

**Minutes of the Meeting of the Board of Directors for
Chaparral Estates – July 7, 2009 – Unit #67**

CALL TO ORDER:

Meeting called to order by Mechtild at 6:30 pm.

ATTENDANCE:

In attendance: Jim Carroll, Mechtild Foelling, Wanda Olson, Tia Melnechenko, Lorna Romaniuk, Donn Lang

On behalf of Montgomery Ross: Juliana Borisova.

MONTGOMERY ROSS REPRESENTATION:

The Board of Directors ("Board") was notified that a new representative from Montgomery Ross has been assigned. The Representative's name is Tracey and will contact Mechtild in due course.

MINUTES OF PRIOR MEETING:

Wanda moved that the minutes of the June 3, 2009 Board of Directors ("Board") meeting be accepted as distributed. Jim seconded. All approved.

FINANCIALS:

There are no condo fees in arrears. The only outstanding issue involves Unit #27 and #29. There are no updates as the insurance agent is on holidays.

CONCRETE STEPS AND APPROACHES:

It was unanimously decided not to contract Dennis or CNM Designs for any future projects. Legal action was considered however it was proven that the Board did not attempt to contact CNM Designs within the one (1) year warranty period to report crumbling or damaged approaches.

The Board will consider the following options in repairing the steps and approaches:

1. To apply a sealant to the steps and approaches to prevent further erosion.
2. To apply a fiber/epoxy coating (as was applied to the back steps of 86) on steps and approaches
3. To have the top layer of concrete exposed (aggregate) and apply sealant.

Juliana will arrange for a quote to be forwarded to all Board members for option #3. If a resolution can be found that addresses the deterioration and is reasonable the Board will approve repairs before the next meeting. However, if the costs associated with the repair are onerous Montgomery Ross will mail a survey to all owners in hopes of determining whether this is a priority for the majority.

UNIT #27 and #29:

The Co-Operators Insurance Agent is currently on holidays. Upon his/her return Juliana will follow-up on whether the seepage in Unit #27 is a result of poor drainage in the complex.

UNIT #31:

The owner has notified Juliana that a new garage door has been ordered and will be installed within 6 weeks.

The owner will be invited to the next Board meeting to address the barking dog and the numerous complaints. If the owner does not attend he will be notified that he must take whatever actions are required to prevent the dog from barking incessantly, covering the front window, etc., or it will be removed from the community.

A time frame for a resolution will be discussed at the next meeting.

UNIT #32:

Juliana will send the owner a letter advising them that the badminton net must be removed from grass area when not in use. Also, a reminder to water the grass will also be included.

UNIT #38:

The satellite dish has been removed however the post remains. Juliana will contact the owner and instruct them that the post must be removed by end of week or Abacus will remove the post at the owners' expense.

UNIT #49:

Juliana has notified the owner that they are responsible for the deductible charged by the insurance company. Payment is forthcoming.

UNIT #65:

Tia has spoken to the new owner. He has taken responsibility for the pet damage let by the previous owner/renter. It will be repaired shortly.

UNIT #68:

Unit #68 has requested approval to install an awning on the rear window. This request has been approved with the understanding the awning must be esthetically pleasing and match the building décor.

UNIT #84:

Juliana will attempt to contact the contractor who installed the French Drain last summer. Juliana will provide the contractor Lorna's phone number so she can meet with him and come to a resolution on her window well that fills with water.

UNIT #86:

Unit #86 has experienced some water seepage in the basement. The owners will advise if more seepage occurs. Concerns have been raised on whether this is a foundation issue.

EMAIL ADDRESS:

Tia will set up an email address for Chaparral Estates. The email address will be: ChaparralEstates@shaw.ca. Information to access the account will be as follows:

1. Webpage: www.webmail.shaw.ca
2. USERNAME: ChaparralEstates
3. PASSWORD: concrete

This email address is to be distributed to owners via the newsletter.

ABACUS:

Abacus has had difficulty in matching the siding for repairing the barbeque damage. They requested an additional fee of \$70.00/unit to be charged to the owners in order to match the siding. The Board feels this is reasonable as continuity is important for esthetics.

Abacus also prepared a list of minor repairs to the eaves and downspouts. The Board approved the maintenance work.

EXPLOSIVE LANDSCAPING:

The Board has approved for Explosive to remove the dead bushes located in the west flower bed and bed behind front entrance. The removal of dead plants shall not exceed 2 hours of labor.

Additionally the Board has approved for landscaping material and mulch be adding to the bed containing the bushes alongside Unit #88.

It was discussed whether a border and decorative rock be added to the sides of the buildings where grass will not grow. It was acknowledged that although this is a Board issue a decision will be deferred until next spring.

It is acknowledged by the Board that Explosive will not maintain beds where owners have planted annual flowers.

The Board wishes to extend to Explosive a "High Five" for a job well done.

ATCO:

Letters to owners that have a black residue around their fireplace vents were not sent. Juliana will ensure these will be completed before the next meeting.

OUTDOOR LIGHTS AND NUMBERS:

Jim has completed the installation of all front exterior lights, with the exception of Unit #8 which will be completed ASAP. It will be included in the newsletter that owners are responsible for disposing the old brass lights as they see fit.

The installation of the new backboards and numbers will begin. Donn and Tia will chose the numbers and give the make and model to Juliana. Juliana will in turn pass the information along to the contractor who quoted on the project late last year.

ASHPHALT REPAIRS:

Asphalt repairs have been deferred until the steps/approaches issue has been resolved.

RESERVE FUND STUDY:

Montgomery Ross will contact Manticor Engineering to conduct a Reserve Fund Study update. It has been 5 years since the last study, conducted by Manticor Engineering, was completed.

LADYBUGS:

Ladybugs were released in the community and have seemed to be effective as the aphid population does not seem to be excessive.

WEST FLOWER BED:

Repairs to the west flower bed have been completed by Jim. The Board appreciates all the efforts and excellent work Jim has put into this project. The estimate provided by Green Carpet to complete the project was \$1,942.50.

LOAM:

Lorna will add in the next newsletter that loam is available for use by residents. The loam can be located in garbage B.

RENTING OF UNITS:

It was discussed whether the Board should charge a damage deposit to all owners applying to rent their unit. Juliana provided the insight that this has proven not to be a deterrent. It was discussed however that owners must report all renters to Montgomery Ross for emergency purposes first and foremost. This will be included in the newsletter.

INVOICES:

Jim provided bills for materials in the approximate amount of \$400.00 and 70 hours for labor. Lorna moved that the maintenance rate paid to Jim be increased from \$25.00/hour to \$30.00/hour. Wanda seconded. All approved.

NEXT MEETING:

The next meeting will be on August 11, 2009, 6:30 p.m. at Unit #86.

ADJOURNMENT:

Jim moved that the meeting be adjourned at 9:15 p.m.
Seconded by Donn. All approved.

AGENDA

Chaparral Estates

August 11, 2009; 6:30 p.m.; Unit #86

1. Unit #31 to address Board
2. Accept minutes of previous meeting – July 7, 2009
3. Monthly Financials – any arrears
4. Concrete Steps/Approaches – Aztec approval via email – how's the work going?
5. Montgomery Ross report
6. Abacus – are the repairs completed?
7. Update on “Numbers” project – Donn's email
8. Unit #32 - Badminton net removed? Grass watered?
9. Unit #38 - Satellite removed?
10. Unit #49 – repairs completed? Any updates on Chaparral insurance claim?
11. Units #27 and #29 – any updates on Chaparral insurance claim?
12. Unit #84 – What was the outcome of the meeting between Lorna and contractor?
13. Unit #86 – Has there been basement seepage again?
14. Windows as per Lorna
15. Renter signs outside the complex
16. Landscaper
 - a. Mulch on front bushes – how does it look?
 - b. Removal of dead bushes, plants in community flower beds – completed?
 - c. Pruning of trees in middle complex bed
 - d. Unit 64 – decorative rock on west side of unit.
 - e. Quote for tree pruning, etc.
 - f. Any other issues?
17. Chaparral Estates email.
18. Roundtable