

CONDOMINIUM CORPORATION No. 1513108 – Sunvale Place Villas

Annual General Meeting (Zoom) - Minutes

September 24, 2021

Meeting was called to order at 2:00 PM

The President of the Board of Directors, Barb Warner, was unable to be present so the **Vice-President, Wayne Bulloch** agreed to serve as **Chair**.

- 1. Quorum** was established with a total of 15 units represented by owners or proxies. Zoom attendance sheet, signed by Janice Carlson, is available.
- 2. Proof of Notice of Meeting** was supplied.
- 3. Minutes of the AGM held on June 23, 2020** were provided to all Owners prior to the meeting. No errors, omissions, deletions were brought forward. The Chair called for a motion to approve the Minutes as distributed. Bill Carlson moved that the Minutes be approved. Sharon Bobier seconded. Motion carried. (15 votes for, nil against).
- 4. President's Report:** On behalf of the President, The Chair thanked the Board Members for giving freely of their time and for their diligent work especially during this unusual time in our lives. Appreciation was also expressed to the owners for putting faith in the Board members as they work in everyone's behalf. And a reminder was given that no Board decision is made lightly and is a democratic process. Owners were also asked to put requests in writing, either by email or handwritten, in order to ensure it gets on the Board Meeting Agenda and is dealt with as soon as possible.
- 5. Board Member Reports**

Wayne Bulloch: One major maintenance issue was experienced in December 2020 with the heating system. An ignitor stopped working and with the holiday period, it took several days for GM Mechanical to obtain a replacement. To ensure continual heating, they switched the ignitor back and forth for a few days until the replacement arrived. The Board approved the purchase of a backup ignitor (\$52.00). We now have a replacement for the small pumps (which cannot be rebuilt or repaired when they fail) and a spare ignitor kit.

A second small maintenance issue was discovered recently when the doorbell of a unit stopped working. After replacing the doorbell with a wireless one, it was discovered that the "coil" (transformer) for the doorbell is in the garage behind the cover for the infloor heating controls.

Janice Carlson: Janice and Wayne reported on the Dryer Vent inspection, repair, and cleaning. Vent disconnects were discovered in 11 units and 5 units had ERV fans disconnected from the roof. All vents were also cleaned. The technician said that normally it is suggested that vents be cleaned every 2 years but given the fact that there are only 1 or 2 occupants of each unit, cleaning every 3

years was sufficient. The inspection and repair were reported to our Insurance Broker so that it can be taken into account when getting the best quotes for our insurance renewal.

6. Financial Report: The Treasurer highlighted some aspects of the Audited Financial Statements as follows:

- i. **Items exceeding Budget:** The Contingency budget was exceeded due to the Dryer Vent Repair and Cleaning which was unplanned. The budget items for Natural Gas and Water/Sewer were also higher than budgeted. This was probably due to now being at full occupancy and the “shelter in place” order during the pandemic. Carbon tax increases were also a factor in the Natural Gas costs.

A question was raised with respect to irrigation costs. It was explained that due to a Town of High River error, it appeared that water consumption did not merit the cost for a separate irrigation meter (eg. 98 cubic meters was being charged as 9.8 cm). Meters were changed out before the error was discovered. Town of High River reimbursed the cost of removing the meters and reinstalled them at no cost. However, they did calculate and charge us for the unpaid consumption in 2019 and 2020. These adjustments were spread over 2020 and 2021.

- ii. **Reserve Fund Balance** increased from \$27,789 on January 1, 2020, to \$47,291 at the end of 2020. However, the reserve fund study recommended a 2020 year-end balance of \$56,349 so there was still a shortfall of \$9,000. As the Reserve Fund Report projection indicates, the painting listed on the Reserve Fund Study (\$6,364) is not required and will help us get closer to the Reserve Fund Plan recommended amount by the end of 2021.

A Chart was provided in the meeting handout package to illustrate the allocation of Condo Fees in 2021. The chart will be posted on the Website in the section Insurance and Finance – 2021.

The Treasurer reminded Owners that they are welcome to ask questions at any time about the Finances of the Corporation.

- a. **Appointment of Auditors:** The Board reported that they were very satisfied with Murray Hunter Professional Corporation as Auditors for 2020. Janice Carlson moved that they be appointed for the 2021 Audit. Fritz Peyerl seconded the motion. Motion carried unanimously (15 votes for, 0 against).
- 7. 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.”
- 8. Motion Confirming Number of Board Members:** Five members still seems to be optimal. Robert Bernard moved that the number of Directors remain at five for the coming year. Paul Ladobruk seconded the motion. Motion carried unanimously (15 votes for, nil against).
- 9. Election of Board Members:** Robert Bernard, Paul Blomfield, Wayne Bulloch, Janice Carlson, and Barb Warner indicated that they are willing to serve as Directors for the coming year. There were no other names put forward, so they were elected by acclamation.

10. Old Business:

- a. **Rear Unit Doors** – All rear doors were sealed to prevent water from leaking into the door interior and rotting the wood. Door edges were painted for the same reason.
- b. **Leaking fascia and eavestrough** – The eaves were sealed with a spray sealant. This seems to have been mostly successful although there are a couple of areas that still need attention
- c. **Cracks in driveway concrete:** All visible cracks in the driveways were sealed to try and avoid widening of those cracks.
- d. **North side mulch** – replaced in 2020
- e. **Weeding** – Personal weeding was done around the complex. As well owners helped by doing some spraying.

11. New Business

- a. **Arborist** – A professional Arborist was hired to look after trees and shrubs. It was recommended that the 4 Swedish Columnar Aspen at the entrance be removed as they were diseased and either dead or dying and this has now been completed. Due to limited soil, the arborist did not recommend trying to replant trees but suggested shrubs be placed there. They have also completed a deep root fertilization and have pruned as required.
- b. **South Side Retaining Wall** – Everyone on the South Side of the complex is aware of the constant problem with the mulch washing down the slope. Several different ideas of how to rectify the situation have been looked at. A retaining wall with mid slope barricades was estimated to cost around \$20,000. Art Wutzke proposed laying down stucco wire on the slope (approximate cost \$60/unit) to help keep the mulch in place. He offered to experiment with his unit if the cost could be covered by the Corporation. By next spring we would have a pretty good idea if it would be a cost-effective solution for the entire south side. There seemed to be consensus that it was worth trying. The Board will discuss and let Art know if he can proceed.
- c. **Irrigation** - Farmboy has been trying to test out the irrigation system monthly to ensure coverage is adequate. They informed us that they couldn't complete one of their testing cycles due to owner interference. Owners were reminded that any issues with Farmboy or any other contractor should be brought to the attention of the Board via e-mail and they, as a team, will work on solving the issue.

12. Questions & Answers

- Two Unit Owners reported experiencing noisy water pipes. The Chair asked that they try and note dates and time of day they are experiencing this. The Board will put this on their next Agenda.
- A question was raised as to whether consideration was being given to staining decks. The Board will consider this at a future meeting.

- An observation was made that the building for the electrical meter has detached siding on the West wall. This will be checked out!
- An owner reported that they had to replace toilet flapper as the toilet was running continuously. Owners should be attentive to this as water usage can dramatically increase with leaking taps or toilets.
- Concern was expressed that weed spraying of tree suckers along the south wall could potentially harm trees in the Mundy Park complex. They are already struggling and we do not want to be liable for damaging them. It was noted that the Arborist can be asked about this matter.

13. Everyone was thanked for attending and for being willing to try out a virtual meeting. A motion was requested that the meeting be adjourned. Paul Ladobruk moved, Sharon Bobier seconded and the meeting adjourned at 2:56 PM.