

Minutes of the Meeting of the Board of Directors for Chaparral Estates – December 2, 2008 – Unit #45

CALL TO ORDER:

Meeting called to order by Mechtild at 6:32 pm.

ATTENDANCE:

In attendance: Jim Carroll, Mechtild Foelling, Tia Melnechenko, Wanda Olson, Lorna Romaniuk
On behalf of Montgomery Ross: Juliana Borisova.

Regrets: Donn Lang

MINUTES OF PRIOR MEETING:

Wanda moved that the minutes of the October 21, 2008 Board of Directors ("Board") meeting be accepted as distributed. Mechtild seconded. All approved.

REPORT FROM JULIANA BORISOVA:

1. The snow removal contract has been signed with Total Landscaping. Jim commented about a block being knocked over, around B garbage, Julianna to call Total Landscaping and advise to be careful.
2. The new insurance certificate has been sent to all owners.
3. Jim's invoice has been paid for 8 hours of work completed.
4. Leslie Thompson has been paid for the season's work in maintaining the front entrance flowers. Approx. \$600.00 for the season (\$25.00/week).
5. Juliana received a quote for the repainting and replacing of the unit numbers and the board they are attached to. It was discussed that we should consider replacing the wood bases with plastic ones. It was decided that this project would be deferred to a spring project.
6. Bryan Burt from Dyna-Crete inspected Donn's back steps. It was discussed whether, based on Bryan's comments, a polymer/epoxy coating would work. Tia had conversations with her Father-In-Law, cement contractor, and comments from him were if moisture were to penetrate in between the cement and polymer/epoxy coating then issues could occur. In any event, this project has been deferred to spring which at that time the Board will discuss with Dyna-Crete and Total Garage on solutions.
7. Juliana has received all information from the car accident that damaged the west side fence. Juliana has contacted the Police Officer, the insurance company and the individual involved. Repairs to fence are approximately \$1,200.00. Currently Juliana is waiting to speak to the Adjuster.
8. Juliana has forwarded the financial information for the past year to Shahid for audit. Auditing expenses have increasing by \$100.00 to \$1,700.00.
9. The Annual General Meeting has been booked for Wednesday February 25, 2009, 7:00 p.m. to 9:00 p.m., at South Fish Creek Recreational Centre, same place as last year. The charge for room rental and coffee is approximately \$84.00.
10. Juliana has forwarded a second letter to Unit #31 regarding the dented garage door and the fireplace vent. Juliana will forward the owner/resident a registered letter that if repairs are not completed within 7 days from letter date a contractor will be hired to complete the repairs. The letter will also request a written confirmation from ATCO Gas that the fireplace has been inspected and is safe and to remind owner regarding the Bylaws around his barking dog.
11. Juliana has forwarded a letter to Unit #36 regarding the damaged siding and requested it be repaired. Juliana will also request the painter and Abacus, when onsite next, to determine the colour of our siding and check for availability.
12. Juliana has forwarded a letter to Unit #37 in regards to the request of installing a satellite dish. The Bylaws indicate that no satellite dish larger than 30" will be permitted. The request from Unit #37 was for installation of a 32" satellite dish.

13. Mechtild's siding will be checked in spring to ensure the materials underneath are dry. There is concern that moisture is collecting behind the siding.
14. The financials submitted are in good order.

COMPLETED MAINTENANCE ITEMS:

1. Unit #51 – Damage to external fireplace vent has been repaired.
2. Unit #74 – Holes in foundation are repaired
3. Unit #63 – Blown out fascia has been repaired
4. Front fence repair has been completed
5. Fence damaged by car accident has been completed.
6. Unit #29 left a hose running while on vacation. This resulted in Unit #27 basement to leak. Both units are communicating with insurance to resolve this.

GREEN CARPET:

It was reconfirmed that the Board is not committing to Green Carpet for the 2009 landscaping season as of yet. The Board feels it is too early to commit to a contract but will look at quotes submitted in February/March 2009.

Juliana commented that she met with the owner of Peritus Yard Maintenance and was impressed by his honesty and willingness to provide quality service at a low rate. Juliana will request work references on behalf of the Board and will invite him to quote when the Board will be reviewing landscaping for 2009.

The flower bed raising job, adding an additional tie on retaining wall, has not been completed properly and the invoice has not been paid, approximately \$1,200.00 for adding a tie on the back part of the wall under the fence. However, there is an additional outstanding invoice of approximately \$600.00 that Juliana has been given approval to pay.

Green Carpet has not completed the fall aeration for the 2008 landscaping season due to weather conditions. It is too late in the season for this to be completed.

A walk around meeting with Green Carpet, Juliana and any available Board member, will be requested by Juliana for December 13, 2008 at 1:00 p.m. to meet in front of Unit #67, depending on weather conditions. The purpose of this walk around is to discuss the issues regarding the flower bed. Juliana will investigate any emails or correspondence when the job was requested and discuss with Green Carpet what needs to be completed. The damaged down spouts will also be discussed with Green Carpet.

CEMENT APPROACHES:

The Board is requesting a letter of commitment from Dennis of CNN Designs to ensure that he does intend to redo the deteriorating cement approaches. The Board recognizes that he has already poured a "test" to determine if the mix will survive the winter. Juliana will follow-up with Vicci and obtain.

Lorna will also determine how many approaches are in need of repair when she delivers the Chaparral Estates Newsletter.

LIGHT REPLACEMENT:

Juliana will arrange to have all outside street lights replaced with the exception of the light outside Unit #86. It was determined that that particular street light hood has been previously repaired and will be next to impossible to remove to have light replaced.

LEAKING CEILINGS:

Three units, Unit #82, Unit #2 and Unit #9 (?), have complained of leaking ceilings in the middle on the living room, on main floor. Juliana will investigate with owners to determine what the

cause of each leak was. It will then be discussed by Board whether this should be included in a future newsletter to alert owners of a potential "inside" issue.

INVESTMENTS:

The Board has been invited to hear Richard Strand from HOME Investment Management Inc. regarding the investing of Reserve Fund monies. The Board agreed to hear Mr. Strand's presentation on Tuesday February 3, 2008 at 5:30 p.m. at the offices of Montgomery Ross.

NEXT MEETING:

Tuesday, February 3, 2008, at 5:30 pm. at the offices of Montgomery Ross, 700 – 4th Avenue Southwest

ADJOURNMENT:

Jim moved that the meeting be adjourned at 8:26 pm.
Seconded by Wanda. All approved.