

**Minutes of the Meeting of the Board of Directors for Chaparral Estates
November 3, 2010 – Unit #67**

CALL TO ORDER:

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

ATTENDANCE:

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

On behalf of Prairie Management & Realty ("Prairie"): Andrew Fulcher

Regrets: Brent Mclver

MINUTES:

Jim moved that the minutes of the September 7, 2010 meeting be approved. Wanda seconded. Motion carried.

TRANSITION TO NEW PROPERTY MANAGER:

Andrew has reported that he received two (2) boxes of files from Montgomery Ross. He wanted it reflected that the files were in excellent order and items easy to locate.

The only outstanding issue with Montgomery Ross is the financial statements for October 2010.

NEW BOARD MEMBER:

With the departure of Donn Lang a position from the Board, our By-laws indicate the position can be filled before the appointment at the AGM. Brent Mclver has been appointed to the Board to fill this position.

BUDGET:

The 2010-2011 Budget was voted by email and moved by Tia and seconded by Lorna on October 4, 2010 and carried on October 5, 2010. The Board approved an increase to the Condominium fee from \$220.00/month to \$225.00/month.

ROOF REPAIRS:

The Board voted via email on September 22, 2010 that the roof repairs carried out in summer 2010 will be deducted from the operating fund. Joanne moved Wanda seconded approved by remaining Board members.

FRONT FLOWER BEDS:

Lesley Thompson submitted an invoice for \$1,329.30 (Less personal GST) for services and materials to maintain the flower beds in the front of the complex. Wanda moved and Jim seconded for approval of payment.

It was discussed that should any purchases be required for the front flower beds they must have prior Board approval. This will be communicated to Lesley when/if she requests to maintain the beds again.

INSURANCE COMPANY:

The Board voted via email on October 29, 2010 that insurance for the Corporation be placed with Renfrew Insurance at an annual premium of \$14,141.00.

PRAIRIE INTRODUCTION LETTERS:

There was an administrative error during the processing of the introduction letters to Owners. Letters were sent to Unit numbers not Civic Unit Numbers. This error was corrected by Prairie.

24 HOUR EMERGENCY NUMBER:

Prairie does not have a 24 hour emergency line however Andrew's cell number is on the office's main answering machine message. The Board is comfortable with this arrangement.

FINANCIALS:

As of September 30, 2010 the Operating Budget is in a deficit of \$11,400.00. This is better than originally anticipated. The Board awaits Montgomery Ross' financial statements for October 2010.

WCB REIMBURSEMENT:

Wanda was notified directly by Tracey Harris that the WCB reimbursement of approximately \$30.00 was credited to the books of Chaparral Estates on October 18, 2010. This will be confirmed upon receipts of financials from Montgomery Ross.

UNIT #21 AND #25 ROOF:

It is unsure if the repairs carried out on the roof during the summer months have resolved the leaky roof situation for Unit #21 and #25. No repairs to the inside of the units will be approved until spring (snow melt) to determine if all leaks have been addressed.

UNIT #15:

This unit is in arrears approximately \$2,000.00. Andrew will be forwarding the owner a demand letter for payment due in 15 days from the date of the letter. If payment has not been received Andrew will then begin the process of foreclosure on the property.

Andrew will update the Board on his progress via SPOC.

SUMP PUMP:

Tia has continuously followed up with Total Basement to confirm the technician's comments that the sump pumps would need servicing approximately every 2 years. Unfortunately the lack of response indicates this will not happen.

Andrew will draft a letter to the 14 owners that have a builder installed sump pump to notify them that the future responsibility lies on the owner to have them serviced.

AGM:

Andrew will follow-up with Shahid regarding have our financials audited. Andrew will advise of any updates via SPOC.

PARKING PASSES:

It was discussed if use of parking passes would alleviate issues of visitor parking. This will be added to SPOC and Andrew will be asked for his recommendations.

MESSAGE FROM THE BOARD:

Joanne is drafting a "Message from the Board" that will be circulated for comments via SPOC.

WEBSITE ADVERTISING:

A local Realtor has expressed interest in advertising on the Chaparral Estates website. A fee would be provided to the Corporation should the Realtor receive a listing as a direct result from the website. This will be added to the SPOC for discussion and Andrew will be asked for advice in regards to the website becoming a profit tool.

CORPORATE SEAL:

Wanda will locate the Corporate Seal and forward it to Andrew.

WEBSITE MAINTENANCE:

Tia will create a job description for the Website Maintenance position and circulate via SPOC for approval to post on the website.

SURVEY:

Joanne will create a survey regarding the website and circulate via SPOC for comments of Board members. Once the content is approved it will be forwarded to owners to gauge interest in providing financial resources to maintain it should a volunteer not come forward.

NEXT MEETING:

The next meeting will be scheduled upon receipt of the audited financials in preparation of the AGM.

ADJOURNMENT:

Wanda moved that the meeting be adjourned at 8:20 p.m. Jim seconded. Motion carried