

# Woodland Court Condominium

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

## APPROVED MINUTES

Date: March 2, 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 Chair John Ford at 6:36 pm**
- 2. **Recording Secretary: Darcie Rea**
- 3. **Quorum is achieved with 6 of 7 members present.**
- 4. **Approval of the Agenda for March 2, 2026**  
Motion by Reg / Ginny to approve the agenda of March 2, 2026  
MSC unanimously.
- 5. **Approval of the minutes dated January 27, 2026**  
Motion by Ginny / Dan to approve the minutes of January 27, 2026  
MSC unanimously.

**6. Financial Report:                      January 31, 2026**

Operating account	\$ 92,538.25
Reserve cash account	\$147,904.51
Common Shares	\$ 60.08
Servus Reward Acct	\$ 345.63

Note: the Operating fund contribution to the reserve is due by May 31, 2026, in the amount of \$54,024.00. Motion by Dan / John to complete the annual contribution transfer now.

MSC Unanimously Action Reg

Treasurer’s summary report for February 25, 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 Payment has been made in full by RMRF Law. Further arrears continue. The February condo fees were returned, balance due at the date of this meeting \$359.53. Action Darcie
  - 2. LU#35 January Condo fees were returned, and the owner was advised to clear the account by Jan 31<sup>st</sup> to avoid further penalty. Second notice was issued Feb 25, 2026 with interest and advice of collection action at 90 days. Motion by John / Dan to engage RMRF for collection MSC Unanimously. Action Darcie
- c. Accounts receivable report for this meeting:
  - a. LU#11 Paid in full. Item Closed
- d. Acceptance of the financial reports as information  
 Motion by Ginny / John to accept the financial reports for January 31, 2026 and the Treasurer's report as information.  
 MSC unanimously.

**7. Old Business**

- a. Reserve Fund Study  
 The finalized copy of the reserve fund report was received.  
 Motion by Dan / Reg to adopt the Reserve fund 5 yr funding plan as presented by Go West Valuations and issue to the Owners the report and 5 year plan.  
 MSC Unanimously. Action Darcie
- b. LU#22 Basement Window – was replaced (Inv 18300) completed
- c. LU#24 Dining room window – repair has been made (inv 18264) completed
- d. LU#24 request for basement window repair or replacement. ongoing
- e. LU#40 bedroom window seals broken have been replaced (Inv 18279) completed
- f. 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. Letters were issued to LU 32, LU 16, LU 6, LU 4, LU 3 with a deadline of Feb 1 to comply. The Board inspected all yards and reported all had complied.

Item Completed

- g. LU#37 kitchen window seal is broken – Mountain Park Glass to quote the replacement. Ongoing
- h. LU#30 outdoor tap leaking - John will repair this Action John

## **8. New Business**

- a. LU 11 reporting a leaky exterior tap. This was repaired by Service Guys  
Item completed
- b. Parking – general notices have been resent reminding all residents not to park in visitor parking and to use the overflow lot. Resend notices Action Darcie
- c. LU 32 – Motion by Dan / Ginny to issue a Notice of Proposed Sanction for violation of Bylaw #75 and #76  
MSC Unanimously. Action Darcie
- d. Fence Staining quotes requested Action Darcie
- e. Resignation – Reg Cook tendered his resignation Effective March 31, 2026 after many years of service and dedication to the betterment of Woodland Court.  
Thank you Reg!
- f. Bank Signatories  
Motion by Reg / John to assign Dan, Ginny as bank signatories.  
MSC Unanimously. Action Reg
- g. Nikki will assume the treasurer role, Reg will coordinate the transition.

## **9. Tabled Business**

- a. Concrete replacement at Mailboxes – to be considered for 2026.  
Note: Electrical cables in this section of concrete.
- 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 April 13, 2026 6:30 pm**

## **11. Adjournment by John Ford at 8:00 pm**