

CONDOMINIUM CORPORATION No. 1513108 – Sunvale Place Villas

Minutes of Board Meeting

July 21, 2022

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

Meeting was called to order by Chair at 1:05 pm.

1. **Board Meeting Minutes for March 24, 2022 and May 24, 2022:** The Chair asked if anyone had concerns with the Minutes and if not, for a motion to approve. No issues were raised and Sharon Bobier moved that the Minutes for these two meetings be approved. Wayne Bulloch seconded the motion. Motion carried.
2. **Business Arising from the Previous Minutes:**
 - a) **Pet Approval Form** - Janice had volunteered to draft a form. She reported that this was still a work in progress and this will be deferred to a later time.
3. **Email Votes Read into Minutes:** On May 31, 2022, the Board took an email vote on the following decisions:
 - a) Renewal of CCI Membership for 2022-2023 at a cost of \$115.50
 - b) Approval of participation in the High River Parade of Garage Sales on June 11 in addition to the Sunvale Place Villas Garage Sale planned for July 22, 23.
 - c) Appointment of Officers – Robert Bernard, President; Wayne Bulloch, Vice-President; Janice Carlson, Secretary-Treasurer.

Robert Bernard moved acceptance of these three proposals, Paul Blomfield seconded and the email vote recorded that all were in favour.
4. **Financial Report:** The Secretary-Treasurer gave an overview of the Operating Financials at the end of June. We are staying within budget for most items. We have been running a deficit in revenue vs expenses since the beginning of the year and have been drawing down our \$15,000 Contingency to meet expenditures. With lower natural gas costs over the summer and our major maintenance expenses taken care of, we hope to regain a little ground over the summer months.
5. **New Business:**
 - a) **Unstable Trees – Units 11, 13, 20:** The rain and windstorm a few weeks ago revealed that 3 of our trees are not well rooted. Somerset Tree Service has inspected the trees and recommended removal and replanting. They will not attempt staking the trees as they do not believe this would be a permanent solution and do not wish to be involved if the trees fall and damage persons or property in the future. As the trees grow bigger, the potential for serious damage will only increase. Since the immediate risk is minimal and new trees will do better if replanted in the spring, the Board is willing to wait until late fall 2022 or spring 2023 for removal. Somerset will be contacted for their opinion on timing. A motion to remove and replant the trees at a time

the Board deems optimal was made by Janice Carlson. Wayne Bulloch seconded the motion. Motion carried.

Note: Town of High River has removed several trees across the fence in the Mundy Park Apartments for similar reasons. Trees were damaged in the windstorm, diseased, and/or growing too large for their location with risks to persons and property developing. Replanting of more appropriate vegetation will occur Spring 2023.

- b) Maintenance Work:** The major Reserve Fund Project to spread mulch to the rear of the South Side units has been completed and has enhanced the appearance. Downspouts were extended and lowered (where necessary) to reduce the tripping hazard.

Some North side units had rubber stone installed around the deck as rodents were digging under the decks and/or eavestrough runoff was eroding the soil. Eavestroughs were also lowered as needed to reduce tripping hazard. Sealing of stucco throughout the complex was completed as well as some concrete sealing. Eavestroughs throughout the complex were repaired as needed.

Several owners have been weeding and trimming tree suckers which has kept things looking good. Farmboy was brought onsite to do an application of RoundUp in some areas and complete some hand weeding where RoundUp was not appropriate. Hopefully, this will keep things looking good into the fall.

Two pending issues were discussed. One is needed repair work to the gate post at the east end and replacement of one arbor so that it matches the rest of the complex. R & R Randy's Repairs will be contacted for a quote.

- c) Record of Tenant Information:** It was brought to the Board's attention that the Alberta Condo Act requires Condominiums to keep a record of the names of tenants and rental amounts. Privacy issues were discussed as not all Board Members need to have this information. A motion was made that Paul Blomfield retain this information and keep the President and Secretary informed of the names of tenants in case emergency personnel or the police require knowledge of the occupants. Any owners who decide to rent their unit in the future will need to submit this information to Paul. Wayne moved that this process be adopted. Sharon Bobier seconded the motion. Motion carried.

6. Reserve Fund

- a) Reserve Fund Investments:** Subsequent to the maturing of two GICs, there is currently \$33,768 in the Reserve Fund Savings at an interest rate of 0.9%. A motion was made to invest \$20,000 in a 2-year nonredeemable GIC at 4.2% and \$5,000 in one-year redeemable GIC at 2%.
- b) Reserve Fund Study:** Three proposals for our 5-year Reserve Fund Study were obtained. The decision was made to accept the proposal from Keller Engineering due to the clarity and level of detail provided. There was also a comfort level in the fact that they are based out of Calgary while the firm with the lowest quote is based out of Grand Prairie. Robert Bernard moved that the proposal from Keller Engineering be accepted at a cost of \$4,200. Sharon Bobier seconded the motion. Motion carried.

Meeting adjourned at 2:20 PM