

# ***Woodland Court Condominium***

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

## **Approved Minutes**

Date: May 15, 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 Ginny Otto at 6:36 pm
2. Recording Secretary: Darcie Rea
3. Quorum is achieved with 3 of 4 members present.
4. Approval of the Agenda  
Motion by Reg / Ginny to approve the agenda.  
Motion carried unanimously.
5. Approval of the minutes dated March 12, 2025  
Motion by Reg/Dan to approve the minutes of March 12, 2025  
Motion carried unanimously.
6. Financial Report: March 31, 2025

Operating account	\$ 68,839.17
Reserve cash account	\$153,471.66
Common Shares	\$ 57.64
Servus Reward Acct	\$ 285.63

Treasurer's summary report for May 21, 2025.

- a. Review of the cheques per the attached Treasurer's summary report. – No questions presented.
- b. Arrears report at this meeting date is \$1622.24 and is being followed up on by Hallmark Management Inc. Action Darcie
- c. Budget 2025-2026

Motion by Ginny / Reg to set the operating budget at \$166,424.00 for fiscal year June 1, 2025 – May 31, 2026 and to be assessed by unit factor to the Owners.

Motion carried unanimously.

Action Darcie

d. Acceptance of the financial reports as information

Motion by Dan / Ginny to accept the financial reports as information.

Motion carried unanimously.

7. Old Business

a. LU#21 basement window replacement.

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. Roof repair work

Porcupine Roofing was onsite last week. Unit 22 eaves slope was corrected also.

d. Reserve fund Study – ongoing

e. 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 award to Valinstall to complete the work.

MSC unanimously.

Action Darcie

Work has been scheduled for May 26<sup>th</sup> at the Owner's request to accommodate the tenant's move out.

f. Handyman work list

i. LU#2 Gate is sagging.

ii. LU#13 Eaves trough repair.

iii. LU#29 Downspout repair

iv. Stucco repair in upper balcony rails

v. LU (Ginny) Gate drags when it swells

- vi. Down spouts – extensions all need through bolts installed

Action Darcie

8. New Business

- a. LU#40 foundation crack repair

Motion Ginny / Reg by to accept the quote of \$3,314.75 from Valinstall for the repair if the foundation cracks in LU#40

MSC unanimously

Action Darcie

- b. Insurance Appraisal

Motion by Reg / Dan to engage Normac to complete a 3-year appraisal contract.

MSC unanimously.

Action Darcie

- c. Yard contest – not this year

- d. SIUD re write – the following to be edited on the existing document.

- i. 2 beds no bath exhaust
- ii. No kitchen exhaust
- iii. 3 beds no bath fan upstairs just in half bath off kitchen
- iv. Kitchen hood fan 30" recirculating only
- v. Built in devices – 3 bedroom bath fans on main floor only
- vi. Water lines copper
- vii. Sewer clay tile and abs and cast

Action Darcie

- e. Venting non vented units – Owners to be surveyed as whether they have bathroom vents and to check the attics to be sure the venting is securely installed.

Action Darcie

- f. LU #12 - disturbance reported April 25, 2025.

- g. Walk around date June 27, 2025 11:00 am

9. Next Meeting June 27, 2025 after the walk around

10. Adjournment

Treasurer / \ Report  
WLC General Meeting: 15-May-2025  
For Information Purposes Only

30-Apr-2025

### ***MEMBERSHIP SUMMARY***

<b>Deposit &amp; Investment Accounts</b>	<b>Balance(\$)</b>
Chequing Accounts	83,511.89
Savings Accounts	153,654.57
Common Shares	57.64

**Total    \$237,224.1**

Petty Cash Balance    \$0.0

#### Cheque Listing

<b>380</b>	<b>28-Mar-25</b>	Buttazzoni Contracting - Inv# 241064, 241098, 241114 - Snow Removal / Maintenance	<b>\$3,463.96</b>
<b>381</b>	<b>28-Mar-25</b>	Hallmark Management Inv# 2025-096 (Apr 2025)	<b>\$1,606.00</b>
<b>382</b>	<b>28-Mar-25</b>	Porcupine Contracting Inv# 2089 - Roof Inspections	<b>\$735.00</b>
<b>383</b>	<b>30-Apr-25</b>	Buttazzoni Contracting - Inv# 241140, 241153 Snow Removal / Maintenance, 241579 - Laneway Cleaning	<b>\$4,993.30</b>

Account Balance Summary Flow Chart (FYI)

