

Minutes of the Meeting of the Board of Directors for Chaparral Estates December 2, 2009 – Unit #70

CALL TO ORDER:

Meeting called to order by Jim at 6:35 pm.

ATTENDANCE:

In attendance: Donn Lang, Lorna Romaniuk, Jim Carroll, Mechtild Foelling, Wanda Olson, Tia Melnechenko.
On behalf of Montgomery Ross ("MR"): Tracy Harris.
Regrets: Joanne Serjeant

MINUTES:

Wanda moved that the minutes of the October 22, 2009 meeting and minutes of special MR meeting on November 16, 2009 have been approved. Donn seconded. Motion carried.

FINANCIALS:

The repairs undertaken by Abacus due to barbeque damage and charged to owners will be paid no later than January 1, 2010. Any outstanding invoices will be withdrawn from the applicable owner's bank account along with the monthly condo fees on January 1, 2010. Letters to the affected owners have been sent.

The only other outstanding invoice is approx. \$1,500.00 ServPro invoice resulting from the unit #27/#29 water incident. Updates are below.

UNIT #4:

No contact information is on file for this owner. MR has forwarded a letter to the owner requesting they contact the office to register their cat and submit their emergency information. Currently there has been no response. Lorna has offered to visit the owner and request the emergency information which she will forward to MR to be included in their file.

UNIT #23:

The owner has been contacted regarding the unregistered cat and leaving garbage on her doorstep. The owner was cooperative and immediately registered her cat(s) and agreed to not leave garbage on her front doorstep.

UNIT #15:

MR forwarded a letter to the owner regarding the grass damage and noise complaint. The owner responded and agreed to repair the grass in spring and be more considerate of their neighbors. The Board appreciates their efforts.

UNIT #27/#29:

Tracey has spoke to both owners, Nicole and Rhonda, and have requested that they both submit whatever insurance information they have along with a written report of the events.

UNIT #31:

This unit has been put up for sale. No other units are currently for sale.

UNIT #38:

Jim has removed the satellite post. Tracey has reviewed the letter(s) sent to the owner regarding the removal of the post. The verbiage of the letter only requested that the satellite be removed no mention of removing the post was in the letter. The Board feels it inappropriate to invoice the owner for the removal of the post since it was not clearly indicated in the correspondence.

UNIT #39:

There have been no further complaints regarding the barking dog. The Board will review should the issue arise again.

UNIT #49:

All repairs from the kitchen grease fire have been completed with the exception of the kitchen cupboard fronts. The owner is happy with the work completed thus far and expects the job to be completed shortly. The Board will not review this issue again unless a problem arises.

UNIT #57:

Abacus has been asked to inspect the downspout issue. They will report to Tracey their findings.

UNIT #84:

Owen never called back to discuss the possibility of installing weeping tile in the rear window well to connect to the French drain installed the summer of 2008. This issue has been deferred for discussion until spring.

UNIT #86:

The basement repairs are completed! Donn has submitted a bill in the amount of \$882.00 for the replacement of carpet in the basement bedroom only. Mechtild moved, Lorna seconded for this invoice to be paid. Motion carried. Tracey will ensure a speedy payment is made.

Once the invoice from Magiclean is received Tracey will forward to all Board members for payment approval.

The Board approved repairs to the basement because the damage caused was a direct result of a cracked foundation. The Board feels there was a legal responsibility to return the basement to the condition it was before the crack allowed water to seep into the basement bedroom. The carpet was replaced as close to the type/quality as previously installed. The repairs completed by Magiclean were to the wall, closet, doors, etc of the basement bedroom where all the damage occurred.

UNIT #93:

The run off has been installed

RENTERS:

All information has been received for the rented units 29, 39, 43, 61, 68, 82 & 89. No other rented units have been reported.

INSURANCE:

The Board is happy that the insurance premiums have been reduced from \$12,151.00 last year to \$10,573.00 this year. Mechtild moved, Wanda seconded, via email, the premium be paid in a lump sum payment. Motion carried.

New insurance certificates were mailed out to owners on November 12, 2009.

EXPLOSIVE:

Fall aeration was voted by the majority via email. The aeration and fall clean-up were completed. Explosive did not charge for the fall clean-up. The Board will meet with Explosive in early spring to discuss summer plans for flower beds and landscaping.

NUMBERS PROJECT:

This project was voted by majority via email to continue. The project has started November 17, 2009. Picasso will install numbers in blocks of tens. The delay is a direct result of supply of numbers at various hardware stores.

PAVEMENT:

This topic has been deferred for discussion until spring.

ABACUS REPAIRS:

All outstanding repairs have been completed.

PARKING:

Tracey met with the Calgary Parking Authority to review signage in the community to ensure it is appropriate. Calgary Parking Authority agreed it is sufficient and has agreed to patrol the community for parking in the fire lanes.

The letter composed by Joanne has been approved. Tracey will send to all owners. Lorna will add the 3 day/week limit to visitor parking to the newsletter.

RESERVE FUND STUDY:

Manticore has completed the site visit. They have also been advised to NOT include doors and windows. It was noted to Manticore that roofs and siding were concerns of the Board.

YEAR-END AUDIT:

Tracey will contact Shahid Naqi to arrange the year-end audit of the Corporation.

AGM:

The AGM will be held at the South Fish Creek Recreation Complex on March 3, 2010. Tracey will advise all owners. Tia will design signage to be placed at the entrance of the community to remind owners of the meeting. The signage will be put up approximately a week before the AGM. Tracey will provide Mechtild the AGM script at the next meeting.

WELCOME PACKAGE:

The Board will review the Welcome Package sent to all new owners in the New Year. Clearer definitions of policies not included in the by-laws, visitor parking, etc, will be added so there will be a better understanding of expectations.

WEBSITE:

Tia will investigate the possibility of starting a Chaparral Estates website. She will report back to the Board at the next meeting.

NOTICE OF MOTION:

Dari Lang, Unit #86, has requested an accounting of the rationale behind the increase of fees from \$208.00/month to \$220.00/month. She requested that this be discussed at the AGM. The Board discussed and agreed that this is not an AGM item. The Board is elected to make these decisions not to add to the agenda of the AGM.

It was determined that Dari is more at odds with the verbiage contained in the letter of the fee increase than the fee increase itself. Tia and Wanda will work together to draft a letter to Dari to detail the reasons behind the fee increase. The letter will be forwarded to the Board, via email, for comment before it is delivered.

FENCE PAINTING:

Tracey will start getting quotes on fence repairs and painting for the spring. The early start is to ensure the work can be completed in early spring to avoid damage to flower beds. It was determined that the best technique to paint the fence would be spray painting and not roller or brush.

Jim has a contact for painting fences that he will forward to Tia.

NEXT MEETING:

The next meeting will be determined after receipt of the draft Reserve Fund Study report. Once received Tracey will contact the Board and a date/location will be set then.

ADJOURNMENT:

Wanda moved that the meeting be adjourned at 8:25 p.m. Donn seconded. Motion carried