

CONDOMINIUM CORPORATION No. 1513108 – Sunvale Place Villas

Annual General Meeting - Minutes

April 15, 2019

- 1. Meeting was called to order at 2:05 pm.**
- 2. Barb Warner** as President of the Board of Directors agreed to serve as **Chair**.
- 3. Quorum** was established with a total of 16 units represented by owners or proxies.
- 4. Proof of Notice of Meeting** was supplied.
- 5. Minutes of the AGM held on February 27, 2018** were read. Mike Wells moved that the Minutes be accepted and Peggy Armstrong seconded the motion. Motion passed unanimously.
- 6. Reports of Officers:** The Chair reported on the projects the Board has undertaken since the last meeting:
 - a.** Investigated charges by Town of High River for garbage removal. Resulted in credit of \$894.60 and we will not be charged going forward as we have a private contractor.
 - b.** Investigated charges by Town of High River for the winter period. Learned we need to contact TOHR when system is shut down or reactivated. Billing will be charged when in use. Previous charges in off time will be reversed.
 - c.** Looked into high bank charges – this is an ongoing issue.
 - d.** Arranged for installation of edging around complex to protect siding during lawn maintenance. The edging will be firmed up this spring to keep it closer to complex.
 - e.** Attempted to have damaged doors repaired under warranty. There is now no answer at Plygem location which did the installation. A plan is being put together for repair and maintenance.
 - f.** Took over communication with Farmboys to lower extra charges from duplicate visits, etc. Appears to have worked well winter of 2018-2019.
 - g.** Met with ContainAway to better understand the garbage removal service they are providing and monthly fees.
 - h.** Conducted preliminary research to obtain quotes for insurance of common property and liability. Ran out of time before insurance renewal but will request quotes for next insurance year.
 - i.** Obtained quotes from another provider for landscaping/snow removal before renewing contract with Farmboys as it seemed to best suit our needs.

- j. Completed 2019 Budget, determining a levy/assessment is needed this year to meet Reserve Fund Plan. Actual operating costs are still unclear as there was only 12 months historical data to project expenses.
- k. Reviewed all invoices from August to November 2018. Several errors were found that required correction and resulted in a credit to us. This process will be ongoing.
- l. Obtained quotes for the removal of the snow overhang on the south side of all units (safety issue). Hired Farmboys to complete the work.
- m. Installed street signage – No Parking, Speed Limit, Emergency Exit and No Exit.
- n. Visited the Fire Hall and were informed that our cul de sac is a fire access road; therefore, enforcement of “No Street Parking” is necessary in case emergency vehicles require access.

7. Financial Report: The auditor was unable to be present so his comments were summarized and annotated by Janice Carlson as follows:

a. **Statement of Financial Position:**

- i. We ended the year with an operating cash balance of \$2,483 and short-term obligations (Accounts Payable) of \$6,697 which means there was a negative balance of **-\$4,006 (amended at AGM on June 23, 2020)** at end of year. The auditor called this a “slight shortfall” but this deeply concerns the Board. The increase to fees effective December 1, 2018 and reduced winter expenses due to close management of snow removal costs should begin to make themselves felt in our financial picture.
- ii. **Reserve Fund Balance** is \$7,567 whereas the reserve fund study recommended a 2018 year-end balance of \$19,987. The 2019 Budget indicated that the Board had determined to address the shortfall through a Special Levy which will be discussed later in the meeting.

b. **Statement of Revenues and Expenditures:**

- i. An **Insurance Deductible** of \$5,000 is budgeted in order to have funds on hand in case of a claim. Since no claim was made there were \$0.00 expended on this budget item.
- ii. **Landscaping and snow removal** costs were much higher than budgeted. The auditor commented that this is probably due to not having enough historical data. It is important to note that the bookkeeper is posting amounts as they are paid and not for the months to which they pertain. So, by May of 2018, we had incurred over \$12,000 in snow removal costs due partly to an extremely severe winter and because this amount also included snow removal in December 2017.

The landscaping costs include the edging project and adjustments to irrigation system.

- iii. **Utilities (water, sewer and natural gas)** – These costs were in excess of budgeted amounts and again the auditor commented on lack of historical data. In addition, we know that there was no separate irrigation meter for most of the summer, so water consumption amounts were higher. The carbon tax affected the estimate for natural gas. And included in the total costs was a repayment of \$6,000 to the Developer for utilities they paid in November and December 2017. We were also paying for Garbage to TOHR for part of the year.

c. **Statement of Changes in Net Assets:**

- i. **Reserve Fund** – In the year there were no contributions made to the reserve fund aside from the interest earned on the balance outstanding at December 31, 2018. No contributions to the Reserve Fund had been budgeted for 2018 and the Operating Funds shortfall made it impossible to make any contribution.
- ii. **Notes** – Notes 4, 5, and 8 on Page 9 of the Financial Report provide more information about what the Reserve Fund is made up of at the end of the year as well as the balance recommended by the Reserve Fund Study.

Angèle Buteau moved that the Financial Report by Murray Hunter be accepted. Rob Armstrong seconded the motion. Motion carried unanimously.

8. **Appointment of Auditors:** The Board reported that they were very satisfied with Murray Hunter Professional Corporation as Auditors for 2018. Rob Armstrong moved that they be appointed for the 2019 Audit. Bill seconded the motion. Motion carried unanimously.
9. **Resignation of Board Members:** The Bylaws state that “At each Annual General Meeting of the Corporation all the members of the Board shall be deemed to have retired from office and the Owners shall elect new members accordingly.” The Board was thanked by the attendees for the work they had done in the previous year.
10. **Motion Confirming Number of Board Members:** After some discussion confirming that five was an effective number to have on the Board, Bill Carlson moved that the number of Directors remain at five for the coming year. Angèle Buteau seconded the motion. Motion carried unanimously.
11. **Election of Board Members:** Robert Bernard, Paul Blomfield, Wayne Bulloch, Janice Carlson, and Barb Warner have indicated that they would like to serve as Directors for the coming year. There were no other names put forward so they were elected by acclamation.
12. **Unfinished Business:** The following questions were put forward which related to issues that had been raised at previous meetings:
 - a. **What about the unseeded area on the North side?** This issue will be put on the Agenda for the next Board Meeting.

- b. Are the Storm Sewers due for maintenance?** The Reserve Fund study suggests they be cleaned on a five-year cycle. The Board is presently working on having a camera dropped inside each of the three drains to investigate. The Developer has confirmed that the width of the drain in the roadway is 18 inches.
- c. Irrigation Study** – There is a need for a map of the irrigation system with location of sprinkler heads identified and areas of coverage mapped out. The full project will be put on hold until time and finances permit.
- d. Liability Waiver** – A Liability Waiver has been created to allow owners to perform work on other units without incurring liability on the part of the unit owner or the person performing the work.
- e. Dryer Vent Cleaning** – Some owners have been experiencing the “Check Vent” light on their dryer despite regular cleaning of the Vent Screen. One owner reported that tapping the aluminum piping and then running the dryer for a few minutes seems to help. An investigation into the problem is ongoing. The dryer vent at the longest residing owner will be checked, hopefully with a camera.
- f. Additional Gravel to cover landscaping fabric on South Side** – Pictures have been taken and have been submitted to Developer.
- g. Leaking fascia and eavestrough** – Checked with professionals. The same product they use can be purchased and we could apply it ourselves. Will put on agenda for next Board Meeting.

13. New Business

- a. Garbage Enclosure Roof** – Snow load on the garbage container makes raising the lid difficult during the winter. A suggestion was put forward that a slanting snow roof might mitigate the problem. The Board would like to try having Farmboy blow off the snow as part of their contract next winter to see if that would resolve the problem. This issue will be discussed some more at a future Board Meeting.
- b. No Street Parking sign on North Side** – Concern was expressed about the location of the sign and whether it is a safety concern. The sign has been moved further up the pole to eliminate safety concerns.
- c. Dilapidated Banner Sign on Back Fence** – The sign is gone due either to nature or human intervention.

14. Meeting Adjourned: Meeting adjourned at 3:00 PM. Moved by Bob Warner, seconded by Peggy Armstrong. All were in favour!