

CONDOMINIUM CORPORATION No. 1513108 – Sunvale Place Villas

Minutes of Board Meeting May 23, 2019

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

- 1. Meeting was called to order by Chair at 12:45 pm.**
- 2. Minutes of Meeting on March 15, 2019:** The Minutes were reviewed. Janice Carlson moved that the Minutes of the March 15, 2019 Board Meeting be accepted, Robert Bernard seconded the motion. Motion carried unanimously.
- 3. Business Arising from the Previous Minutes:**
 - a. Exterior Doors - Deterioration**

Barb was finally able to contact Plygem. A custom door from other suppliers was quoted in the range of \$1200. Plygem will install a new rear door (using the window screen from the defective door) for \$583.62. Barb Warner moved that we proceed with the purchase of a replacement door from Plygem for Unit 10 which has the most severe deterioration. When Plygem is onsite, they will be queried about repairing the other doors. Wayne Bulloch seconded the motion. Motion carried unanimously.
 - b. Dryer Vents**

Unit 2 is no longer experiencing the “check vent” warning light. This still seems to be an issue for Unit 18. Due to the heavy agenda on self management decisions, Wayne Bulloch moved that this item be tabled until the next meeting. Robert Bernard seconded the motion. Motion carried unanimously.
- 4. Election of Officers:** It was proposed that Barb Warner serve as President, Wayne Bulloch as Vice-President and Janice Carlson as Secretary-Treasurer. Robert Bernard moved that this proposal be accepted. Paul Blomfield seconded the motion. Motion carried unanimously.
- 5. New Address:** An email vote was held April 23/24, 2019 to approve the change of address for Condominium Corporation No. 1513108 from Prairie Management to a rented Post Office Box in High River. Barb Warner moved the change. Janice Carlson seconded. Motion carried unanimously. The following address has been registered with the Land Titles Office:

**Condominium Corporation No. 1513108
PO Box 45042 Highwood PO
High River AB T1V 1R7**
- 6. Self Management:** After discussion with the owners, a consensus was reached that we wish to self manage the Condominium Corporation. It was moved by Wayne Bulloch that we go to self management effective August 1, 2019. Paul Blomfield seconded the motion. Motion carried unanimously. A verbal agreement was reached with Prairie Management for the August 1st date but a formal notification letter will be sent to Andrew Fulcher at Prairie Management. This means that

the last fees collected by Prairie Management will be on July 1st, 2019. Some research will be done as to whether owners need to inform their banking institution of the change.

7. **Special Levy for Reserve Fund:** A draft letter to owners setting out the previously resolved schedule for the levy was read. Wayne Bulloch moved that the letter be accepted, Robert Bernard seconded the motion and motion carried unanimously. Barb will send out the letter in the next few days. The Levy will be collected by the Condominium Corporation and deposited in the new bank account to be set up at Servus (High River).
8. **Rules:** Effective July 1, 2019, the Alberta Condominium Act requires that written Notice of Rules passed by the Board must be provided to both Owners and Tenants. A draft list of current Rules was discussed by the Board. After discussion, the list attached was compiled. Robert Bernard moved that the Rules be accepted. Barb Warner seconded the motion. Motion passed unanimously.

9. **Resolution for new Accounts at Servus Credit Union:**

The Board of Directors for Condominium Corporation 1513108 (Sunvale Place Villas) authorizes the opening of an Operating Fund account and a Reserve Fund account at the High River branch of Servus Credit Union. The Condo Corp Plan at Servus currently provides a free operating account that includes up to 15 transactions and a reserve fund account that receives tiered interest rates as well as CAFT (Customer Automated Funds Transfer) for a flat fee of \$20/month. These accounts will replace the accounts currently held in Trust for the Corporation at the Royal Bank in Okotoks, Alberta by Prairie Management Realty Inc. of Okotoks. We also authorize opening a Safety Deposit Box. The President and Vice-President will hold the keys.

All of the five Directors will have signing authority. Two signatures will be required for any banking instruments (eg. Cheques).

Barbara Warner	President of the Board of Directors
Wayne Bulloch	Vice-President of the Board of Directors
Janice Carlson	Secretary-Treasurer of the Board of Directors
Paul Blomfield	Director
Robert Bernard	Director

All decisions of how the Accounts are managed will be made by majority vote of the 5 member Board of Directors (list attached).

All of the five Directors will have View Only access to Online Banking No other Online Banking access will be set up at this time.

Paul Blomfield moved that the Resolution be adopted. Robert Bernard seconded the motion. Motion carried unanimously.

10. **Rodents:** Various efforts have been made to reduce the numbers of mice and voles. They seem to have been deterred from moving in for now. Ways of closing off the bottom of the decks is being investigated. Wayne Bulloch moved that this issue be revisited once the edging on the North side has been redone. Robert Bernard seconded the motion. Motion carried unanimously.

- 11. Access to South Side Mechanical Room:** Concern has been expressed about the safety of access to the Mechanical Room on the South Side as there is a severe drop off. After discussion, Robert Bernard moved that a project be undertaken to increase the length of the stairs (install additional rider) and install railings. Janice Carlson seconded the motion. Motion passed unanimously.
- 12. Water Conservation:** To conserve water and lower our costs, FarmBoy has been instructed to program the irrigation to water on two days a week only. A third day will be added later in the summer if needed.
- 13. WebSite:** As announced at the Meeting in General, a new website is under development. A question was raised about including older information (eg. Newsletter from April 2018) as much information has changed. It was concluded that this is a part of our “history” and should remain. A desire was expressed at the Meeting in General for a bulletin board on the website to post events, invitations, etc. This has been looked at and would require quite a bit of work to program and maintain. A better solution might be for someone to start a FaceBook or Instagram account for the owners/tenants in the Villas. Anyone interested in starting up such a page should talk to Barb Warner.
- 14. Meeting Adjourned:** Meeting adjourned at 2:45. Moved by Paul Blomfield, seconded by Janice Carlson. Motion carried unanimously.

Condominium Corporation No. 1513108

Rules

Effective date: May 23, 2019

Bylaw XI 62 (b) (vi)

Storm Doors

Owners may install a white Larson 36-in x 81-in White Tradewinds Mid-View Tempered Glass Storm Door (Lowe's Item No. 585293) at their own expense without requesting Board Approval. Any other options will need to be submitted in writing to the Board for their approval.

Bylaw XI 62 (b) (vi)

Arbors

Owners may install a white arbor identical to one of the two arbors already in the complex. One is the New England Westhaven arbor or a custom-made vinyl arbor, made and installed by Rockie's Conversions (403-813-8702). Requests for any other style of arbor will need to be submitted to the Board for their approval.

Bylaw XI 62 (b) (xxxiv)

Flag

With written permission from the Board, a flag with a maximum size of 12"x24" on a flag pole no longer than 40" can be installed on the arbor.

Bylaw XI 58 (b)

Front entrance/walkway

No objects should obstruct the sidewalk between the driveway and the front door. The following items will be allowed in the patio area in front of the windows: One small "café" table and two chairs, and one additional decorative object (flower pot, small statuette, etc.) This will help maintain a pleasant, consistent aspect of the street facing area.

Bylaw XI 62 (iii)

Satellite Dishes

No satellite dishes may be installed on the exterior of any building or attached to a deck or patio.

Bylaw XI 62 (xxxiii)

Seasonal Decorations

Christmas Decorations may not be installed earlier than November 1st and must be removed no later than February 28th. Residents are requested not to turn the Christmas lights on before November 11th (Remembrance Day) in respect of our Veterans and Troops. Other seasonal decorations (Easter, Halloween, Thanksgiving and holidays celebrated by any other Ethnic or Religious belief) may be displayed for 1 week (7 days) either before and/or during celebrations.