

**December 1, 2009**

**BOARD REPORT  
CHAPARRAL ESTATES**

**Completed Items;**

- Followed up with Abacus regarding the outstanding issues @ the following Units # 86 / 84 / 93. All work has now been completed.
- Changed budget to reflect Board's wishes for a condo fee increase to \$220.00. Mailed out to all owners.
- Received approval from Board to hire Picasso for the number project. He will start project on the 17<sup>th</sup> of November as opposed to October 30<sup>th</sup> previously reported.
- Followed up with Mountain Water proofing regarding Unit 84. He advised me that a visual inspection had been done. At the time there were no visible cracks in the foundation to report.
- Sent letters to Unit 23 regarding the issue of two cats not registered and also garbage left on front step. I have received registration from for the cats and a response that she will no longer leave her garbage on her step.
- Sent letter to Unit 15 regarding damage on front lawn as well as loud parties. Received a letter back from the owner.
- Researched Unit #38 regarding the satellite dish and the removal of the old post. There was no mention of removal in the letter sent to the unit owner.
- Emailed Tia the Parking Violation Forms.
- Added Joanne to the Board of Directors. Also sent a letter to CPA advising them Joanne is on the Board and therefore is able to have vehicles towed after being tagged.
- Arranged for Explosive to aerate property. Advised Board of the cost of \$1500.00. Board approved. Work was performed November 6<sup>th</sup>, 2009.
- Checked with April regarding Fall / Winter program. We don't have one in place. She will return in the Spring.
- New Insurance certificates mailed out on November 12<sup>th</sup>, 2009.
- Insurance premiums are lower this year: Last year \$12,151.00. This Year \$10,573.00.
- Sent out A/R letters to all owners with outstanding Abacus bills. Have advised them that the amount owing will be taken out on their PAP January 1<sup>st</sup>, 2010.
- Asked Abacus to check on Unit 57 in regards to a downspout issue. They will look into and report.
- Sent letter to Unit 49 regarding the kitchen fire. She has advised that all has been done except the kitchen cupboards need some work. Serve Pro is looking after that. She says that they are happy with the work that has been completed so far to date.

**On Going Issues;**

- Reserve Fund study. Manticore has been hired to do the study. They have already done the site visit. They have also been advised that all doors and windows not be included. Also that roofs and siding were concerns of the Board.
- Flood Unit 27 & 29. Have spoken with both Rhonda & Nicole. I have asked them both to provide any documentation regarding this incident, as well as a written account as to what happened. I have also asked Nicole to send a copy of whatever paper work she has from her insurance company. I have checked with the Corporations insurance and they have no record of ever being called out to look at the site at all.
- I sent a letter to Explosive regarding some concerns the Board had over last years landscaping contract. As per our request they have agreed to have a meeting. Board needs to pick a couple of dates and times for me to set up with Explosive.
- Parking
- Siding damage. I have received a call from Unit 8 in regards to her invoice from Abacus. I have asked her to write me a letter to present to the Board as to why she should not be invoiced for the repair. Once I have received it I will forward off to the Board.