

CONDOMINIUM CORPORATION No. 1513108 – Sunvale Place Villas

Minutes of Board Meeting

March 12, 2020

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

Regrets: Robert Bernard

1. Meeting was called to order by Chair at 2:00 pm.

2. Review of Board Meeting Minutes for February 3, 2020: 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 February 3, 2020 meeting:

a. Ground Cover/Mulch: Farmboy provided a quote of \$6,321 to remove existing mulch on the North Side common areas and replace it with a better quality red cedar. This is significantly higher than our budget forecast. Once the snow melts we will walk the area and see how much of the older mulch actually needs removal or if it has broken down sufficiently in some sections to just need refreshing.

Concern was also expressed about the south facing side of the South Side Units and the potential for fire if the current mulch is dry and a cigarette is carelessly disposed of. Replacing mulch with washed rock would be safer but also an expensive remedy. When doing an onsite inspection with Farmboy, we will ask for suggestions.

A suggestion was put forward to sod the area on the west side of the south maintenance room. Another item for our spring inspection!

b. Replacement Pump: Although the Board approved the purchase of one contingency pump at the meeting on February 3, 2020, further investigation has revealed that the two small pumps in each mechanical room are not identical. These pumps cannot be repaired, and replacement can take up to two weeks. To protect the complex in the case of a pump breakdown, we would need to order a contingency pump for each model. Wayne Bulloch moved that two contingency pumps be purchased with the total cost not to exceed \$1200. Barb Warner seconded the motion. Motion passed unanimously.

c. Standard Insurable Unit Definition (SIUD): Further to the information provided at the February 3, 2020 Board Meeting, the Bylaws already have the Vendor Standard Specifications provided in Appendix I of the Bylaws which have been registered at the Land Titles office. Therefore, the Board does not have to do anything further with regard to registering an SIUD. Owners do need to be informed of the implications for their personal insurance. This will be on the Agenda for the AGM.

4. Site Issues:

a. Concrete Cracking: Unit #12 has reported that a crack is developing in the concrete near the entrance. This will be repaired when weather improves in the spring. It was agreed that all units should be checked when doing the spring inspection.

5. **January 2020 Financials & 2019 Audit:** There were no questions on the January 2020 Financials. Janice reported that the audit has been completed and the Audited Financials for 2019 are ready to mail out with the AGM notification.
6. **2019 Audit Read Into Minutes:** An electronic vote was held to approve the audited Financial Statements for 2019. Wayne Bulloch moved approval, Barb Warner seconded and all were in favour. The Financial Statements were signed and returned to the Auditor by Barb Warner.
7. **Agenda for AGM:** Possible agenda items were discussed especially pertaining to following up on items raised at the 2019 meeting. Assignments were made for reporting on the site, financials, and insurance.
8. **“For Sale” Banner on West side of Fence:** This banner is in rough shape after the winter and detracts from the appearance of the complex. Paul will follow up as there are currently no units for sale. (The banner has since been taken down. Thanks Paul!)
9. **Corona Virus:** A suggestion was put forward that we need to address the expectations for our Owners and Tenants. Barb will draft a letter to send out and post on the website.
10. **Meeting Adjourned:** Wayne moved that the Meeting adjourn. Paul seconded the motion, and all were in favour. **Meeting Adjourned at 3:30 pm.**