

CONDOMINIUM CORPORATION No. 1513108 – Sunvale Place Villas

Minutes of Board Meeting January 24, 2019

Attendees: Barb Warner (Chair), Paul Blomfield, Wayne Bulloch, Janice Carlson

Absent: Robert Bernard

1. Meeting was called to order by Chair at 2:00 pm.

2. Minutes of Meeting on September 24, 2018 & October 22, 2018: Adoption of the Minutes of September 24, 2018 and October 22, 2018 was moved by Janice Carlson, seconded by Wayne Bulloch. Motion carried.

3. Finances:

a. Review of invoices from August through November 2018

At the beginning of January, two Board Members visited Prairie Management offices to better understand the expenses being incurred by Sunvale Place Villas. Accounting files are being kept in a well-organized manner. Some anomalies were identified and they will be corrected in January financials. A small point of interest is that garbage pickup is being charged based on the size of container (not by weight). Therefore, if we can keep our garbage condensed so that the current container is adequate, our costs should not rise significantly. Two Board Members will continue to visit Prairie Management to look at monthly invoices. This will help the Board be better informed to answer questions from Owners.

b. December Financials

The December financial report is showing a slightly healthier register balance (\$2,482.57), due in part to the increase in condo fees and the milder winter. This is an improvement over November when we finished the month with a negative balance. One deck refund cheque from September has not yet been cashed. Barb will follow up with the owner to see if it was lost and needs to be reissued. A credit has been issued by the City of High River as we were being incorrectly charged for garbage pickup that we were receiving through the contractor. A portion of the credit dates back to the months prior to the Sunvale Corporation taking ownership and therefore a portion of the credit is owed to the builder (Sunvale Place Villas Ltd). The credit will be monitored and reimbursement will be made when the credit has taken effect and our finances permit. And Barb has volunteered to check with her Royal Bank on available business accounts.

c. Auditor

Research was carried out in High River to try and find a local accountant to perform the audit. However, the price charged was much higher than the firms currently used by Prairie Management which will perform an audit for a fee in the neighborhood of \$2,000. A consensus was reached that we would like to see a full audit performed but that our finances at present are not complex enough to require presentation of the financial statement at the Annual General Meeting. Prairie Management will be contacted for references. Once we have a firm quote, the auditor will be appointed by

an email vote. The Board wishes to be included in any question/answer communication during the audit.

d. Date for Annual General Meeting

March appears to be the best month for the AGM. Board Members will advise the Chair of their schedules so that a date when all are available can be chosen.

- 4. Exterior Doors:** Some exterior doors are deteriorating due to moisture damage. One door needs to be replaced and others need to be repaired. All the doors will need to have the edges painted in order to prevent future damage. Extensive efforts have been made to have the damage covered under warranty but this has so far been unsuccessful. It appears that the doors were only primed but not painted and this has invalidated the warranty. Another attempt will be made to see if the builder will replace the severely damaged door. Also advice will be sought as to the best way to repair the damage on the 6 other doors. Plans will be made in the spring to repair damaged doors and to paint/protect the edges of the remaining doors.

5. Rental Units:

a. Damage to Downspouts/Ice Issues

Damage to Common Property (eg. replacement of eavestroughs) in tenant occupied dwellings was discussed again. The lack of arbors on rental units exposes the downspout extension to damage, is a safety hazard, and also contributes to ice on driveways and eventually the road. The Bylaws do provide the Board with the ability to require a damage deposit for any leased/rented units. However, this would be a complex arrangement and the Board would prefer not to go down that road. The owners of the rental units will be contacted to see if they would be willing to provide arbors in the spring to remedy this problem. One owner occupied unit does not have an arbor but has plans to install one in the spring.

b. Bylaws for Leased/Rented Units

The Bylaws require tenants to provide the Corporation with proof of insurance within 20 days of occupancy. The owner must also provide the Corporation a signed document as set forth in Bylaw 62(c) stating that the proposed lessee will comply with the provisions of the Act and the Bylaws of the Corporation. Owners currently leasing their units will be requested to follow up on this issue.

c. Bylaw 62 (b) (iii) regarding Pets

A reminder will be given to owners who wish to rent/lease their unit that the pet bylaw applies both to owners and tenants. Board Approval must be requested for any pets residing in a unit. All approved pets must be licensed by High River and vaccinated as recommended by a veterinarian and proof of this must be provided with the request to the Board.

- 6. Snow/Ice Removal in Driveways:** There has been some discussion as to whether expenses could be reduced by requiring owners to apply salt/sand to areas in their own walkway and driveways that need attention. Since many owners have purchased here in order to have this type of maintenance provided as a service, we will continue to call the contractor when ice/snow treatment is required.

Owners and tenants with concerns should continue to follow the procedure set out in the Minutes of the Meeting in General on October 19, 2018.

7. Parking Bylaw 62 (b) (xvii): Parking of vehicles on the common roadway continues to impede the safe entry/exit of vehicles into their driveways, snow removal, and is of concern when emergency vehicles need access. The Bylaw which governs parking states in part “an owner shall not use the common roadway for the parking of any motor vehicles at any time. No motor vehicle shall be parked on any grassed area or any non-parking area of the Project an any time.” Wayne Bulloch moved that the Board notify owners and tenants that this Bylaw needs to be followed and will be enforced if required. Any visitors need to be informed that they need to park in a driveway or outside the complex. The motion was seconded by Janice Carlson. Motion carried. (Paul Blomfield abstained.)

8. Cleaning Dryer Vents:

Concern has been expressed about whether there is hazardous build up of fibres in the dryer vents and if they need to be cleaned. The longest serving vent will be checked as a sample to see if there is an issue and the results will be reported to the Board.

9. Other Business:

A report was made that the small leaks in the mechanical room which were being monitored have now been repaired by GM Mechanical. The mechanical rooms continue to be checked on a weekly basis by a Board Member as recommended.

10. Meeting was adjourned at 4:30 pm.