

# Minutes of the Meeting of the Board of Directors for Chaparral Estates January 13, 2010 – Unit #21

## **CALL TO ORDER:**

Meeting called to order by Lorna at 6:36 pm.

## **ATTENDANCE:**

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

On behalf of Montgomery Ross ("MR"): Tracy Harris.

## **MINUTES:**

Donn moved that the minutes of the December 2, 2009 meeting be approved. Wanda seconded. Motion carried.

## **FINANCIALS:**

Due to an administrative error the remaining invoices for the Abacus repairs will be withdrawn from the owner's bank accounts on February 1, 2010 along with the monthly condo fees.

The Board voted and approved via email the Corporation would pay the invoices for Units #2, #8 and #34. This is due to the fact that the damaged siding could not be proven that it occurred specifically by barbeques. The Board will endeavor to record damaged siding and etc. that is to be charged back to owners more diligently.

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

## **UNIT #4:**

Lorna has followed up with the owners and will email the contact information directly to Tracey.

## **UNIT #27/#29:**

The Board is awaiting a response from Unit #29. Once received the Board will discuss and forward a letter to all parties involved.

## **UNIT #57:**

Tracey will follow-up directly with the owner to better understand the downspout issue reflected in previous minutes.

## **EXPLOSIVE:**

Tracey will contact Explosive to discuss the pebble/sanding and snow removal issues.

The Board is requesting Explosive explore new sanding materials as the current mixture is large and is causing people to slip. Explosive has advised that their insurance carriers have approved the current mix however the Board is unsatisfied. Tracey will endeavor to find common ground.

The snow being removed from the road way is being piled up on the front lawn of Unit #89. Tracey will request that the snow removal individuals not place snow there. As an option the Board will offer one of the visitors parking stalls for snow placement.

## **NUMBERS PROJECT:**

The installation of the numbers was completed unsatisfactorily. Not all number plates were hung in the same place as previously installed thereby exposing unfaded siding and screw holes. Jim has agreed to meet with Bob from Pacasso to find a resolution.

**PARKING:**

Parking is continually being monitored. No real issues have come to light at this time.

**RESERVE FUND STUDY:**

It was noted that there were a couple of spelling errors contained in the document. Tracey will advise Manicore who will fix and resubmit.

Mechtild moved that the resubmitted Reserve Fund Study be accepted with financial Table #2. Jim moved. Motion carried.

**YEAR-END AUDIT:**

There are no updates and no requests of information from Shahid Naqi. Tracey will follow-up with Shahid before the AGM to ensure it is completed and ready for distribution.

**AGM:**

Tracey will forward the script to Mechtild via email.

**WELCOME PACKAGE:**

The Board reviewed the sample Welcome Packages. The Board feels that "simple is better" and have decided to not update the package.

**WEBSITE:**

The website address will be redistributed to Board member. Tia will also investigate and report to the Board the cost associated with setting up and maintaining the website.

**NOTICE OF MOTION:**

Dari Lang, Unit #86, has decided against receiving a letter. This issue is closed.

**FENCE PAINTING:**

Tracey has received two quotes for fence painting. Both quotes have recommended replacing the fence. Tracey is waiting for one more quote. Tracey will also investigate the possibility of a vinyl fence.

The Board feels that replacing the fence may be pre-mature. Although repairs are needed, replacing of rotting boards etc., and a coat of paint should hold off replacing for a least 2 or 3 more years.

Jim will forward to Tracey a contact for painting/building fences.

**ROOF REPAIRS:**

The Reserve Fund Study observed that repairs to the roof are needed. Tracey will get quotes for repairs that will be scheduled for this summer.

**TAX CREDIT:**

Tracey will investigate if any improvements completed this year qualify for the Home Renovation Tax Credit that owners can take advantage of. She will advise when her investigation is complete.

**CHRISTMAS LIGHTS:**

Christmas lights must be removed no later than March 31, 2010. Lorna will include this in the next newsletter.

**NEXT MEETING:**

The next meeting will be the AGM on March 3, 2010 at South Fish Creek Recreation Complex at which time a new Board will be voted in.

**ADJOURNMENT:**

Joanne moved that the meeting be adjourned at 8:15 p.m. Donn seconded. Motion carried