

Minutes of Board Meeting Sept 29, 2020

Ward Tirecraft

11411-54 Street SE, Calgary

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

Absent: Bonnie Grant (notified)

Meeting was called to order by Chair at 10:00 a.m.

1. **Minutes of Board Meeting – July 20th, 2020** - Minutes reviewed, no Errors/Omissions/Deletions. It was agreed to change the wording of item #6 to read “Personal use of Common Property” Wayne moved that Minutes of the previous meeting be approved with heading change to #6. Seconded by Paul. Motion carried

2. **Assignment of Duties/Responsibilities:**
 - a. Maintenance – Wayne and Barb
 - b. Correspondence – review & respond to all incoming/outgoing correspondence, agenda & minutes – Bonnie and Janice
 - c. Contracts – Review all & prepare for renewal – Wayne and Barb
 - d. Monthly Financials – Janice
 - e. Budget – Entire Board
 - f. Member/Owner at large – Paul (invaluable)

Paul made a motion to accept the duties/responsibilities assigned, Janice second, motion carried

3. **Report on Dryer Vent repair and cleaning:** see attached*

4. **Report on General Labor work:** Randy’s Repairs completed sealing of corner eaves, door trim painted, doors silicon, driveway crack repairs and south side windows washed. Work performed to our satisfaction.

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5. **Snow Storage:** the snow storage area will be changed from the west side of the garbage housing to the east. This will be monitored over the winter if any problems arise, we will revisit our decision. Options at that time would be to move back to original area or have it trucked away.

Wayne made a motion to change storage area of snow to east side, review throughout winter, Barb second, motion carried 3-1

6. **Electronic Votes to be read into minutes:**

- a. Quote from Randy's Repairs was accepted for all the outdoor work; eaves, paint, silicon, crack repair and wash south side master windows.

7. **Mulch Quote** – for south side

- Farmboy was contacted to give us a quote to build retaining walls to hold control mulch flow and to supply the mulch. Quote came in excess \$21,000. Barb will request quotes from several contractors to supply gravel without the retaining walls. Janice moved and Wayne second, motion carried.

8. **Budget Review** – General discussion with regards to 2021 Budget, we will continue discussions and decisions in the upcoming meetings.

9. **Bylaw Updates** – we discussed changing By-laws, we found at this point it is not imperative to have them completed before Dec 31st, 2020. We will refer to the new Standard By-Law if we incur any issues. Moved by Janice, seconded by Wayne

10. **Financials** – Janice reviewed the Operating and Reserve Fund Accounts and reviewed procedure for change of signing authority. Signed copy of Minutes must be attached to the Resolution attachment*

11. Resolution – Remove signing authority from Robert Bernard

Assign signing authority to Bonita Grant

12. Next meeting **TBA**

Meeting adjourned 12:00 p.m.