

## Council Priority Funds – Application

(Page 2 of 2)

**PRIORITY FUND INFORMATION – Completed by Applicant**Organization Name The Friends of the PioneersAddress 6 Mission Street

Street and number

Subdivision if rural

City or town Sherwood ParkProvince AlbertaPostal code T8A 0V3Contact person Sandy LennoxTelephone 780 467-8206Email address (optional) pioneercourtmanager@shaw.caProject Type ☐ Event ☒ Project ☐ ExpenseAmount Requested \$ 7982.47

Brief description of request

Two important areas in Clover Bar Pioneer Court are the library on the third floor and the games room on the second floor. The carpets in the library and games room have become worn, discoloured and malodorous after many years of use. Thorough cleaning no longer restores them to an acceptable state. Funds are requested to remove the carpet and existing baseboards and to install vinyl flooring and baseboards. Three estimates are included: Sherwood Flooring (\$3704.61 + \$4277.86 = \$7982.47); Nufloors (\$3675.77 + \$4530.13 = \$8205.90); Install Group Ltd. (\$7597.01).

Sherwood Flooring has done extensive and excellent work in the building during the past few years, and the company has been supportive of the residents, such as donating turkeys for the Christmas dinner.

SANDY LENNOX

Print name

Signature

DEC 13, 2019

Date

**Please remember to attach a proposed budget and request letter to this request.**Number of attached pages 10**Collection and use of personal information**

Personal information is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* and will be used to manage and administer Council Priority Funds. Please be aware that information provided may be made public. If you have questions regarding the collection, use or disclosure of this information, contact Vicky Cushman at 780-464-8098.

**Clover Bar Pioneer Court**

To: Office of the Elected Officials  
From: Sandy Lennox, Manager  
  
Date: 13 December 2019  
Re: Council Priority Funds Application

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Please find attached an application from The Friends of the Pioneers for funding to replace the flooring in the library and games room of Clover Bar Pioneer Court.

Three estimates for materials and labour have been obtained and are also attached: Sherwood Flooring ( $\$3704.61 + \$4277.86 = \$7982.47$ ); Nufloors ( $\$3675.77 + \$4530.13 = \$8205.90$ ); Install Group Ltd. ( $\$7597.01$ ).

As indicated in the application, Sherwood Flooring has done extensive and excellent work in the building in the past, and the company has been supportive of the residents, such as donating turkeys for the Christmas dinner. Consequently, that is the preferred option.

Also attached is a document describing the history and operation of the organization.

The budget will match the description provided in the estimates.



#105, 108 Provincial Ave  
 Sherwood Park AB T8H 0Z7  
 (780)467-0082  
 info@sherwoodflooring.ca  
 www.sherwoodflooring.ca

## Estimate

ADDRESS  
 Lennox, Sandy

ESTIMATE #      DATE  
 20040            11/14/2019

DESCRIPTION	QTY	RATE	AMOUNT
GAMES ROOM #1			
Remove & Dispose Existing Carpet	480	0.40	192.00
Remove & Install New Baseboards	80	1.10	88.00
Manipulate Furniture	1	0.00	0.00
Install Vinyl Click Flooring	540	2.00	1,080.00
SPC Click - TBD	540	3.68	1,987.20
4" coved base	80	1.25	100.00
Cap and Channel - Pinless Color#TBD	9	3.00	27.00
Delivery Of All Materials	540	0.10	54.00
Felt Pads	1	0.00	0.00
		SUBTOTAL	3,528.20
		GST @ 5%	176.41
		TOTAL	<b>\$3,704.61</b>

Accepted By

Accepted Date



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 Sherwood Park AB T8H 0Z7  
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 info@sherwoodflooring.ca  
 www.sherwoodflooring.ca

## Estimate

ADDRESS  
 Lennox, Sandy

ESTIMATE #      DATE  
 20041            11/14/2019

DESCRIPTION	QTY	RATE	AMOUNT
<b>LIBRARY</b>			
Remove & Dispose Existing Carpet	515	0.40	206.00
Remove & Install New Baseboards	77	1.10	84.70
Manipulate Furniture	1	0.00	0.00
Install Vinyl Click Flooring	540	2.00	1,080.00
Install Hardboard on Staircase Opening	1	350.00	350.00
 SPC Click - TBD	 540	 3.68	 1,987.20
4" coved base	77	1.25	96.25
Cap and Channel - Pinless Color#TBD	9	5.00	45.00
Delivery Of All Materials	540	0.10	54.00
Felt Pads	1	50.00	50.00
Vinyl Nosing	24	4.00	96.00
Veneer - White	1	25.00	25.00
		SUBTOTAL	4,074.15
		GST @ 5%	203.71
		TOTAL	<b>\$4,277.86</b>

Accepted By

Accepted Date

**Nufloors**  
 | Sherwood Park  
 192, 2181 Premier Way  
 Sherwood Park, AB  
 T8H 2V1

celebrating  
 over  
**10**  
 years  
 in business

## Estimate

Date	Estimate #
11/6/2019	20215

Name/ Address
Clover Bar Pioneer Court 6 Mission Street Sherwood Park, AB T8A 0V3

Ship To
2nd Floor Lounge



Quote Valid for 30 Days	Salesperson	P.O. No.	Customer Phone	e-mail info@nufloorssherwoodpark.ca	
	AGB		780-467-8206	or firstname@nufloorssherwoodpark.ca	
Description	Qty	U/M	Rate	Total	
Beaulieu Seaside Luxury Vinyl Plank (Color TBD)	518.7	Sq ft	2.75	1,426.43	
Labour - LVP Installation	518	Sq ft	1.80	932.40	
Labour - Carpet Rip-out & Removal	518	Sq ft	0.35	181.30	
Labour - Floor Prep	518	Sq ft	0.70	362.60	
UZIN Adhesive - 3 Gallon	1	Ea	140.00	140.00	
Supply & Install 4" Rubber Base	120	lf	2.15	258.00	
Labour - Furniture R&R	1	Ea	200.00	200.00	
GST on sales			5.00%	175.04	
<b>Accepted by;</b>		Find us on Facebook		<b>Total</b> \$3,675.77	
<b>Terms: 100% Custom or supply only orders, 50% deposit, balance due on completion of installation orders, All Custom orders are final sale/no returns.</b>		Phone #	Fax #	Web Site	
		780-449-4860	780-449-4899	www.Nufloorssherwoodpark.ca	

**Nufloors**  
 Sherwood Park  
 192, 2181 Premier Way  
 Sherwood Park, AB  
 T8H 2V1

celebrating  
 OVER  
**10**  
 YEARS  
 in business

# Estimate

Date	Estimate #
11/6/2019	20216

Name/ Address

Clover Bar Pioneer Court  
 6 Mission Street  
 Sherwood Park, AB  
 T8A 0V3

Ship To

3rd Floor Lounge



Quote Valid for 30 Days	Salesperson	P.O. No.	Customer Phone	c-mail info@nufloorssherwoodpark.ca	
	AGB		780-467-8206	or firstname@nufloorssherwoodpark.ca	
Description	Qty	U/M	Rate	Total	
Beaulieu Seaside Luxury Vinyl Plank (Color TBD)	622.44	Sq ft	2.75	1,711.71	
Labour - LVP Installation	622	Sq ft	1.80	1,119.60	
Labour - Carpet Rip-out & Removal	622	Sq ft	0.35	217.70	
Labour - Floor Prep	622	Sq ft	0.70	435.40	
UZIN Adhesive - 3 Gallon	1	Ea	140.00	140.00	
Supply & Install 4" Rubber Base	100	Lf	2.15	215.00	
Vinyl Nosing & Cap for opening around stairwell	5	Ea	30.00	150.00	
Labour - Install Plank around stairwell opening	25	Lf	5.00	125.00	
Labour - Furniture R&R	1	Ea	200.00	200.00	
GST on sales			5.00%	215.72	
<b>Accepted by:</b>		Find us on Facebook		<b>Total</b> \$4,530.13	
Terms: 100% Custom or supply only orders, 50% deposit, balance due on completion of installation orders, All Custom orders are final sale/no returns.		Phone #	Fax #	Web Site	
		780-449-4860	780-449-4899	www.Nufloorssherwoodpark.ca	

**INSTALL GROUP LTD.****Flooring Bid Proposal (Clover Bar Pioneer Court)**

6 Mission Street, Sherwood Park, AB. T8A 0V3

Sandra Lennox  
 Clover Bar Pioneer Court  
 6 Mission St. Sherwood Park, AB  
 (587)341-9133  
[pioneer courtmanager@shaw.ca](mailto:pioneer courtmanager@shaw.ca)

Sherry Martins  
 Operations Manager  
 Install Group Ltd  
 50 Mission St. Sherwood Park, AB  
 (780) 996-4131  
[theinstallgroup ltd@gmail.com](mailto:theinstallgroup ltd@gmail.com)

**Scope**

Based on the site visit on November 13, 2019, we have developed this proposal. We understand that Clover Bar Pioneer Court is looking to replace the existing carpet with luxury vinyl plank in both the library and rec room. Our total cost for this project will be \$7,597.01. Please see the breakdown below.

**Supplied Materials**

- Vinyl cove base & adhesive
- Signature XP Luxury Vinyl Plank & flooring adhesive
- Vinyl stair nosing & carpet to LVP transitions

**Labour**

- Removal of existing cove base and installation of new cove base
- Removal of existing glue down carpet & carpet tile
- Installation of vinyl stair nosing and transitions (carpet to LVP)
- Installation of LVP in Rec Room & Library and wall kickplate & 1 step
- Garbage disposal (bin to be set up on property)

**Costs**

Materials supplied	
Labour *Floor prep (if needed) is not included in quote	\$4006.50
GST (5%)	\$3228.75
	\$361.76
<b>Total Cost:</b>	<b>\$7597.01</b>

Install Group Ltd is a professional flooring installation company with over 20 years of experience. We pride ourselves in the best customer service, top notch quality with attention to detail, competitive prices and no hidden costs.

WCB# 8421727  
 GST# 705934321

Contact me directly for further information or for any questions:

Sherry Martins  
 Operations Manager  
 (780) 996-4131  
[theinstallgroup ltd@gmail.com](mailto:theinstallgroup ltd@gmail.com)  
[Installgroup ltd.com](http://Installgroup ltd.com)

**Clover Bar Pioneer Court  
A Brief History**



**Location**

Clover Bar Pioneer Court  
6 Mission Street  
Sherwood Park, Alberta  
T8A 0V3

Condominium Plan No. CDE 1579

**Description**

Clover Bar Pioneer Court is a three-story affordable condominium for residents who are at least 60 years of age. The building has been described as similar in design to the condominiums of ancient Rome. 36 of the 42 units in the building open onto a centre court under an acrylic plastic dome that allows daylight to maintain a summer-like atmosphere all year. The units have brick and concrete walls and floors, and they are heated by hot water controlled by individual thermostats. The kitchen-café, basement workshop, library and laundry areas provide access to all residents, and the design of the building encourages social interactions while still providing privacy in the units. Residents raise funds for social events and for the Hope Mission and local charities by raffling quilts made in the building and other items.

Clover Bar Pioneer Court represents an important, but relatively unrecognized model in the continuum of affordable housing in Alberta. Functionally independent individuals who do not choose to maintain a single-family residence are able to live in a supportive and friendly setting for many years without serious erosion of their capital. Since most are living on a fixed income, it is essential to provide housing that is within their means. Other communities in Alberta might consider the creation of such facilities if they are made aware of the model's success.

**History**

Clover Bar Pioneer Court was established in 1970 by the local United Church to provide affordable housing for local people who were reaching the age when maintaining a house was difficult, and for people whose property was being expropriated due to development. The 42-suite building was registered as a condominium under the Condominium Properties Act of Alberta. Residents of the building are at least 60 years of age, and are capable of independent living. When they are no longer able to manage their lives in a safe and appropriate manner, they move to facilities that provide the necessary level of care. Clover Bar Pioneer Court is managed by a non-profit volunteer board known as "The Friends of the Pioneers", incorporated under the Societies Act of Alberta, and the church has no financial or management role in it. The mission statement reads as follows: "The Friends of the Pioneers provide safe affordable housing for seniors. We provide a therapeutic environment that encourages socialization. We work in conjunction with an owners' board."

## **Governance**

The affairs of Clover Bar Pioneer Court are governed by two boards, one composed of the owners of the units and the other being the Friends of the Pioneers.

### **Owners Board:**

Voluntary representatives of the owners are elected to meet monthly with the manager to discuss and approve major expenditures from the operating and reserve funds, highlight necessary maintenance issues, raise concerns, suggest social events and outings and consider any other aspects of ongoing operations. Requests for partial funding of expenses can be forwarded to the Friends of the Pioneers. All decisions are made in accordance with the bylaws of the condominium.

### **The Friends of the Pioneers:**

The "Friends" board employs three individuals: a part-time onsite manager, bookkeeper and cleaner and is responsible for purchasing and selling of the suites, overall operation, major purchases, structural repairs, renovations, general administration, legal matters and staff procurement. The voluntary board members also contribute their time and effort to organize and conduct some fund-raising and social activities, and occasional help with snow clearing and maintenance of the grounds. An accountant is hired to perform an annual audit. Finances for major repairs and purchases are derived from a levy on suite turnovers. All decisions are made in accordance with provincial Societies Act bylaws.

Board members, apart from a representative of the owners, are relatives of current or past residents, and members of the local community who can bring a broader range of skills to the board.

## **Ownership**

The ownership of the building is divided among the owners according to shares. The number of shares is determined by the size of each unit: small = 189; medium = 257; large = 320. Of the 10,000 shares, the Friends of the Pioneers own 567 (3 small rental units); the remaining 9,433 shares are owned by the residents. When purchasing a unit, residents either pay the entire amount or arrange mortgages for the purchases, as they would when purchasing a house.

### **Purchase and rental:**

Owners and renters must be 60 years of age or older. The age of the current residents ranges from 62 to 98 years. Some require walkers and some are visually impaired. Potential residents who require wheelchairs are welcome, although the doorways may not accommodate all sizes of wheelchairs.

All units are purchased from the Friends of the Pioneers at which time the purchaser signs an option to repurchase agreement to sell the unit back to the Friends. The agreement is registered as a caveat on the property with Land Titles.

The current basic selling and rental prices are as follows:

16 Small units:	\$112,750	\$710 to \$711 per month*
20 Medium units:	\$125,560	\$860 to \$888 per month*
6 Large units:	\$148,625	\$1051 per month

\*Prices vary according to the level of the unit in the building. Selling prices are adjusted slightly according to plumbing, electrical aspects, condition, etc.

When a unit is sold a percentage is paid to the Friends of the Pioneers: 6% of the first \$100,000 and 3% of the balance.

Condominium fees are based on the size of the units:

Small units	\$253 to 255 per month
Medium units	\$345 to \$353 per month
Large units	\$430 per month

The condominium fees have been increased during each of the past three years in order to maintain the reserve fund at a level that will protect against most unexpected expenses. \$2400 per month is currently deposited into the reserve fund. In addition, residents are responsible for paying for parking (when available), power, insurance and property taxes.

A unit forms part of the owner's estate in the same way as any other property but the heir(s) must comply with the bylaws upon receiving ownership of the property. An owner may manage a unit and lease it to tenants or sign a two-year renewable agreement to have the Friends of the Pioneers lease the unit to suitable tenants and manage the property for a fee of \$45 per month.

The parking lot has been leased from the adjacent Salisbury United Church until 2023.

#### Community support

Recent efforts to obtain financial support from the community have resulted in financial assistance to purchase a snow blower for residents to use, upgraded fire alarm system, and an automated external defibrillator (AED). Local church groups have provided entertainment. Strathcona County Council has been very supportive.

Every effort is made to maintain the affordability of the units for the residents, many of whom are on fixed incomes. Consequently, the availability of both financial and staff resources is limited. The manager and bookkeeper each work 15 hours per week.

Transportation is currently provided to residents at a rate subsidized by the Friends of the Pioneers.