

CONDOMINIUM CORPORATION No. 1513108 – Sunvale Place Villas

Minutes of Board Meeting March 15, 2019

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

Absent: Robert Bernard

- 1. Meeting was called to order by Chair at 1:10 pm.**
- 2. Minutes of Meeting on January 24, 2019:** The Minutes were reviewed. Wayne Bulloch moved that the Minutes of the January 24, 2019 be accepted, Janice Carlson seconded the motion. Motion carried.
- 3. Business Arising from the Previous Minutes:**
 - a. Exterior Doors - Deterioration**

Paul has tried again to follow up with the original installer of the doors and the phone numbers are out of service. It was agreed to purchase a new door to replace the badly deteriorated one and then use the damaged one as a spare while we sand, repair and paint the edges of the other unit doors. Plans will be made in the spring to carry out this project.
 - b. Dryer Vents**

Wayne reported that his “check dryer vent” light has not been activating now that temperatures have warmed up. He will still follow up to ensure there is no hazardous build up of fibres in the dryer vents. 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.
 - c. Downspout Repairs & Ice Buildup**

Paul has spoken with the owner of the rental units (6 in all) about installing arbour to reduce damage to downspouts, ensure safety of access and reduce ice on driveways. He was pleased to report that the owner will proceed with the installation of arbour in the leased/rental units in the spring.
 - d. Auditor**

The firm of Murray Hunter was appointed as auditor of the 2018 financials by email vote. They have completed their audit and provided draft financial statements to be discussed with Prairie Management and the Board.
 - e. Rentals Information**

Paul reported that the required information has been collected. He is in the process of collating it and will be forwarding it to the Board as soon as that is done.

4. Financials

a. January Financials

Prairie Management was asked if the credit from the TOHR from garbage collection fees charged in error is being applied to the water/sewer charges. No answer has been forthcoming yet.

The bank statement shows a stop payment charge in January. We are assuming this is for the GM Mechanical Cheque #51 in the amount of \$1,516.24 which was reissued in November 2018. However, it still appears as outstanding on the January reconciliation detail. Prairie Management will be asked again about this if it is still recorded on the February 2019 reconciliation.

Barb reported that she has followed up on a deck refund cheque which was never cashed. It appears to have been lost and will be reissued.

The register balance at January 31, 2019 was \$1,236.70.

b. Banking Fees (activity fees)

Bank fees seem excessively high (approximately \$65/month) given that we process only 10 or 11 transactions through the account every month. In general discussions with the Royal Bank and Servus Credit Union it appears there are much more cost effective accounts available for businesses. For example, Servus has a Condo plan which includes Automated Funds Transfer (for payment of fees), 15 transactions, separate Reserve Fund account for a flat fee of \$20/month. It may be that these options are not available to Prairie Management as they hold the funds In Trust which is a different type of banking. The Board will continue to investigate whether there is a way to lower these fees.

5. **Land Title Registration:** An inquiry was made with Land Titles in order to get a copy of the registered directors. This was deemed to be necessary as Town of High River could not supply information on the garbage credit and how it was being applied to invoices without proper identification. It was discovered that the Change of Directors notice filed on August 30, 2019 was for the Board members elected at the AGM in February 2018. Since the 2019 AGM is very close, it was decided that no action to register the Change of Directors would be taken until after the election at the AGM. According to the Alberta Condominium Act, changes to Directors should always be registered within 30 days.
6. **Annual General Meeting:** A tentative date of April 11th was set for the Annual General Meeting. Notices will be sent out once this date is confirmed
7. **Snow Removal:** Farmboy Landscaping was called to remove snow that was encroaching on driveways. Some driveways had lost over 1 foot on each side. Concern was expressed about the weight of the bobcat in the driveway but a check revealed that they do not weigh any more than some of the heavier vehicles (and the weight is distributed on the tracks). The driver was careful with his bucket. To try and prevent a repeat of this situation next winter, some options were considered eg. Marking the end of driveways with flags, negotiating the contract to ensure that if

snow is not fully removed by blowing, the edges will be cleared as soon as conditions permit at no additional charge, etc.

8. **Other Business:** Wayne reminded the Board that quite a bit of debris has no doubt gone down the street drain since the units were built. Part of our spring plan should include checking and cleaning out the drain if needed.
9. **Meeting Adjourned:** Meeting adjourned at 2:40. Moved by Wayne Bulloch, seconded by Janice Carlson. All were very much in favour!