

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

**Annual General Meeting - Minutes**

**June 23, 2020**

1. **Meeting was called to order at 10:05 am.**
2. **Barb Warner** as President of the Board of Directors agreed to serve as **Chair**.
3. **Quorum** was established with a total of 16 units represented by owners or proxies. Sign in sheet with proof of attendance is available.
4. **Proof of Notice of Meeting** was supplied.
5. **Minutes of the AGM held on April 15, 2019** were reviewed. One correction was noted. In section 7 (a)(i), the first sentence was amended to read “which means there was a negative balance of - \$4,006” instead of “\$6,697”. Angele Buteau moved that the Minutes be accepted as amended and Bob Warner seconded the motion. Motion passed unanimously (16 votes for, nil against).
6. **Reports of Officers:** The Chair thanked all the Board Members and volunteers for their hard work in the past year. She especially thanked Robert Bernard who is leaving the Board this year. She mentioned that although he was not able to participate as much as he wanted due to work, his experience and input was appreciated by the rest of the Board.

We have also had great service from our contractors. Farmboy is very responsive to any problems that are noticed. A reminder was given that any concerns must be sent to a Board Member. Farmboy employees are **not** allowed to receive direction from owners.

7. **Financial Report:** The auditor was unable to be present, so his comments were summarized and annotated by the Treasurer as follows:
  - a. **Statement of Financial Position:**
    - i. We ended the year with an operating cash balance of \$16,823 and short-term obligations (Accounts Payable) of \$5,495 which means there were net assets of \$11,328 at end of year.
    - ii. **Reserve Fund Balance** increased from \$7,567 on January 1, 2019 to \$27,789 at the end of 2019. However, the reserve fund study recommended a 2019 year end balance of \$37,487 so there is still a shortfall of almost \$10,000. The Board is considering ways to bring the Reserve Fund balance in line with the Study.

b. **Statement of Revenues and Expenditures:**

- i. Overall, the Corporation incurred actual expenditures that were below the budgeted expectation which is a positive sign. The Treasurer noted that electricity costs differed greatly between 2018 and 2019. This was due to a one-time deposit of \$1300 when the account was transferred to the Corporation from the Developer. It was refunded in 2019 after 12 months of on time payments. The \$1300 cost of the deposit in 2018 and the \$1300 refund in 2019 caused a difference of \$2600 in cost between the two years. Actual cost of electricity was approximately \$5,000 and this is reflected in the budget for 2020.
- ii. The Treasurer provided a breakdown of the Expenditures to give a clearer picture of actual costs (Appendix I). A question was asked about Snow Removal Extras. It was explained that this includes any time the bobcat clears the roadway (snowfall must be over 2"), spreading sand/gravel, and any snow removals over and above the 30 specified in the contract.
- iii. **Insurance and Appraisals** – The insurance budget was \$14,000 and actual cost was \$11,986. Insurance costs for 2019-2020 increased by almost 20% so the 2020 budget was kept at \$13,500. The cost will most likely rise again due to events such as the hailstorm in June 2020.
- iv. **Insurance Deductible** – The Budget was \$5,000 and actual expenses were nil. This was set up with the thought that there might be insurance claims in the period, however no deductible was incurred in the period. The Treasurer added that since there were no insurance claims, the Board did not collect the deductible again in this year's budget and have set aside \$5,000 in operating to cover any potential deductible.

Overall, most expenditures were within the budgeted expectation. As part of audit procedures, the auditor reviews all invoices over \$500 to ensure that they exist, are accurate and they are not to some fictitious vendor. No issues were noted in performing these tests.

- v. **Note 8** – Related party transactions of \$3,608 are detailed in this note as they are required disclosure under Accounting Standards for Private Enterprises. The Treasurer explained that the Board Members have been obliged to use their personal credit cards for some purchases (eg. Replacement doors, PO Box Rental, office supplies, etc.). Original receipts plus an expense form must be submitted for reimbursement. The Board has also established a protocol that the Director receiving the reimbursement cannot be one of the signing authorities on the cheque.

The auditors stated that their "audit opinion" is unqualified or unmodified. This means there were no issues noted in gaining assurance over the figures presented in the financial statements. Therefore, it was a "clean audit opinion". Overall, they found the financial state of the corporation looking relatively healthy at the end of the fiscal year.

The Treasurer provided a Chart to break down the allocation of Condo Fees in 2020 (Appendix II). For Owners who were not able to attend the meeting, the chart will be posted on the Website in the section Insurance and Finance – 2020.

- 8. Appointment of Auditors:** The Board reported that they were very satisfied with Murray Hunter Professional Corporation as Auditors for 2019. Janice Carlson moved that they be appointed for the 2020 Audit. Sharon Bobier seconded the motion. Motion carried unanimously (16 votes for, 0 against).
- 9. Resignation of Board Members:** The Bylaws state that “At each Annual General Meeting of the Corporation all the members of the Board shall be deemed to have retired from office and the Owners shall elect new members accordingly.” The Board was thanked by the attendees for the work they had done in the previous year.
- 10. Motion Confirming Number of Board Members:** Five members still seems to be optimal. Angèle Buteau moved that the number of Directors remain at five for the coming year. Bonnie Grant seconded the motion. Motion carried unanimously (16 votes for, nil against).
- 11. Election of Board Members:** Paul Blomfield, Wayne Bulloch, Janice Carlson, Bonita Grant and Barb Warner have indicated that they would like to serve as Directors for the coming year. There were no other names put forward so they were elected by acclamation.
- 12. Business Arising from Previous Meeting(s):**
  - a. Additional Gravel to cover landscaping fabric on South Side** – This has now been completed.
  - b. Leaking fascia and eavestrough** – Rhino Exteriors inspected a couple of the problem areas and was not able to provide any remedial work under warranty. A “rubber” coating product was applied to eavestroughs on two units last fall and seems to have worked well over the winter. This will be applied to the front eavestroughs on all units and monitored for effectiveness. After this is done, Owners will be requested to take pictures of any problems areas they note.
  - c. Locking of Emergency Exit Gate:** Various locking solutions have been looked at to make it easier to use this gate. It was decided by the Board at its meeting on November 18, 2019 to try leaving the gate unlocked. No trespass issues seem to be occurring so the gates will continue to be left unlocked.
  - d. Southside Mechanical Room Steps:** The safety issue raised regarding the access to the Mechanical Room on the South Side has been addressed. New sod has now been put down to repair the area. Great improvement!
  - e. Deterioration of rear doors on units:** Two severely damaged doors were replaced last year. Plans were made to sand/paint the edges of the doors to give them some protection from moisture. In addition, silicone will be applied around the window frame to prevent water from leaking into the doors. This will be done as soon as COVID 19 restrictions allow a workman to be onsite. Owners can also do the work themselves if they choose. Materials are available from the Board.

### 13. New Business

- a. **Advertising sign at corner of 21<sup>st</sup> St and 2<sup>nd</sup> Ave NE** – A concern was raised about sign impeding visibility at the intersection for north bound traffic on 21<sup>st</sup> St NE. Paul Blomfield advised that the sign would be coming down in July.
- b. **Gap between siding and rock face on front of some units** – Rhino Exteriors also looked at this issue when they visited. They informed us that the vinyl was installed before the “rock” was put in so they are not responsible for the gap/crack. When asked about caulking to prevent water from getting into this area, they agreed that this could be a solution. Problem areas will be caulked this summer and then monitored.
- c. **Irrigation:** Some minor changes are in the works regarding the irrigation system. Sprinklers north of the fence will be shut off. We are responsible for mowing between the sidewalk and the fence but do not need to water this grass on city property.

Prior to the decks being built on the south side, irrigation piping went under the area where the decks are now placed. These heads have now been capped off and larger heads have been installed on the remainder of the sprinklers to provide better watering for the trees. In addition, this moisture will hopefully reduce the risk of fire on excessively dry mulch.

- d. **Power Washing:** The Board is contemplating the purchase of a good quality power washer. It is the responsibility of the Corporation to wash inaccessible windows annually which is the case with some of the rear windows on the south side. The entire complex will also need to be power washed from time to time.

There was some good input from several owners about the benefits of an electric power washer as a gas powered one could not be safely (or legally) stored in the mechanical room.

Owners were also concerned that anyone hired to do work on the complex should have not only WCB Clearance but also proof of adequate liability insurance. The Board will ensure due diligence in this area.

- e. **Mulch:** Our Reserve Fund study plans for replacing mulch in the year 2020. Quotes are being obtained from two contractors. With the Reserve Fund lower than recommended, discussion is still ongoing as to whether or not we should be undertaking this expense.
- f. **Shrubs:** Shrubs along the north facing wall on the northside units were not doing well and were interfering with some of the irrigation heads. They have been removed this spring and removal areas have been seeded. This should simplify maintenance in this area.
- g. **Weeding:** Owners are responsible for weeding front flowerbeds and maintaining the area around the tree. Farmboy does not perform weeding as part of their contract so Fritz Peyerl volunteered and has been given approval to spray weed killer as required in the remainder of the complex. However, owners can take this task on for their own unit, especially if they are concerned for their pets. Please let the Board know if you are going to be doing your own weed control.

- h. Lawn care:** Dead patches of grass can occur from winter cold and snow but they normally come back (although slowly) in the spring. If owners wish to encourage this by giving these areas a little extra TLC in the form of fertilizer, etc., they are welcome to do so. If the problem is severe, be assured the Board wants the entire complex to look good and will take remedial action.
- i. Water Usage:** Hand watering of flower beds and pots is fine at any time. We can be water conscious by remembering that irrigation will provide water for the flower beds and tree area on two days of the week. We only have two years of water bills on which to base our budget. Consumption in 2018 was very high compared to 2019 (even with several empty units at the time) and we have incomplete explanations as to why. Once we have billing for the summer of 2020, we will have more insight on what is “normal” usage.
- j. Access to Units:** An owner requested more notice when workers or Board members need to be on exclusive use areas of the common property (ie decks, patios, driveway). The Board will try and give a heads up for any significant work. If the Board or its agents need to **enter** a Unit (unless it is an emergency), 24 hours notice will be given as per the Alberta Condominium Act.
- k. Self Managed Recycling:** A few owners have expressed interest in doing more recycling. Wayne did some research and there is a local group, Foothills Advocacy in Motion or FAIM, which offers a recycling service. Information on how to sign up will be sent out to owners and provided on the website. For a very modest cost, your recycling will be picked up for you on a weekly, biweekly, or monthly basis! This will keep some items out of the landfill, provide work for adults with developmental disabilities and ease the burden on our bin so that weekly pickup will suffice.
- l. Roadway Parking:** It appears some roadway parking has been occurring with visitors to Units. Owners and tenants are reminded that visitors must park in their driveway or at the end of the street and walk in.

#### **14. Meeting Adjourned at 12:15 PM**