34 (43) Habitually uses the visitor parking for occupant vehicles
LU # 8 (17) Habitually uses the visitor parking for occupant vehicles
Motion by Rita / Dan to issue a notice of proposed sanction for violation of bylaw#80 & 81 to LU #'s 33, 34, 8
Motion carried unanimously.

- e. Site Patrol position
Motion by Reg / Dan to engage Ginny Otto to perform minor duties as needed such as monitoring the lawn maintenance contractor, parking matters, other minor maintenance needs. Compensation for time spent to be \$20.00/hour.
Motion carried unanimously

- f. Bylaw revision – bylaws to be addressed re visitor parking
- g. AGM – Action Darcie to reserve space at Ranchers for Oct 27th at 7pm.

- 9. **Next Meeting:** TBA 6:30pm via ZOOM
- 10. **Adjournment** by Dan at 8:45pm