

**CONDOMINIUM CORPORATION No. 1513108 – Sunvale Place Villas**

**Minutes of Board Meeting**

**September 4, 2019**

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

**1. Meeting was called to order by Chair at 1:50 pm.**

**2. Review of Minutes of Meeting on July 24, 2019:** There were no concerns raised and Paul Blomfield moved that the Minutes be accepted. Wayne Bulloch seconded the motion. Motion passed.

**3. Read into the Minutes:**

**a.** On August 21, 2019, the Board made the decision (by email and in person) to seek legal advice from McLeod Law regarding an ongoing Bylaw infraction for which the owner has received several notifications. McLeod Law has since advised that the Board has acted fairly in their opinion and will send a letter to the owner by Registered Mail.

**b.** There has been some informal discussion on limiting the hours the Board Members will be expected to conduct business. Emails will be read and answered during these hours unless an emergency occurs:

|           |                    |
|-----------|--------------------|
| Monday    | 10:00 am – 6:00 pm |
| Tuesday   | 10:00 am – 6:00 pm |
| Wednesday | 10:00 am – 6:00 pm |
| Thursday  | 10:00 am – 6:00 pm |

**c.** It was reported that most of the Operating Fund balance transferred from Prairie Management (\$6,400 of \$6,482.54) was deposited into a High Yield Savings Account at 2.2% interest for 120 days. These funds are fully accessible. After 120 days, the Savings Account will revert to current percentage of 1%. As we build a small buffer in our Operating Funds, the money will earn at least nominal interest.

**4. Contracts:** All contracts are now with Condominium Corporation 1513108 and all contractors and vendors have our new mailing and email addresses. In August, all preauthorized payments came out of the new Servus bank account.

**5. Review July Financials and August Closeout:** There were no issues with the final Financial Statements from Prairie Management. The Reserve Fund money invested in the GIC was closed out with interest totalling \$148.81 for a total of \$7,648.81. That was deposited in the Servus Reserve Fund and combined with the Levy amounts collected to date, we now have a total of \$20,872.50 in our Reserve Fund.

**6. Site Issues:**

**a. Painting of door edging (all doors)**

It is still our goal to paint the edging of the doors that already have signs of deterioration and weather permitting, continue with painting the edges of all doors.

**b. Stairs to Mechanical Room**

An owner alerted the Board to a posting of free stair risers and rails. These were obtained and a building permit has been issued by Town of High River. The work is expected to be completed by mid-September.

**c. Gravel on South Side**

A reminder was given at the last meeting that the Developer had promised rock to help cover the landscape fabric on the south side. This is still incomplete. Paul will follow up again.

**d. Rules**

A list of Rules to supplement Bylaws were approved on May 23, 2019. Paul will ensure these are provided to all Tenants. A copy of the Rules is also available on the website. Janice will investigate what impact the new Alberta Condominium Act will have on Rules and report back to the Board.

**7. Previous Requests to Board:** The following Units have had their previously approved electrical work pass inspection: Units #6, #8, #13, #18, #19

**8. New Business:**

**a. Oil Leak**

There has been some concern about oil leaks leading to the garbage bin. Contain-A-Way was contacted and, after inspecting their vehicle, they do not believe their vehicle is the source and suggested it might be from oil that was improperly disposed of in the bin. One resident reported that they had observed a non-resident dumping garbage in our bin (including some empty paint and oil cans). However, the interior of the bin was inspected while empty and it does not appear that any oil has leaked in the bin. We will try and keep an eye on this situation.

**b. Meeting in General**

A fall information meeting to allow Owners and the Board to discuss concerns/plans for the future will be scheduled sometime before October 11<sup>th</sup>.

**c. Unit #3 – Deck**

On July 23<sup>rd</sup>, 2019, Unit 3 was informed they could keep current temporary hangings on the deck due to privacy concerns with the facing building and staircase. Wayne Bulloch moved that the letter stand for the time being. Barb Warner seconded and motion passed.

**d. Owner's Duties – Flower Beds**

Bylaw 3 (c) (iii) places the responsibility on the owner for maintenance of flower beds to which the owner has exclusive rights (eg. in front of the unit and around the tree in the front yard). Some owners have been helping neighbours to maintain their flower beds. Paul Blomfield will follow up to ensure the rental units are cared for next year.

**e. Unit #16 – Crack in door frame**

The owner is concerned about a crack which has appeared and the fact that the door is very difficult to close. The owner will be encouraged to make an application under New Home Warranty in case the issue is structural. Wayne will look on Monday. Paul will be kept informed as the representative for the Developer.

**9. Meeting Adjourned:** Wayne Bulloch moved that the meeting be adjourned. Janice Carlson seconded the motion. Motion passed. **Meeting Adjourned at 3:45 pm.**