

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

**Minutes of Board Meeting**

**February 3, 2020**

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

**Regrets:** Robert Bernard

- 1. Meeting was called to order by Chair at 11:15 am.**
- 2. Review of Board Meeting Minutes for November 18, 2019:** There were no concerns raised and Wayne Bulloch moved that the Minutes be accepted. Paul Blomfield seconded the motion. Motion passed unanimously.
- 3. Business Carried Forward from the November 18, 2019 meeting:**
  - a. Silicone around window on rear doors:** Two unit owners have applied silicone around the window on the rear door and reported that it successfully prevented water from penetrating the door when frost on the inside of the window melted. Siliconing all the rear door windows will be on the Spring project list as per the motion at the November 18, 2019 Board Meeting.
  - b. Painting of door edging (all doors):** Aim to start this project at the beginning of April if weather permits. [ A quote will be requested as per the motion at the November 18, 2019 Board Meeting.]
  - c. Cleaning Fence:** Barb & Wayne reported that they are currently looking into renting a power washer to do this work. Barb has a contact who pressure washes vinyl fencing and will ask for any tips. It was suggested to purchase a small amount of cleaner to start with in order to test effectiveness as different cleaners may be better for certain stains (eg mold vs rust). [A quote to have this work done will also be requested as per the motion at the November 18, 2019 Board Meeting.]
  - d. Leaking Eavestroughs:** Still on the Spring project list and waiting to see how the rubberized coating applied by one owner fares over the winter.
  - e. Cleaning Windows:** Owners are responsible for cleaning all the windows they can access and the Bylaws state that the remainder are the responsibility of the Corporation. The Master Bedroom windows on the South side are dangerous to reach for many of the units so a power wash will be done at the same time the fence is washed.
  - f. Ground Cover/Mulch:** The motion to request a quote from Farmboy (November 18, 2019 Board Meeting) for this project will be followed up on as soon as the ground is visible. An inquiry will be made as to where they obtain their mulch so we can decide if obtaining our own supply from the landfill would be more economical.
- 4. December 2019 Financials:** There were no questions on the Financials. Janice reported that the 2019 files are almost ready to send to the auditor Murray Hunter. After payment for the audit is recorded for the 2019 Fiscal Year, we should finish the year with approximately \$11,000 in cash equity.

## 5. Site Issues:

- a. **Replacement Pump:** We have 2 large and 2 small pumps in each mechanical room which run continuously. GM Mechanical informed us that if a large pump should fail it can be taken offline and the other pump can maintain the heating system. Large pumps can be sent to Calgary for repair or replacement (approx. \$2400 to replace). Small pumps must be replaced if they fail as no repair is possible. A small pump costs about \$400.00. The suggestion was put forward that we purchase a spare small pump to be kept in one of the Mechanical Rooms as a backup for the four current small pumps. Janice Carlson moved that a small contingency pump be purchased for an approximate cost of \$400. Paul Blomfield seconded the motion and it passed unanimously.
- b. **Siding separation:** There is some separation of the siding away from the corners of some units creating the possibility of water penetration. Rhino Exteriors who did the siding will be contacted for options on repair/maintenance.

6. **2020 Budget Approval Read Into Minutes:** A Budget Meeting was held on November 25, 2019 to discuss the 2020 Budget with 4 Board Members present. A total Operating Budget of **\$72,850** plus a Reserve Fund Contribution of **\$22,000** was proposed for a total of **\$94,850**. To meet this Budget, condominium fees will be raised to **\$360** per month effective January 1, 2020. Barb Warner moved that the proposed Budget be accepted, Janice Carlson seconded and there was a total of 4 votes in favour, none opposed. Owners were notified on November 26, 2019.
7. **Legal Fees to resolve Bylaw Infractions:** Bylaw 43 (a) states that legal fees incurred in remedying a bylaw infraction may be charged to the Owner. Future letters advising of a Bylaw Infraction will contain a reminder of this provision and the Bylaw will be applied if legal costs are incurred.
8. **Signatures for Banking:** Currently all five Board Members have signing authority, but two signatures are required for any withdrawal of funds or investments. After discussion, it was agreed that this seems to be a practical contingency measure. The next time we meet with the Credit Union Manager, we will ask if this is sufficient protection for the Corporation going forward.
9. **Bookkeeper:** Janice Carlson confirmed that she is happy to continue as bookkeeper on a voluntary basis and to do this indefinitely. If the situation changes, she will try and give as much notice as possible. The corporation accounts are being done in Sage (Simply) Accounting with a backup to the cloud and a monthly hard copy backup kept in the President's safe.
10. **AGM – Tentative Date:** To provide enough time for the audit to be completed and Financial Statements distributed we are looking at end of March or beginning of April. No firm date has yet been set.
11. **Owner Insurance Coverage and Deductibles:** Owners will be reminded by letter and at the AGM that they may be charged the Corporation Insurance deductible for damage occurring from their unit **whether or not** they have been negligent. Deductibles are listed on the Insurance Certificate provided to each owner and on the website. Therefore, it will be recommended to Owners that they verify with their personal insurer to see if the Corporation Insurance Deductible would be covered in the event of a claim.
12. **Standard Insurable Unit Description (SIUD):** The Act now requires every Condo Corporation to have an SIUD. Any additions to the SIUD are considered upgrades and must be insured by the owner. Schedule 3 of our purchase agreement provides the Vendor Standard Specifications and our Insurance Appraiser

has informed us that this constitutes our SIUD. However, many features we may consider standard (eg desk and cabinets in alcove) do not appear on this list and are actually upgrades. Owners will be reminded to check with their insurer that they have sufficient coverage for all upgrades whether they were installed by the Developer prior to purchase or added by the Owner after occupancy (eg. electrical changes, garage floor coating, different appliances). Again, this may already be included with contents insurance, but it is important that owners verify the amount to insure they are covered in the event of a loss.

- 13. Locked documents on website:** Some documents on the website are locked as they contain proprietary information from a third party. Owners will be notified of the username and password for these documents.
- 14. Posting of "Draft" Meeting Minutes on Website:** To avoid any confusion, Meeting Minutes will only be posted on the website once they have been duly Approved.
- 15. Kudos to Owners!!!** Thanks to Fritz who attacked the ice on the street drain to keep the puddles down to a minimum and to Bob Maxwell who has been keeping the snow cleared off the garbage area and the back gate. And thanks to all of you who we don't see but who are diligently picking up a stray piece of garbage, putting ice melt on a neighbor's driveway, and generally being neighborly. All your efforts, whether large or small, help to keep our homes and complex looking great!
- 16. Meeting Adjourned:** Janice moved that the Meeting adjourn. Paul seconded the motion, and all were in favour. **Meeting Adjourned at 1:45 pm.**