

CONDOMINIUM CORPORATION No. 1513108 – Sunvale Place Villas

Minutes of Board Meeting

May 11, 2023

Attendees: Wayne Bulloch (Chair)
Patsy Billey
Paul Blomfield
Janice Carlson
Jessie Mackenzie

Meeting was called to order by Chair at 1:10 pm.

1. Email Votes Read into Minutes:

- a) On March 14, 2023, by email vote, the Board approved the Minutes of the March 16, 2023 Board Meeting. Robert Bernard moved that the Minutes be approved, Wayne Bulloch seconded and the motion carried.
- b) On March 27, 2023, by email vote, the Board approved the Audited Financial Statements by Murray Hunter. Robert Bernard moved that the 2022 Financial Statements be approved, Wayne Bulloch seconded and the motion carried.

2. Election of Officers: Following a discussion of responsibilities and experience, Janice Carlson moved that Wayne Bulloch serve as President, Paul Blomfield as Vice-President, and Janice Carlson as Secretary-Treasurer. Jessie Mackenzie seconded the motion and the motion carried unanimously.

3. Resolution for Change in Signing Authority, Servus Credit Union, High River Branch: The following Resolution was presented:

A new Board of Directors for Condominium Corporation 1513108 (Sunvale Place Villas) was elected on April 27, 2023 at the Annual General Meeting. Subsequently, signing authority at the High River Branch of the Servus Credit Union for Sharon Bobier and Robert Bernard is revoked as they have resigned from the Board and were not re-elected. Signing authority for new Board Members, Jessie Mackenzie and Patsy Billey is being added.

All the Directors will have signing authority. Two signatures will continue to be required for any banking instruments (eg. Cheques). Transfers can be made between accounts by one signature only.

All decisions of how the Accounts are managed will be made by majority vote of the Board of Directors (full list attached).

Each Director will have View Only access to Online Banking. No other Online Banking access will be set up at this time.

Wayne Bulloch moved that the Resolution be adopted. Paul Blomfield seconded the Motion. Motion carried unanimously.

4. **Liaison for Contracts:** There is a need for one main contact person for each ongoing contract. The following assignments were determined:

Farmboy Landscaping & Maintenance Services	Jessie Mackenzie
GM Mechanical	Wayne Bulloch
Somerset Tree Service	Wayne Bulloch
Containaway Waste Removal	Patsy Billey
MacKillop Lawn Services (weed control)	Jessie Mackenzie

5. **Maintenance Log:** A maintenance log has been implemented to record repairs and maintenance work performed. This log was very helpful when the Reserve Fund Study was performed as well as serving as a reminder for work that is not done monthly. Wayne Bulloch volunteered to take over maintaining this log.

6. **Maintenance Work Required:**

Leaks have been identified in 2 units which appear to originate with the roof. Another unit was reported to have a grate missing and nails popping up from shingles. An owner with construction experience has volunteered to inspect the roof and report back to the Board.

Over the winter, a rear door of one unit developed moisture between the glass panels. Wayne Bulloch will follow up.

Two units have reported eavestrough leaks. We have leads on 2 handymen and will follow up to find someone who can carry out this type of repair as well as others which may be identified during the Board's spring inspection.

The Reserve Fund Study identified the need for repair of some cracks in the concrete driveways and curbs. The Board will take a closer look during the spring walk around.

Annually, the Board is responsible for cleaning the exterior of inaccessible windows on the South Side (primary bedroom windows). Patsy Billey will get quote to do the work.

It has been 3 years since the Dryer Vents were repaired and cleaned. Last fall, the firm that did the work quoted \$69 plus GST to do the cleaning. Jessie Mackenzie moved that we go forward with the work if that quote is still valid. Patsy Billey seconded the motion. Motion carried. Janice Carlson will follow up with Calgary Dryer Vent Wizard.

7. **Unstable Trees:** Further to the presentation by Art Cox of Somerset Tree Service at the AGM, the Board discussed the issue of 3 trees which proved to be unstable in wet conditions with high winds. At the meeting, we heard the opinion of a certified arborist that, although these trees may live for several years, they will never develop a proper structure and the risk of damage to property and life will only increase as they get bigger. The Board was unanimous in feeling a responsibility to protect the complex to the best of their knowledge and ability. A motion was put forward to remove and replace the 3 trees which have been identified as unstable. Janice Carlson moved that the motion be accepted. Paul Blomfield seconded the motion and the motion carried unanimously. Wayne Bulloch will follow up with Somerset Tree Service and once we have more information, the owners of the affected properties will be informed.

8. **AE Security Proposal:** With the ongoing vandalism of the fence, a proposal for installation of security cameras was requested from AE Security. The estimate for equipment and labour was \$11,145 not including digging a trench for electrical from the mechanical room to the fence and installation of two poles. Since the current deterrent measures seem to be working for now, the decision was taken to hold off on pursuing such an expensive solution. If the vandals return, we will look at installing motion sensor lights to see if that would be a bigger deterrent. If nothing else works, we may have to follow up with bigger security. Repairing damage has now cost almost \$2,000.
9. **Spring Walk Around Inspection:** It was determined that a walk through the property would be carried out on Monday, May 15, 2023 at 9:00 am to try and identify if additional maintenance needs to be done this summer.
10. **Safety Plan in Case of Ambulance:** Two owners have experienced difficulties when paramedics attempted to exit the unit with a stretcher. The arbor, storm door, piled snow and even a freezer or other garage storage were identified as potential obstacles. It was agreed that this information should be shared with residents so that each household can give some thought as to what steps they would take in an emergency.
11. **Owner Request for Flowerbed Extension:** A request was received from an owner to extend the length of their flowerbed as far as the arbour. Approval was granted with the caveat that any damage to irrigation lines would be the responsibility of the owner. Wayne Bulloch moved that the approval be granted. Patsy Billey seconded the motion. Motion carried with 4 votes in favour and one member recusing themselves.
12. **Arbor Decoration:** This topic was on the AGM agenda but due to time constraints, was not able to be discussed thoroughly. There are some owners who have expressed the desire for the arbours to remain "bare" and others who wish to add a little decoration. It was proposed that an email poll be carried to see where the feelings of the majority lie before moving forward with any new rule.

13. **Other Business:**

Garbage – It appears that some garbage is not being properly bagged before being put in the garbage bin (Bylaw 62 (b) (xiv)) and that some prohibited items are being disposed of improperly. It was agreed that a reminder letter be sent out outlining Bylaw provisions, Containaway Waste Removal prohibited items, and information regarding the FAIM recycling pickup in case owners would like to avail themselves of this service.

Communication – The Secretary reminded everyone of the importance to put requests/concerns in writing to the Board email and to encourage all owners to do the same. This way, the information can be communicated to the entire Board and dealt with appropriately.

Emergency Exit Gates – Vehicles have been observed blocking the emergency exit on at least one occasion. If this continues, the Board will notify Rowan House in case it is one of their employees or visitors. If it becomes a regular problem, the Board can contact officials to have the vehicle ticketed and/or towed. If we need to evacuate quickly, or allow emergency vehicles into our complex, having this exit clear will be vital so this will be monitored closely.

Meeting adjourned at 2:50 PM

We hereby certify that the Minutes of the Meeting of the Board of Directors, Sunvale Place Villas, which was held on May 11, 2023 were approved by email vote on May 17, 2023. Wayne Bulloch moved to approve, Jessie Mackenzie seconded and there were 4 votes in favour (one absent).

Handwritten signature of Wayne Bulloch in cursive script, written over a horizontal line.

Wayne Bulloch, President

Handwritten signature of Janice Carlson in cursive script, written over a horizontal line.

Janice Carlson, Secretary-Treasurer