

**CONDOMINIUM CORPORATION No. 1513108 – Sunvale Place Villas**

**Annual General Meeting - Minutes**

**April 24, 2025 – Odd Fellows Hall, High River**

**Meeting was called to order at 7:06 PM**

**Barb Warner (President) served as Chair**

- 1. Quorum** was established with all 22 units represented by owners or proxies. Sign in sheet is available. Directors on the Board were introduced: Barb Warner, Wayne Bulloch, Paul Blomfield, and Janice Carlson (casual replacement for Patsy Billey who resigned in the fall of 2024).
- 2. Opening Comments by Chair:** Chair thanked everyone for coming and commented that the turnout for our AGM is exceptional. Much larger condo communities do not have half as many owners present as we do. Meeting was identified as the Annual General Meeting of Condo Corporation 1513108. She asked everyone to keep questions/comments to the topic at hand and explained that there would be an opportunity at the end of the meeting for new business.
- 3. Proof of Notice of Meeting:** Chair confirmed that proper notice of the meeting was provided by email or direct delivery on Friday, March 21, 2025 or 34 days prior to the meeting.
- 4. Minutes of the AGM held on May 13, 2024,** were provided to all Owners prior to the meeting. Chair called for a motion to waive reading of the Minutes. Ken Neufeld moved, Bob Warner seconded. Motion carried (22 votes for, 0 against). No errors, omissions, deletions were brought forward. The Chair called for a vote to approve the Minutes as distributed. Kerri Neufeld moved, Bent Thomsen seconded. Motion carried (22 votes for, 0 against).
- 5. President's Report:** Barb Warner reported that 2024 was a relatively uneventful year. One rear door that had warped as been replaced and we are continuing to try and address leaking eavestroughs.

Several owners have volunteered to do work onsite and their efforts are very much appreciated. We want to continue to enjoy their efforts as long as it can be done safely. Mention was made that no volunteers should be on the roof or any high ladders.

Last year our complex was especially beautiful with all the flowers and shrubs. It is great to see the pride we all take in our property. Jessie Mackenzie is especially to be thanked as she is an excellent gardener and has helped a few of us beautify our properties.

As far as plans for 2025, mulch renewal was scheduled for the north side last year but we held off so that both the north and south sides can be addressed at the same time – hopefully will save some expense. The Board will also do a spring walk around to determine what additional maintenance is required.

The President thanked her fellow Board Members: Janice Carlson for finance and bookkeeping, Jessie Mackenzie for being attentive to the landscaping and snow removal contract, Wayne Bulloch for keeping a close eye on our Mechanical Rooms and coordinating with GM Mechanical and Paul

Blomfield for his business sense and experience serving on other condo boards. He is often more objective than those of us who live on site and often helps us stand back and get the bigger picture. She then thanked the owners for giving the Board their vote of confidence to serve the Community in the past year.

## 6. Reports From Officers:

**Wayne Bulloch:** Wayne reported that everything has been quiet on the mechanical end. Just one igniter failure recently on the north side but it was repaired before we got chilled. He has requested that GM Mechanical clean the igniters during their spring and fall inspections and this has seemed to extend their lifespan. A spare igniter was purchased and is kept in the mechanical room to ensure replacement can be done immediately if required. Further to a query from an owner, he explained that we also have spare pumps on hand in case of failure.

**Jessie Mackenzie:** Jessie reported that Farmboy Landscaping has been very cooperative and ready to correct deficiencies if they occur. To reduce ice build up on the roads, they were asked to blow snow from driveways onto the lawn and not the road. Also the little sweeper has been cleaning a path beside the road curbs to keep a safe walkway.

## 7. Financial Report: The Treasurer, Janice Carlson, highlighted some aspects of the Audited Financial Statements as follows:

- i. **Fiscal 2024 Operating:** We finished 2024 very close to budget in every category. There were no major unexpected expenses, so no Contingency funds were used. As a result, we ended the year with approximately \$15,000 in the bank. This is the amount that the Board determined would be a reasonable financial cushion. The Alberta Condo Act does not allow us to accumulate funds in Operating so we are not looking to increase that cushion. However, we are hoping that this “Contingency” amount will allow us to pay our insurance premium as a lump sum rather than financing it through monthly payments. Recently, financing costs are averaging \$800 annually which works out to \$3/month/unit in our condo contributions.
- ii. **Specific Budget Items:** Janice identified Natural Gas as one of the major expenses with a total cost of \$13,732 in 2024. However, this was only \$52 per unit per month to cover heat and hot water which is very reasonable. And the actual natural gas consumed cost \$18/month/unit with the remainder being administration and transport costs. Therefore, although some may feel some angst at seeing a bedroom window open in winter or a garage door left open for fresh air, we all need to be comfortable in the way we use our homes. Some may run their dishwasher every day and others may enjoy hot showers and some want fresh air even in winter. With an average cost of \$52 per month, our heat and hot water costs are definitely not excessive.
- iii. **Reserve Fund Balance** increased from \$132,691 on January 1, 2024, to \$172,443 at the end of 2024. The only expense was replacement of a rear door which had warped. Mulch replacement in 2025 will be paid from the Reserve Fund. The Reserve Fund study also provides allowances for water infrastructure, irrigation infrastructure, decking system and stucco repair in 2025. It is yet to be determined if repair and maintenance will need to be done in any of those areas in 2025. It is reassuring that when the maintenance is needed, the money will be there to do it.

- a. **Questions on Financial Statements:** The **Treasurer** was asked what the interest rate was for financing the insurance. That information was not at hand so the question will be answered via email after the meeting.

There were no other questions. The Treasurer reminded Owners that they are welcome to ask questions at any time about the Finances of the Corporation.

- b. **Appointment of Auditors:** The Chair reported that the Board is very satisfied with Murray Hunter Professional Corporation as Auditors for 2024. They have not increased the price for the audit since they were initially hired in 2021. Bent Thomsen moved that they be appointed for the 2025 audit. Peggy Armstrong seconded the motion. Motion carried unanimously (22 votes for, 0 against).

## 8. Election of Directors

- a. **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.”
- b. **Motion Confirming Number of Board Members:** Five members still seems to be optimal. Bev Brecka moved that the number of Directors remain at five for the coming year. Eunice Schmuland seconded the motion. Motion carried unanimously (22 votes for, nil against).
- c. **Election of Board Members:** Paul Blomfield, Wayne Bulloch, Janice Carlson, Barb Warner, and Jessie Mackenzie indicated that they were willing to serve as Directors for the coming year. The President asked if there were any other owners who would like to put their name forward to service on the Board but there were no volunteers. The five candidates were elected by acclamation.

## 9. New Business:

### a. Landscaping

Jessie Mackenzie reported that she met with Farmboy Landscaping earlier that day and requested quotes for the mulch. They also suggested either a retaining wall or artificial turf might be a solution for erosion on the rear of south side units and will provide a quote for both. Randle Handles has provided a quote for tree fertilization and that will be done in the coming weeks.

#### Questions:

#### **Why are there some capped irrigation lines on the south side?**

Barb Warner explained that there were more trees and bushes prior to the deck construction and when they were removed the drip line irrigation for them was capped.

- b. **Exercise Water Shutoff** – Wayne Bulloch explained that main water shut off valves should be exercised at least once a year to ensure they will function in an emergency. Recently one owner had difficulty shutting the valve and the issue has yet to be resolved. Another owner volunteered the information that sometimes wiggling gently will get them moving. If anyone needs help with this, please contact the Board.

- c. **Clean ERV** – Wayne reminded everyone that ERVs should be cleaned regularly. The recommendation in the manual is to clean the filters quarterly but once a year should be more than enough. Janice volunteered the information that the manual is available on the website.
  - d. **Deck Maintenance** – A question was raised as to who is responsible for maintaining the deck surface if it has been stained/painted. There is a resolution on file and Janice Carlson will do the research and send out the information soon.
  - e. **Noise from attic** – One owner expressed that they have an almost continuous tapping (water dripping) type sound in their attic. It was explained that as heat and hot water pipes run through the attic, there will always be some noise from joint expansion and contraction. All owners acknowledged that they do experience the same sound, especially in winter.
  - f. **Eavestrough leaks** – The filament tape that was applied has helped a little, but an owner reported that they still have problems. Unit 18 has reconfigured their downspout to remove an elbow joint and that seems to have helped. The Board continues to try various solutions and has not given up on the problem.
  - g. **Website maintenance** – Bill Carlson has developed and maintained the website since we became self managed. He is unsure how much longer he will be able to continue so the Board will be requesting a quote from the company who hosts the web page. However, if anyone is interested in learning how to upload documents, Bill would be happy to train them.
  - h. **Cleaning of dryer vents** – An owner asked how often dryer vents were cleaned. It was explained that after dryer vents were initially cleaned in 2020, the company suggested redoing the cleaning in 3 years. However, when they were cleaned in 2023, there was a lot of lint buildup and it was recommended that we clean after 2 years. Therefore, maintenance of the dryer vents is scheduled for 2025.
10. There were no further questions, and the Chair called for a motion to adjourn. Wayne Bulloch moved that the meeting be adjourned, and Bent Thomsen seconded the motion. Motion carried (22 votes for, 0 against). Meeting adjourned at 8:02 PM