

# Woodland Court Condominium

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

## APPROVED MINUTES

Date: October 16, 2025  
Location: Zoom 6:30 pm

### Members Present:

~~John Ford~~ – (President) Reg Cook – (Treasurer) Dan Walker – (Maintenance) Virginia Otto – (VP)  
~~Nikki Rainford~~ (Secretary) Holly Paradis (Social) Brooke Miner (Security)  
Hallmark Management Inc. Darcie-Lee Rea – recording secretary.

- 1. **Call to order by the Chair Darcie Rea at 6:30 pm**
- 2. **Recording Secretary: Darcie Rea**
- 3. **Quorum is achieved with 5 of 7 members present.**
- 4. **Approval of the Agenda for October 16, 2025**  
Motion by Reg / Ginny to approve the agenda of October 16, 2025  
MSC unanimously
- 5. **Approval of the minutes dated August 27, 2025**  
Motion by Ginny / Dan to approve the minutes of August 27, 2025  
MSC unanimously.

<b>6. Financial Report:</b>	<b>August 31, 2025</b>	<b>September 30, 2025</b>
Operating account	\$89,086.73	\$97,736.81
Reserve cash account	\$154,295.27	\$154,441.11
Common Shares	\$ 57.64	\$57.64
Servus Reward Acct	\$ 285.63	\$285.63

Treasurer’s summary report for October 16, 2025 was reviewed.

- a. Vendor payments per the attached Treasurer’s summary report were reviewed and approved.
- b. The arrears report for this meeting date is \$1,874.47

Motion by Dan / Reg to commence legal action on November 15, 2025 to collect from Legal Unit #35 and Legal Unit #28 unless all arrears are paid in full and the November payment clears without NSF.

MSC unanimously

Action Darcie

- c. Acceptance of the financial reports as information

Motion by Ginny / Dan to approve the Financial reports August 31, 2025 and September 30, 2025.

MSC unanimously.

## 7. Old Business

- a. LU#21 basement window replacement

This is ongoing due to a lack of cooperation from the Owner of LU#21.

- b. Reserve fund Study

Comments and edits have been submitted to Go West. The Board awaits the revised draft.

- c. LU#11 bath venting issue and resultant damage to the attic and unit interior.

Invoice in the amount of \$2,002.93 remains outstanding.

Motion by Reg / to require payment in full by November 30, 2025

MSC unanimously.

Action Darcie

- d. Yard Contest 2025.

Winners were chosen as Unit 46 and 49.

- e. Window LU#24 picture window

has been ordered by Mountain Park Glassworks

Kitchen Window requires replacement

Action Darcie

- f. Garbage bin and bag storage

reminder notices were issued

Item closed

- g. Water Meter installation is being coordinated by the Town of Hinton.

Liability rests with the property Owner for the repair and maintenance of the meters.

It is uncertain how the common water taps will be metered or if they will be on separate meters.

Unit 12 tap to be confirmed by the Board if it is leaking

Action Dan

- h. Tree Pruning at 45/46 along Switzer-

completed by Ginny

Overhanging trees on the alley was brought to the attention of the Town bylaw office. A file has been opened and this will be investigated with possible direction given to the homeowners to trim their trees. The Town will update.

- i. Eaves trough cleaning Completed  
Troughs were very full, 35 gallons of debris were removed from one building.
- j. Signage  
Has been ordered, and we await advice it is ready for pick up
- k. LU#22 Basement Window cracked and daylight around frame – no report
- l. Weather stripping  
This is the responsibility of the unit Owner. The Board will approach Mark Mansfield to address this for Owners as needed. Action Darcie

## **8. New Business**

- a. Concrete replacement at Mailboxes will be considered for 2026
- b. Snow removal 2025-2026 will be by Buttazzoni
- c. Brick to stucco caulking and a vertical crack on unit 46 will be reviewed
- d. Pest control – the bylaws place responsibility for insect and rodent control within the units on the Unit Owners.

## **9. Next Meeting November 26, 2025 6:30pm**

## **10. Adjournment by Dan at 7:28pm**

Treasurer / \ Report  
WLC General Meeting: 16-Oct-2025  
For Information Purposes Only

**MEMBERSHIP SUMMARY**

30-Sept-2025

Deposit & Investment Accounts	Balance(\$)
Chequing Accounts	98,022.44
Savings Accounts	154,441.11
Common Shares	57.64

Total \$252,521.19

Petty Cash Balance \$67.00

Payment Listing

Cheque No.			
393	19-Aug-25	CCI Subscription Renewal 2025-06-04 #13291	\$ 210.00
<b>Sparc Pay</b>			
1	2025-07-24	Mark MansField Inv# 775768	\$ 300.00
2	2025-07-24	Hallmark Management Inv# 2025-229 (Aug 2025 Management Fee)	\$ 1,575.00
3	2025-07-24	SparcPay Services	\$ 7.28
4	2025-08-01	Mark Mansfield - General Maintenance - Inv# 775768 (Paid by Hallmark)	\$ 307.28
5	2025-08-11	Hallmark Management Inv# 2025-229 (Aug 2025)	\$ 1,575.00
6	2025-08-11	SparcPay Services	\$ 3.41
7	2025-08-21	SparcPay Services	\$ 14.11
8	2025-09-01	Hallmark Management Inv# 2025-261 (Sept 2025)	\$ 1,576.72
9	2025-09-01	SparcPay Services	\$ 3.41
10	2025-09-05	HUB Insurance 2025	\$ 24,400.00
11	2025-09-05	Buttazzoni Inv# 241749 Lawn Maintenance	\$ 1,984.50
12	2025-09-05	Buttazzoni Inv# 241750 Lawn Maintenance	\$ 1,912.05
13	2025-09-23	Danny Walker - Inv# 20250923-49 - Contest Winner	\$ 50.00
14	2025-09-23	Ginny Otto - Inv# 20250923-46 - Contest Winner	\$ 50.00
15	2025-09-23	Buttazzoni Inv# 241798 Lawn Maintenance	\$ 2,110.50
16	2025-09-23	SparcPay Services	\$ 10.24

Account Balance Summary Flow Chart (FYI)

