

# Minutes of the Meeting of the Board of Directors for Chaparral Estates May 25, 2010 – Unit #21

## **CALL TO ORDER:**

Meeting called to order by Joanne at 6:40 pm.

## **ATTENDANCE:**

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

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

## **MINUTES:**

Donn moved that the minutes of the March 25, 2010 meeting be approved. Jim seconded. Motion carried.

## **FINANCIALS:**

1. The Abacus bill concerning Unit #15, in regards to last years' siding damage, will be paid by the Corporation as per the decision made in favor of the other units. The caveat however will remain in force for unpaid monthly condo fees.
2. The WCB late filing fees charged to the Corporation will be paid by MR.
3. Unit #27 has paid the outstanding invoice in regards to the clean up repairs conducted after the water leakage to her basement.
4. Unit #31 has been set up on monthly bank withdrawal and is now caught up with fees.

## **UNIT #27:**

The water test has been completed and the results shared with the owner. The water leakage in the basement was NOT caused by a foundation issue. Issue closed.

## **UNIT #34:**

Jim has removed the tree from the front yard of Unit #34 as it was leaning and at risk of falling.

## **UNIT #84:**

The Board has approved Total Basement Systems quote for approx. \$1,000.00 to repair the basement issues for Unit #84 and to service the sump pump for the unit. It was understood from the developer that the sump pump services all the units along the block.

The owner of Unit #84 will pay the invoice and submit invoices to Corporation for reimbursement.

Donn moved. Wanda seconded. Motion carried.

## **UNIT #91:**

Flashing came loose from the rear side, along the roof line, of the unit. It was reinstalled by Abacus. Issue closed.

## **UNIT #97:**

There is an accumulation of rust at the base of Unit #97's garage. During the walkabout the Board requested that this be repaired. The Owner has come back to say that every year the same issue arises and would like the Board to consider the Corporation repair the garage as it is reoccurring.

The Board will investigate.

## **COMPLETED PROJECTS:**

**SPRING CLEAN-UP:**

The spring road clean-up was completed by Bugaboo on May 3, 2010

**WALKABOUT:**

The Walkabout was completed on May 13, 2010. The results of the walkabout are posted on the "private" area of the Chaparral Estates website and will be available at least until the next walkabout is completed.

**LATTICE:**

The lattice work around Garbage A was completed on May 16, 2010 by Jim.

**WEBSITE:**

The Website, [www.chaparral-estates.com](http://www.chaparral-estates.com) was completed at the end of April 2010.

**ONGOING PROJECTS:****CANVASSING:**

Joanne and Tia will coordinate details in order to complete this project before the next scheduled meeting.

**GARAGE SALE:**

A community garage sale has been scheduled for June 5<sup>th</sup>.

**LINE PAINTING:**

The Board approved the quote of \$295.00 from JC Williams and is scheduled to be completed on June 7<sup>th</sup>.

Jim moved. Tia seconded. Motion carried.

**CONDO DOCUMENTS:**

The website currently contains all the condo documents, except estoppels which will remain the responsibility of MR, available by password on the website. It has been decided that any access to this area will result in a cost of one (1) month's condominium fees. Tia will maintain the website and access to this service.

**FENCE REPLACEMENT:**

Tracey is getting quotes on replacing the entire fence (120 panels) and half the fence (60 panels) with either a wood or vinyl product. This will be posted on the website for voting in order to progress quickly.

**PAVEMENT:**

It was determined that the fence replacement is a priority therefore the pavement repairs will be deferred for review next year.

**CONCRETE STEPS AND APPROACHES:**

Wanda, Jim, Joanne and Tia assessed the steps and approaches to determine which ones should be repaired this year with the same Planitop XS application used last year. Again, this information has been posted on the private area of the website under "2010 Walkabout" and will remain posted until at least after the 2011 walkabout is completed.

**ROOF REPAIRS:**

The Board approved the \$10,000 to \$12,000 quote from Swan Roofing to repair the roof where indicated in the 39 page report which is available on the private section of the website.

Tracey will contact Swan Roofing and advise to go ahead with the repairs indicated in the report. Tracey will advise Tia on dates repairs are to be made so advance notice can be posted on the website.

**LADYBUGS:**

Joanne and Tia will coordinate efforts to distribute ladybugs in the complex again this year.

**WEBSITE MAINTANCE:**

The Board approved payment of \$500.00 to Tia for set-up of the website.

Joanne moved. Donn seconded. Motion carried.

**STUCCO WALL:**

Once the flower bed maintenance is completed the Board will determine if repairs are required or if it can be deferred for another year.

**INTERNET ACCESS:**

As the Board duties are becoming more reliant on internet access, Joanne has requested the Board arrange internet access, via her blackberry phone, for her as she does not require it for personal use. Joanne's employment, flight attendant, requires her to be away for long stretches and out of contact. Internet access via phone will help Joanne to be in contact and vote on items when required.

The Board has requested that Joanne provide a cost to the Board for consideration. Once Joanne has a figure it will be posted to the website for a vote.

**FIRE LANES:**

According to our Insurance Agent, the Corporation does not face liability if a vehicle is parked on the roadway and restricts access to emergency vehicles. The liability is placed on the owner/driver of the vehicle. Investigation into additional signage regarding "No Parking on Roadway" has been permanently deferred. Item closed

**PARKING:**

Tia has spoke to Units #23 and #82 in regards to complaints of owners parking in visitor stalls. The issues have been addressed and this item is closed.

**EXPLOSIVE:**

Explosive has provided a quote for the issues raised at the walkabout. They have provided a work order for the items needing attention. The rate is \$42.00/hour however there is no estimate on the materials needed in order to complete the project. Tia will follow-up with Explosive for a more detailed quote.

**ABACUS:**

Abacus provided a quote for the repairs identified during the walkabout. The Board approves the work to be completed however, going forward the Board would like to investigate another company for handyman type projects as the Board feels Abacus' rates are getting too high.

Wanda moved. Tia seconded. Motion carried.

**NEW PROPERTY MANAGER:**

The Board has reviewed quotes from three independent property management companies. The Board has decided to propose a counter-offer to Prairie Management in Okotoks with the following:

- Instead of 4 meeting + AGM per year the Board proposes 5 meetings + AGM per year
- Instead of \$25.00 per unit the Board proposes \$24.50 per unit.

Should Prairie Management accept our counter-proposal we will reward the contract to them.

**NEXT MEETING:**

The next meeting will be September 7, 2010 at 6:30 p.m. at Unit #67 (Tia).

**ADJOURNMENT:**

Joanne moved that the meeting be adjourned at 7:45 p.m. Donn seconded. Motion carried