

# ***Woodland Court Condominium***

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

## **APPROVED Minutes**

Date: March 12, 2025

Location: Zoom 6:30pm

### **Members Present:**

Reg Cook – (S/T) Dan Walker – Director  
~~Virginia Otto~~ – (VP) John Ford – (President)  
Hallmark Management Inc. Darcie-Lee Rea – recording secretary.

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1. Call to order by the Chair John Ford at 6:52 pm
2. Recording Secretary: Darcie Rea
3. Quorum is achieved with 3 of 4 members present.
4. Approval of the Agenda  
Motion by John / Reg to approve the agenda.  
Motion carried unanimously.
5. Approval of the minutes dated December 11, 2024  
Motion by John / Dan to approve the minutes of December 11, 2024  
Motion carried unanimously.
6. Financial Report: February 28, 2025

Operating account	\$ 69,615.17
Reserve cash account	\$153,274.92
Common Shares	\$ 54.91
Servus Reward Acct	\$ 285.63

Treasurer's summary report for March 12, 2025.

- a. Review of the cheques per the attached Treasurer's summary report. – No questions presented.
- b. Arrears report at this meeting date is \$2,174.90 and is being followed up on by Hallmark Management Inc. Action Darcie
- c. Acceptance of the financial reports as information

Motion by Dan / John to accept the financial reports as information.  
Motion carried unanimously.

## 7. Old Business

- a. LU#21 basement window replacement.  
Letter was issued explaining the unit Owners obligations and Bylaw 50. Await access to install the basement window to correct the unauthorized work completed by the unit Owner. Action Darcie
- b. Border Paving  
The addition of gravel along the edge of the alley is yet to be applied as requested in 2024. Action Darcie
- c. New signage  
Was picked up by Ginny, Dan will install it as weather permits.
- d. Roof inspection was completed by Porcupine Roofing from Edson. Further work on 6 buildings was identified and quoted at \$1,580.00+gst  
Motion by Reg / Dan to approve the quote.  
Motion carried unanimously. Action Darcie  
Note:  
Attic insulation was recommended through out. Current insulation is R12. The cost to upgrade to R50 is \$2400.00 to \$3000.00 depending on the unit sizes
- e. AGM – January 23, 2024 was held virtually, and minutes were distributed on March 3, 2025
- f. Reserve fund Study – due Nov 2025  
Go West Valuations \$3,500.00+gst  
Kalham Consulting \$4,700.00+gst  
Eb Prime \$3,150.00+gst  
Oak Reserve Fund \$2,950.00+gst  
Motion by John / Dan to engage Go West Valuations for the next Reserve Fund Study.  
Motion carried unanimously. Action Darcie

## 8. New Business

- a. LU#11 bath venting issue and resultant damage to the unit attic and interior.  
Scope includes – correction of the bathroom fan and correctly venting through the roof, mold and asbestos remediation, repair of the bathroom and primary bedroom ceiling.

- i. Valinstal
  - ii. Porcupine Roofing

Motion by John / Dan to engage the insurance company for the corporation and possibly a control adjuster as needed

Motion carried unanimously.

Action Darcie

- b. Work tabled to Spring
  - i. LU#2 Gate is sagging.
  - ii. LU#13 Eaves trough repair.

- c. Board Member recruitment

Action Darcie

9. Next Meeting TBA

10. Adjournment by John at 7:35pm

Treasurer / \ Report  
WLC General Meeting: 12-Mar-2025  
For Information Purposes Only

28-Feb-2025

### ***MEMBERSHIP SUMMARY***

<b>Deposit &amp; Investment Accounts</b>	<b>Balance(\$)</b>
Chequing Accounts	71,024.05
Savings Accounts	153,274.92
Common Shares	57.64

**Total**                      **\$224356.61**                      Petty Cash Balance    \$0.0

#### Cheque Listing

<b>371</b>	<b>01-Nov-24</b>	Hallmark Management Inv# 2024- 397 & 2024-425 (Oct & Nov 2024)	<b>\$3,150.00</b>
<b>372</b>	<b>12-Nov-24</b>	Buttazzoni Contracting - Inv# 240623 - Lawn Maintenance	<b>\$409.50</b>
<b>373</b>	<b>13-Nov-24</b>	Protak Roofing - Inv# 27, Roofing Repair - U10 (Replacement for MIA Cheque #369 - Stopped) Paid by Hallmark Etransfer	<b>\$1,087.25</b>
		Mark Mansfield - General Maintenance - Inv# 797395 (Paid by Hallmark Etransfer)	<b>\$410.00</b>
		Tree Line Design & Graphics Ltd. Inv #1847 -Dog Pooh & Private Property. Signs	<b>\$231.00</b>
<b>374</b>	<b>15-Dec-24</b>	Jasper Web Design - WLC Website Hosting & Domain - Inv #JWD-11139	<b>\$200.00</b>
<b>375</b>	<b>06-Jan-25</b>	Buttazzoni Contracting - Inv# 240853 & 240891 - Snow Removal / Maintenance	<b>\$7,698.64</b>
<b>376</b>	<b>02-Jan-25</b>	VallInstall Plumbing & Design Inv# 5092 & 5093 (LU21 Foundation Leak / Repair)	<b>\$7,150.61</b>
<b>377</b>	<b>12-Jan-25</b>	Hallmark Management Inv# 2024- 458 (Dec 2024) - Incudes Payment of Mark Mansfield Inv# 797395 & Pro Tak Roofing Inv# 27	<b>\$3,102.75</b>
<b>377</b>	<b>12-Jan-25</b>	Hallmark Management Inv# 2025-015 (Jan 2025) + Property Signs	<b>\$1,795.00</b>
<b>378</b>	<b>25-Feb-25</b>	Buttazzoni Contracting - Inv# 240975, 240995 & 241018 - Snow Removal / Maintenance	<b>\$5,380.74</b>
<b>379</b>	<b>25-Feb-25</b>	Hallmark Management Inv# 2025-050 & 2025-074 (Feb & Mar 2025)	<b>\$3,234.00</b>

Account Balance Summary Flow Chart (FYI)

