

CONDOMINIUM CORPORATION No. 1513108 – Sunvale Place Villas

Minutes of Board Meeting

March 29, 2022

Attendees: Robert Bernard (Chair)
Paul Blomfield (Facetime)
Sharon Bobier
Wayne Bulloch
Janice Carlson

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

- 1. Minutes of the Board Meeting on November 18, 2021:** Sharon Bobier moved that the Minutes be approved. Wayne Bulloch seconded the motion. Motion carried.

- 2. Business Arising from the Minutes:**
 - a. Arbors & Downspouts:** To resolve the uncertainty over responsibility of arbor and downspout maintenance and due to the desire for a consistent look throughout our complex, the Board agreed that the Corporation should provide maintenance. Moved by Robert Bernard, seconded by Wayne Bulloch. Motion carried.
 - b. Deck staining:** Although the Corporation is responsible for the maintenance of the deck structure, there is no provision for staining and subsequent maintenance of the stained surface. The decks were built with pressure treated wood and do not require staining. Therefore, staining and maintenance of the stained surface will be solely at the discretion of the individual owner. If an owner chooses to stain, the colour choice must be pre-approved by the Board. If the deck was stained prior to purchase, the owner is still responsible for maintenance of the stained surface including any chipping or peeling of the stain. This will be included on the Information Certificate provided to prospective purchasers. Approval of this decision was moved by Sharon Bobier and seconded by Robert Bernard. Motion carried.

- 3. Email Votes to Read into Minutes:**
 - a. February 17, 2022 - Preapproval of pet for prospective purchaser:** A request was received from a prospective purchaser for approval of two small dogs. Wayne moved that we approve the pets. Paul Blomfield seconded the motion. Motion carried.
 - b. March 14, 2022 – Approval of Financial Statements from Auditors:** Robert Bernard moved that the Financial Statements be accepted. Sharon Bobier seconded the motion. Motion carried.

- 4. Future Approval of Pets:** A sample Pet Approval application form (from a Calgary condo) was presented to the Board as a suggestion for our Condo. Some realtors are looking on our website for a process to apply for pet approval and a form might simplify the process. Janice Carlson agreed to revamp the form with Town of High River Bylaw information and present it for discussion/approval at the next Board Meeting.
- 5. Clarification of when Board Approval is needed for Expenditures:** Some recent expensive repairs in the Mechanical Room prompted some discussion as to when Board Approval is necessary to spend money. The consensus was that necessary and/or emergency repairs and maintenance do not require Board Approval. However, optional expenditures (eg. Having a backup part on hand) will continue to need to be brought before the Board. Wayne Bulloch moved to accept this proposal and Sharon Bobier seconded. Motion carried.
- 6. Maintenance Report:** Wayne Bulloch reported on some of the recent maintenance issues. In December 2021, damaged siding was repaired and looking good. In February, GM Mechanical completed repairs on the heating system on the North side. The ignition control failed, and the repair could not be completed immediately as parts had to come from BC. Then in March, leaks on both the North and South sides were repaired. Upcoming repairs include flaking of the parging on some units, rebolting some of the downspouts, and crack sealing on the roadway. A spring inspection will be done to identify any additional maintenance work. A unit owner requested one of the surplus pieces of arbor for his back deck and this was approved. The mulch experiment on the South Side seems to be holding up well and a quote will be requested to complete the work on the remainder of the units.
- 7. Financial Update/Investments:** Janice Carlson provided an overview of current investments in the Reserve Fund. One GIC for approximately \$40,000 is invested at .8% but we have the option to “rewrite” it and reinvest at 2.1% in a 17-month non-redeemable GIC. Wayne Bulloch moved that we use the option to reinvest at the higher rate, Robert Bernard seconded the motion. Motion carried.
- 8. Reserve Fund Report:** Janice Carlson provided the Board with the draft Reserve Fund Report for 2021 with the projection for 2022. Two minor suggestions were made for the 2022 projected expenses. The report will be sent out with the AGM documents.
- 9. Contingency Account:** Last year, the Board decided to try and keep a contingency amount in the Operating Fund of \$15,000 as a buffer against unbudgeted expenses. With higher than projected energy costs in November/December 2021, we ended 2021 with Total Equity just under \$14,000. On January 8, we made the switch from a regulated plan to a fixed rate bundled plan for both natural gas and electricity. This will provide more predictable energy costs and hopefully, save some money. We will need to keep an eye on the Contingency amount available and determine if it needs to be replenished when preparing the 2023 Budget.
- 10. Garage Sale:** A unit owner asked about the possibility of holding a personal garage sale. Instead of multiple individual garage sales, it is proposed that we organize a community garage sale as was done a few years ago. This will be discussed at the AGM to see if there is interest and possible dates.
- 11. Annual General Meeting 2022:** The AGM will be scheduled for May 26, 2022 at 7:00 PM. A “Save the Date” notice will be sent out to the owners. Venue to be determined.

Meeting adjourned at 2:35 PM