

Woodland Court Condominium

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

APPROVED MINUTES

Date: January 27, 2026
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 Darcie Rea Ford at 6:46 pm**
- 2. **Recording Secretary: Darcie Rea**
- 3. **Quorum is achieved with 4 of 7 members present.**
- 4. **Approval of the Agenda for January 27, 2026**
Motion by Reg / Ginny to approve the agenda of November 26, 2025
MSC unanimously
- 5. **Approval of the minutes dated November 26, 2025**
Motion by Ginny / Reg to approve the minutes of November 26, 2025
MSC unanimously.

6. Financial Report:	November 30, 2025	December 31, 2025
Operating account	\$ 77,366.59	\$ 85,225.11
Reserve cash account	\$147,703.72	\$147,804.08
Common Shares	\$ 57.64	\$ 60.08
Servus Reward Acct	\$ 285.63	\$ 345.63

Note: the Operating fund contribution to the reserve is due by May 31, 2026, in the amount of \$54,024.00

Treasurer’s summary report for January 27, 2026

- a. Vendor payments per the attached Treasurer's summary report were reviewed and approved.
- b. The arrears report for this meeting date is:
 - 1. LU#28 \$728.80 has been sent to RMRF Law for collection. A demand letter has been issued to the unit's mortgage company and await a reply.
 - 2. LU#35 January Condo fees were returned, and the owner was advised to clear the account by Jan 31st to avoid further penalty. Interest will accrue starting Feb 1st.
 - 3. LU#37 January Condo Fees were returned, and the owner has advised that funds are available on Feb 1st for both Jan and Feb.
- c. Accounts receivable report for this meeting:
 - a. LU#11 letter issued. Payment advice is required by Jan 30, 2026. Interest to accrue per the bylaws at 18% per annum from the date of the original invoice. Await a reply.
- d. Transfer Reserve to Operating
Transfer of \$3,314.75 for the foundation repair at LU#4 was completed November 17, 2025.
- e. Acceptance of the financial reports as information
Motion by Dan / Ginny to accept the financial reports for November and December 2025 and the Treasurer's report as information.
MSC unanimously.

7. Old Business

- a. Reserve Fund Study
Motion by Dan / Reg to approve the revised reserve fund Study draft #2 provided by Go West Valuations Corp.
MSC unanimously. Action Darcie
- b. LU#22 Basement Window cracked and daylight around the frame
Window previously ordered for LU #21 will be installed by Mountain Park Glass.
Ongoing
- c. LU#24 Dining room window – repair to the windowsill as recommended by Mountain Park Glass has not yet been completed. Ongoing

- d. LU#24 request for basement window repair or replacement. A glass pane has been missing since 2015. Mountain Park Glass will advise what is needed. Ongoing
- e. LU#24 dog complaint – Bylaw breach notice was issued to the Unit Owner and Tenant on Nov 26, 2025. To be monitored by the Board

8. New Business

- a. LU#32 – On Dec 5, 2025, the Board requested the Tenant properly dispose of a deer carcass left in the parking lot. A reply was received indicating it would be done “tomorrow.” On December 11, 2025 upon receipt of further complaints the Board resolved to issue a Notice of Proposed Sanction to LU#32 relating to the improper disposal of a wild game carcass in the parking lot. This was issued on Dec 11, 2025 to the Unit Owner and Tenant to properly dispose of the carcass no later than Dec 14, 2025 to avoid a fine. Fish and Game later advised that upon visiting the unit, the tenant had removed the carcass.
- b. LU#40 bedroom window seals broken. – quote requested of Mountain Park Glass. Action Darcie
- c. Town Water Meter Installations – regarding common property meters, Neptune has advised that the Town has not requested meters be installed for these locations as yet. Once the Town issues the work orders Neptune can install them.
- d. Pet Bylaw #64

The following units were brought to the Board's attention and are not compliant with bylaw 64, specifically as it relates to dog feces and non-compliance with Bylaw 64.

Motion by Reg / Ginny to issue a notice of proposed sanction to LU#32 requiring the exclusive use back yard be cleaned of all dog feces per Bylaw 64. MSC unanimously.

Motion by Reg / Ginny to issue a notice of proposed sanction to LU#16 requiring the exclusive use back yard be cleaned of all dog feces per Bylaw 64. MSC unanimously.

Motion by Reg / Ginny to issue a notice of proposed sanction to LU#6 requiring the exclusive use back yard be cleaned of all dog feces per Bylaw 64
MSC unanimously.

Motion by Reg / Ginny to issue a notice of proposed sanction to LU#4 requiring the exclusive use back yard be cleaned of all dog feces per Bylaw 64
MSC unanimously.

Motion by Reg / Ginny to issue a notice of proposed sanction to LU#3 requiring the exclusive use back yard be cleaned of all dog feces per Bylaw 64
MSC unanimously.

- e. LU# kitchen window seal is broken – Mountain Park Glass to quote the replacement.
Action Darcie
- f. LU# outdoor tap is still leaking, Mark Mansfiels has not been able to gain access to fix this.
Action Darcie

9. Tabled Business

- a. Concrete replacement at Mailboxes – to be considered for 2026.
- b. Section of main walk in front of 31 has sunk – to be considered for 2026.
- c. Brick to stucco caulking and a vertical crack on unit 46 - to be reviewed in 2026.

10. Next Meeting Feb 25, 2026 6:30pm

11. Adjournment by Reg at 7:05pm

Treasurer / \ Report
WLC General Meeting: 25-Feb-2026
For Information Purposes Only

31-Jan-2026

MEMBERSHIP SUMMARY

Deposit & Investment Accounts	Balance(\$)
Chequing Accounts	92,883.88
Savings Accounts	147,904.51
Common Shares	60.08

Total \$240,848.47

Petty Cash Balance \$9.26

Payment Listing

39	06-Jan-26	Hallmark Management Inv# 2026-367 (Jan 2026)	\$ 1,587.85
40	06-Jan-26	Buttazzoni Contracting Inv# 242116 - Snow Maintenance	\$ 2,260.15
41	06-Jan-26	Buttazzoni Contracting Inv# 242140 - Snow Maintenance	\$ 712.43
42	06-Jan-26	Buttazzoni Contracting Inv# 242162- Snow Maintenance	\$ 254.10
43	06-Jan-26	Buttazzoni Contracting Inv# 242173- Snow Maintenance	\$ 498.75
44	06-Jan-26	Buttazzoni Contracting Inv# 242201 - Snow Maintenance	\$ 370.65
45	06-Jan-26	Buttazzoni Contracting Inv# 242225 - Snow Maintenance	\$ 318.15
46	06-Jan-26	Buttazzoni Contracting Inv# 242246 - Snow Maintenance	\$ 288.23
47	06-Jan-26	Buttazzoni Contracting Inv# 242271 - Snow Maintenance	\$ 166.95
48	06-Jan-26	Buttazzoni Contracting Inv# 242287 - Snow Maintenance	\$ 454.14
49	06-Jan-26	Buttazzoni Contracting Inv# 242294 - Snow Maintenance	\$ 64.05
50	06-Jan-26	SparcPay Services	\$ 37.54
51	13-Jan-26	Buttazzoni Contracting Inv# 242294 - Snow Maintenance	\$ 272.21
52	13-Jan-26	SparcPay Services	\$ 3.41

Account Balance Summary Flow Chart (FYI)

