

CONDOMINIUM CORPORATION No. 1513108 – Sunvale Place Villas

Minutes of Board Meeting September 24, 2018

Attendees: Barb Warner (Chair), Robert Bernard, Wayne Bulloch, Janice Carlson

Absent: Paul Blomfield

Meeting was called to order by Chair at 12:00 pm.

- 1. Minutes of Board Meeting – August 30, 2018:** Wayne Bulloch moved that Minutes of the previous meeting be approved with no changes. Seconded by Robert Bernard. Motion carried.
- 2. Decisions made by electronic media to be read into Minutes:**

Satellite Dish – A request made by a unit owner for installation of a satellite dish was investigated and discussed by the Board. Shaw and Telus representatives both said that Satellite TV was heading into obsolescence. Satellite reception for those on the North side would not be possible without installing on the South facing roofs. The request was refused. Wayne Bulloch moved that the decision to refuse the installation of a satellite dish be attached to the Minutes. Robert Bernard seconded the motion. Motion carried.

Front entrance/sidewalk – A request was made by a unit owner to have a small decorative object instead of a flower pot on their front walkway. The Board agreed to modify the rule to allow one decorative object (flower container, statuette, etc.) as well as a small café table and two chairs. Due to safety concerns, no object should impede access from the driveway to the front door. Barb Warner moved that the modified rule be adopted into the Minutes. Robert Bernard seconded the motion. Motion carried.

- 3. Signage:** Several draft signs were presented to the Board to address Speed Limit, No Blocking of Emergency Exit, No Exit (to prevent unnecessary traffic) and Parking Limitations. Barb moved that we obtain and install one sign stating, “No Exit”, one sign “Speed Limit – 20 kph” (10 above the Bylaw) and one sign “Do Not Block Emergency Exit”. Robert Bernard seconded the Motion. Motion carried.

Signage to address parking issued will be discussed at a future meeting.

- 4. Edging:** Farmboy has not yet completed the edging. It has been suggested that it would have created a more solid edge if the “bricks” had been staggered rather than stacked. Barb is following up with Farmboy to get the current work completed and the stacking pattern will be looked at again next spring.
- 5. Irrigation:** The water supply for irrigation will be shut off later today. Farm Boy will come to blow out the pipes.

6. Contracts:

Garbage – Wayne reported that the Foothills landfill will meet in October to decide on fee increase. They are expecting an increase of \$5 - \$7 /ton. He will be able to give a better picture of the budget for garbage removal after that decision is made.

Insurance – Insurance for common property and liability is expiring at the end of November. Janice is following up in obtaining quotes.

Landscaping/Snow Removal – Barb obtained two quotes for landscaping/snow removal. Although Farmboys quote had a small increase over last year (approximately \$50/month) it was the most competitive. It was agreed that the mulched areas around the trees need to be sprayed on a regular basis for weed control. Robert Bernard moved that we retain Farmboys as the contractor for the coming year. Wayne Bulloch seconded the motion. Motion carried.

A question was raised as to our maintenance responsibility outside of the fence now that the City has jurisdiction over the property between the fence on the North Side and the road. Barb will follow up with the City.

Note: We are paying \$100 for a callout to spread salt/sand plus \$45 per hour. We will investigate maintaining a small supply of sand/salt at each end of the complex so that the Board or individual Owners can respond to minor areas requiring attention. Also, we will arrange for Farmboys to come ONLY when contacted by a Board member to avoid unnecessary callouts.

Management Contract – Prairie Management signed their previous contract with the Builder. They have submitted a new contract at the same cost. Robert Bernard moved that we proceed with signing the new contract. The motion was seconded by Barb Warner. Motion carried.

Note: The Bylaws state that the Reserve Fund be held in a separate Trust Account. Barb will find out if the minor Bookkeeping to accomplish that can be included in the Management Contract.

7. **Heat Tape for Roof to prevent ice buildup:** Last winter was unusually snowy and cold which created ice backup on the roof, especially North facing sides. Barb moved that we wait another winter to ascertain if this will be a regular occurrence requiring more aggressive action. Robert seconded the motion. Motion carried.
8. **Finances:** An examination of the finances show, although we are meeting current expenditures, no monies are accumulating for operating contingencies (eg. Another extreme winter) or for the Reserve Fund. The Builder made the initial contribution of \$7,500 in 2017 but there are no funds available at this point to make an additional contribution. The Reserve Fund study schedule shows contributions increasing by \$5,000 per year which means that we should have added at least \$12,000 to the Reserve Fund in 2018. To address the shortage and to cover anticipated operating costs for 2019, the Board agreed that an increase would be required. A Special General Meeting will be called in October to discuss the financial position and to get some input from Owners. Although the final decision rests with the Board, the monthly fees could be increased Nov 1st, 2018. It is proposed the Special General Meeting be called for October 17th at 3:00 PM. Date and location to be confirmed.

9. Fiscal Year: Janice Carlson moved that the Fiscal Year be confirmed as January 1 – December 31 and match the calendar year. Wayne Bulloch seconded the Motion. Motion carried.

10. Other business: Janice has agreed to act as Admin to the Board on an ongoing basis.

Janice reported that they have modified their suspended ceiling to improve access to the HRV in their Unit 6. The cost was about \$20.00. With a little notice, Bill is willing to show his solution to anyone interested. Just give him a call at 403-649-3429.

11. Meeting adjourned at 2:55 pm.