

Woodland Court Condominium

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

Approved Minutes

Date: June 27, 2025

Location:

Members Present:

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

1. Call to order by the Chair John Ford at 1:21 pm
2. Recording Secretary: Darcie Rea
3. Quorum is achieved with 4 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 May 15, 2025
Motion by Reg/Dan to approve the minutes of May 15, 2025
Motion carried unanimously.
6. Financial Report: May 31, 2025

Operating account	\$ 90,242.95
Reserve cash account	\$153,843.80
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 \$387.20 and is being followed up on by
Hallmark Management Inc. Action Darcie

- c. Acceptance of the financial reports as information
Motion by John / Ginny to accept the financial reports as information.
Motion carried unanimously.

7. Old Business

- a. LU#21 basement window replacement.
MPL can now be scheduled with the tenant per the unit Owner Action Darcie
- b. Border Paving
The addition of gravel along the edge of the alley has not yet been applied as requested in 2024. Hallmark to follow up. Action Darcie
- c. Reserve fund Study – ongoing Action Darcie
- d. LU#11 bath venting issue and resultant damage to the attic and unit interior.
As per the Condo Plan, the boundary of the unit with common property is the center of the floor wall or ceiling as the case may be.
Motion by John / Reg that the corporation will cover the cost of repair up to and including the drywall. The finishing of the drywall is to be the Owner's portion of the expense for this project.
MSC unanimously Action Darcie
- e. Handyman work list
 - i. LU#2 Gate is sagging. (11)
 - ii. LU#13 Eaves trough repair. (22)
 - iii. LU#29 Downspout repair (41)
 - iv. Stucco repair in upper balcony rails
 - v. LU 37 Gate drags when it swells
 - vi. Down spouts – extensions all need through bolts installed
 - vii. LU 37 water tap repair
- f. LU#40 foundation crack repair is scheduled for July 3, 2025.
- g. Insurance Appraisal
2025 appraised value was provided as \$9,798,000

h. SIUD revision

Motion by Ginny / John to approve the revised SIUD received from Go West on May 12, 2025
MSC unanimously.

i. Venting and non-vented units

Reporting vented 18, 42, 49, 19, 21

Reporting not vented 28, 40, 47, 13, 35

8. New Business

- a. Request for permission for a play slide/wading pool to be set up on common property and left for children to play on.

Hallmark Management Inc. advised that there is nothing in the insurance policy that prohibits this. However, all accidents and injuries that occur on the common property, though, will result in the corporation being held responsible. The inclusion of a wading pool in the blow-up slide presents a liability for drowning. For that reason, the Board will deny the request.
Action Darcie

- b. Dogs at large complaint – Hallmark Management will remind all Owners of the bylaw.

- c. Yard Contest 2025 will be judged on two criteria. The close date for the contest will be September 5th and winners will be selected by the Board.

i. The most improved front yard. Prize \$50.00

ii. The best-kept front yard for those who have previously made improvements.
Prize \$25.00

iii.

- d. Insurance renewal

Motion by Reg / Dan to accept the renewal offered by HUB International for the premium of \$24,400.00 for the term July 20, 2025 to July 20, 2026.
MSC unanimously.

9. Next Meeting August 29, 2025 6:30pm

10. Adjournment By John at 1:56 pm

Treasurer / \ Report
WLC General Meeting: 29-Jul-2025
For Information Purposes Only

MEMBERSHIP SUMMARY

30-Jun-2025

Deposit & Investment Accounts	Balance(\$)
Chequing Accounts	99,199.96
Savings Accounts	153,994.27
Common Shares	57.64

Total \$253,318.87

Petty Cash Balance \$67.00

Cheque Listing

384	06-Jun-25	Hallmark Management Inv# 2025-129 (May 2025)	\$1,624.81
385	15-Jun-25	CCI Subscription Renewal 2025-06-04 #13291	\$210.00
386	15-Jun-25	Buttazzoni Contracting - Inv# 241619 (Lawn Maintenance)	\$2,731.05
387	15-Jun-25	Porcupine Contracting Inv# 2116 - Roof Repairs	\$1,659.00
388	15-Jun-25	Hallmark Management Inv# 2025-163 (June 2025)	\$1,575.00
389	01-Jul-25	Reg Cook - Petty Cash Top Up	\$100.00
390	25-Jul-25	Buttazzoni Contracting - Inv# 241656, 241678 (Lawn Maintenance)	\$1,921.50
391	25-Jul-25	Hallmark Management Inv# 2025-201 (July 2025)	\$1,579.07
392	25-Jul-25	VallInstall Plumbing & Design Inv# 5797 (U49 Foundation Leak / Repair)	\$3,314.75

Account Balance Summary Flow Chart (FYI)

