

# Woodland Court Condominium

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

## Minutes – Approved

Date: February 16, 2022 6:30pm  
Location: Via Zoom video meeting

### Members Present:

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

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1. Call to order by the Chair Rita Hindle at 6:33pm
2. Recording Secretary: Darcie Rea
3. Quorum is achieved with 5 of 5 members present.
4. Approval of the Agenda  
Motion by Rita / Reg approve the agenda.  
Motion Carried unanimously.
5. Approval of the minutes dated January 18, 2022  
Motion by Reg / Dan to approve the minutes dated January 18, 2022.  
Motion carried unanimously.
6. Financial Report:                      January 31, 2022                      \*\*Unavailable at the date of this meeting  
  
Operating account                      \$  
Reserve cash account                      \$  
Common Shares                      \$  
Petty Cash                      \$  
Servus Reward Account                      \$  
  
a. Review and approval of cheques per the attached financial report.  
Motion by Rita / Ginny to approve the payables per the attached treasurer’s report.  
Motion carried unanimously.  
  
b. Condo fee Arrears LU#35 Unit remains one month plus 35.00 bank fees in arrears.

- c. Condo fee arrears LU#14 – RMRF issued a demand letter that did not result in any action by the Owner to bring the account current. Caveat has now been placed. Lawyer will review the file in 60 days and further collection action will be advised.

Owner responded to the 24 hr notice to enter and advised the heat is on and working and that he is moving out and intends to rent the property for March 1st. Once the renters information is on file this will be provided to RMRF for possible assignment of the rent.

- d. Reserve fund annual contribution  
Motion by Reg / John to transfer \$48,000.00 from Operating to Reserve for the annual contribution.  
Motion carried unanimously.
- e. Review and approval of the financial reports. – Tabled to next meeting

## 7. Old Business

- a. Site patrol report –
  - LU#34 – Owner has advised that the tenant is moving out end of February. The yard and fence will be tended to in spring by the unit Owner.
  - LU#16 - dog feces clean up - Buttazzoni did not go as planned due to snow. Has not returned. Will be instructed to do so when weather permits.
- b. Lighting in parking lot and laneway.
  - FORTIS responded the boards questions:
    - Q: Why can't the existing pole at the mailbox location be used?
    - A: It is a communications pole not owned by Fortis.
    - Q: Request a light with narrower range to ensure no interference with windows and higher lumen maybe 5000? Yes, an Led luminaire with a narrower light pattern can be installed. However, increasing the brightness/lumens will also increase the lighting pattern and may interfere with the windows nearby. To give you an idea on brightness, the existing light south of the mailbox is a 250W-HPS and the ones along Switzer Dr are 150W Eq. LEDs.
  - Motion by Ginny / Rita to proceed with the FORTIS proposal as presented and the 150W LED was selected.  
Motion carried unanimously.
- c. Existing light on the maintenance shed. Reg investigated and repaired it. It is now on a photocell dusk to dawn. Dan will check it to ensure its working as intended. Item completed.

- d. Fence Damage-  
Fence Boards in front of 24- tabled to spring for repair by Buttazzoni  
42 fence post was hit by an unknown vehicle and broken off. – tabled to spring
  - e. Water loss – LU #29 Jan 8, 2022 Notice of assessment to be prepared and issued to the unit Owner.  
Emergency costs \$ 2,362.50  
Plumbing costs \$ 865.10
  - f. New Dumpsters – All of Hinton is getting new bins. Commercial businesses were in the first phase. New order for more bins is 3-4 months out. Old bins will be replaced with fewer bigger ones.
  - g. Painting Quotes & mounting plate on front porch lights – add picture window trim to scope.  
Ebenistyle- no reply  
Chrystal Zelent – will quote  
Clad All to be invited to quote
8. New Business:
- a. Garbage etiquette and dumping of furniture – Notice to be issued
  - b. 34 flashing needs to be secured with screws – Action Darcie to notify Clad All
9. Next Meeting: March 16, 2022 6:30pm via ZOOM
10. Adjournment by Rita at 7:29pm

Treasurer / \ Report  
WLC General Meeting; 16-Feb-2022

31-Jan-2022

***MEMBERSHIP SUMMARY***

<u>Deposit &amp; Investment Accounts</u>	<u>Balance(\$)</u>
Chequing Accounts	163,281.73
Savings Accounts	56,577.86
Common Shares	50.06

**Total**                      **\$219909.65**                      Petty Cash Balance    \$38.66

Cheque Listing

267	04-Jan-22	Tree of Knowledge (TOK) Engineering - Inv. # 2192 - Building Env. Project Ph. III	\$3,635.63
268	21-Jan-22	Fort Sands Construction Inv #E503-0004, 0005 (Building Envelope Restoration Project)	\$48,871.51
269	31-Jan-22	Buttazzoni Contracting - Inv# 10166, 10197, 10224, 10271 - Jan Snow Maintenance	\$5,891.56
270		Buttazzoni Contracting - Inv# 10350 - Jan/Feb Snow Maintenance	\$2,098.43

Account Balance Summary Flow Chart (FYI)



