

CONDOMINIUM CORPORATION No. 1513108 – Sunvale Place Villas

Minutes of Board Meeting

November 18, 2019

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

- 1. Meeting was called to order by Chair at 11:00 am.**
- 2. Review of Board Meeting Minutes of September 4, 2019 and Meeting in General Minutes for October 10, 2019:** There were no concerns raised and Paul Blomfield moved that the Minutes be accepted. Wayne Bulloch seconded the motion. Motion passed.
- 3. Meeting order/management:** The Chair asked everyone to cooperate with keeping discussion limited to the agenda. There is a long agenda and hopefully we can stay on track.
- 4. Winter Preparation:**
 - a. Electrical cords**

Some concern has been expressed about electrical cords near entrance doors creating a tripping hazard. A letter will be sent to owners with a safety reminder. Barb will follow up and research our insurance liability with regards to plugging in vehicles.
 - b. Outdoor mats**

Farmboy has not requested that outdoor mats be removed before snow removal on front walkways but they do appreciate it when they don't have to contend with them. We will therefore leave it up to each individual owner/tenant.
 - c. Individual snow removal**

For those who wish to shovel their own driveways, pushing snow out into the roadway can cause dangerous walking conditions because of our thaw/freeze cycles. A letter will be sent out requesting that snow be shoveled onto the lawn and kept off the roadway.
 - d. Ice Melt**

Last winter we discussed having ice melt spread by individual owners. Keeping in mind that most have chosen to live in a condo so that they don't have to worry about snow removal/ice issues, it was decided to leave this with Farmboy. If the financial cost of having Farmboy look after this starts to exceed our snow removal budget extras, we will review this matter again.
- 5. Doors - Silicon:** When one of the deteriorating back doors was replaced, a significant amount of water had accumulated in the base of the door. The only entrance point would be where the window is inset on the door. Therefore, the suggestion has been made to add an extra bead of silicon around the window on both the inside and outside to help prevent this in the future. Janice moved that we do this when feasible in the spring. Paul seconded and all were in favour.

6. Ongoing and Upcoming projects:

a. Painting of door edging (all doors)

Unfortunately, we are running out of time and weather to complete this project. An attempt will be made to paint the two new doors if weather permits. Wayne moved that we try and get a quote for the sanding/painting of all door edges in the spring as well as the silicon of the window inserts in the back doors. Robert seconded the motion and all were in favour.

b. Emergency Exit Gate

Locking/unlocking this gate continues to be a problem and the Board discussed just leaving the gate unlocked. If trespassing becomes an issue, the matter will be reviewed. Robert moved that we start leaving the gate unlocked. Wayne seconded the motion and all were in favour.

c. Ground Cover

Farmboy was asked for a quote to replace the mulch in the landscaped areas with washed rock in order to create a longer lasting surface cover. The quote came in at \$16,000 so we will stick to mulch. A motion was made that we request a quote from Farmboy to refresh the mulch on the southside and northside and add border edging as required to prevent mulch from being washed away in heavy rain. Barb moved that we proceed with a request for a quote in the new year. Wayne seconded the motion and all were in favour. It was also noted that the Reserve Fund Plan allocates a sum for landscaping/irrigation replacement in 2020. However, since our Reserve Fund is still below the planned levels, we will try and do this work out of operating funds, if the operating budget permits.

d. Standard Unit Description

Janice reported that our Insurers requested a copy of our Standard Unit Description for our insurance renewal. If the Alberta Condo Amendments are implemented as scheduled on January 1, 2020, we will be required to adopt a description into our Bylaws. This will provide a Standard Insurable Unit Description for the future so that in 20 years, if a fire destroys a unit, a clear description of the standard unit will be available. This definition will affect our appraisal and insurance premiums in the years to come. Our current appraisers, Normac Inc., provide the service of helping condo boards create a definition. Robert moved that Janice move forward with requesting a quote from Normac to create our Standard Insurable Unit Definition. Paul seconded the motion, and all were in favour.

7. Letters from Owners:

a. Heat Tape

An inquiry was received from an owner about installing heat tape in gutters to reduce ice buildup. Last winter we did have Farmboy remove some snow overhangs but did not experience severe ice dams. It was agreed that it would be problematic to have individual tracers installed and run off each unit. The cost would end up being borne by unit owners and tenants and it might be difficult to reach agreement on when they should be plugged in. If we experience problems this winter, a quote for the entire complex will be requested in the spring. Moved by Wayne and seconded by Paul. All were in favour.

b. Cleaning of Fence

Some areas of the fence are becoming unsightly and there is mold buildup on the bottom of the fence. Robert moved that we request a quote for a high pressure clean in the spring. Barb seconded the motion, and all were in favour.

8. Other Business:

a. Leaking Eavestroughs

After initial discussions with the eavestrough installers, they appear to be unwilling to return calls. One owner reported some success at stopping leaks caused by water curling under the last row of shingles towards the fascia by inserting a metal shield to extend the edge of the shingle out over the eavestrough. Another owner has addressed some leakage at the joints by spraying a rubberized coating in the trough itself. We will see how the coating fares over the winter and discuss in the spring whether we should apply it to the entire complex.

b. Dryer Vents

An owner has taken the initiative to pull out his washer and dryer to check for accumulation of lint. He used a camera to inspect the exhaust hose and there was no accumulation.

c. Rules

Further to a query at the last Board Meeting on whether Rules approved by the Board can be changed, Janice reported that in the upcoming Alberta Condo Amendments, owners can change rules by Ordinary Resolution (majority vote) at a duly called meeting. Notice would have to be given in advance so that the Motion could be put on the Agenda.

9. Letters to Board from Owners: The President reminded everyone that any suggestions, requests and/or complaints from owners or tenants need to be put in writing. This can be emailed or handwritten and given to a Board Member. If handwritten the Board Member should pdf the letter to the Corporation email. When in writing both the Owner and Board can be confident it will get on the agenda or be dealt with immediately if required.

10. October Financials: Janice briefly reviewed the current financial position. She reported that several cheques have already been received for the December 1st Special Levy. Once all levies are deposited, our Reserve Fund should be approximately \$27,750 at end of fiscal. There were no questions. Wayne moved that the October Financials be accepted. Robert seconded and all were in favour.

11. 2020 Budget Discussion: Various budget items were discussed, and suggestions made. Our current operating fund balance is healthy enough that it was suggested we can designate the amount in our High Yield Savings as our Insurance Deductible reserve and not collect it every year in our budget unless we need to spend it on an insurance claim. No increase for Farmboy contract, GM Mechanical contract and ContainAway is anticipated in 2020. We need to increase our budget for gas as we exceeded our projected budget in 2019 and it is anticipated that a Federal carbon tax will begin in January 2020. Of course, no management fees need to be paid – a saving of \$10,800 in the budget. However, our insurance policy increased by 25%. This is happening across the province. And we need to collect \$22,000 for the Reserve Fund in 2020 according to our Plan. A later meeting will try and nail down the numbers.

12. Meeting Adjourned: Wayne moved that the Meeting adjourn. Paul seconded the motion, and all were in favour. **Meeting Adjourned at 3:45 pm.**