

MINUTES OF THE ANNUAL GENERAL MEETING OF
CONDOMINIUM CORPORATION NO. 9810287
NOVEMBER 15, 2019

CALL TO ORDER

Sharon Johnson, Board Chair, called the meeting to order at 1:30 P.M.

CALLING OF ROLL AND CERTIFYING PROXIES:

The Manager reported to the Chairman that a quorum of persons entitled to vote at the meeting appeared to be present by virtue that:
22 Units were represented by the personal appearance thereof
4 Units were represented by proxy
A total of 26 Units were represented. Quorum is 12 Units per the Condominium Act of 2018.

NOTICE OF MEETING:

The Chairman waived the reading of the following Notice of the Annual Meeting, as it had been mailed /circulated to each Unit Owner on the 31st day of October, 2019 in compliance with the requirement of and the time specified in the By-Laws of the Corporation:

CHAPARRAL ADULT VILLAGE
2019 ANNUAL GENERAL MEETING
CONDOMINIUM CORPORATION NO. 9810287

Notice is hereby given that the Annual General Meeting will be held at the time, date and place as stated hereunder.

DATE: Friday, November 15, 2019

PLACE: Lake House
225 Lake Chaparral Drive, S.E.
Calgary, Alberta

TIME: 1:30 P.M.

READING AND DISPOSAL OF MINUTES OF LAST AGM

Reading of the minutes was waived by the Chairman as the November 14, 2018 AGM minutes accompanied the AGM notice. Moved by Sharon Johnson, Unit 31, Seconded by Norma Schultz, Unit 43, that the minutes of the last Annual General Meeting be adopted as circulated. Motion passed.

REPORT OF OFFICERS AND COMMITTEES

Overview of the Board

Sharon Johnson, Board Chair, thanked the Board members for their time and hard work in the past year. She told of another busy year, with more ice damming/moisture damage, a change in management companies requiring interviews with several prospects, and attic issues being studied and getting that work started. While this work is costly, it is necessary for safety, the value and integrity of the buildings, and purposes of insurance coverage and keeping premiums from rising more than the already high costs.

She gave an update of the proposed Bylaws; the changes to the Alberta Condominium Act July 1, 2019 are included in them. The Alberta Government moved these changes to January 1, 2020 to reexamine for cuts to unnecessary red tape for Condo Boards. When these are finalized, the proposed Bylaws will reflect this and then they will be presented to owners for approval.

Sharon asked if an owner had a skill that could be used in an advisory capacity for the Board if required, could the Board be advised of this, e.g. a person with house painting background could give an opinion of what type of paint would stand up best to winter weather.

She urged owners to consider running for the Board; more Board members are urgently required, as only a few Board members have agreed to let their names stand for another term. She noted that while meetings are currently held in the mornings, they could be moved to other times to accommodate work hours, or Board members could Skype in to the meetings to accommodate mobility problems.

Financial

Heather Chamberlain, Board Treasurer, gave insight to the financial position at the audited statements to August 31, 2019. She reported the following totals for the year (with figures rounded off for ease of reporting)

Condominium contributions were \$198,600.00

Amount of this total placed in the Reserve Fund was \$56,700.00

Amount of this total placed in operating funds was \$141,900.00

Actual operating costs were \$105,800.00, which was down from \$ 127,700.00 in the previous year - in large part because additional non-yearly items had been set up in the Reserve Fund in the 2018 Study.

Costs in the September 2018 to August 2019 fiscal year, compared to the previous year, showed

General repairs and maintenance - 48% lower (as stated, Reserve Fund funds were accessed per the 2018 Reserve Fund Study)

Utilities - 21% reduction (mainly due to reduced irrigation watering)

Landscaping and snow removal - 15% less

Insurance - 13% decrease - however, Heather cautioned that the policy amount for one year starting October 31, 2019 has increased by 50% to \$ 35,000.00. Two years of claims for our complex plus increased costs throughout all condo insurance carriers are causing this increase.

The average monthly condo contribution was expensed as:

\$98.00 to Reserve Fund

\$40.00 for property insurance

\$33.00 for administrative expense

\$27.00 for utilities

\$11.00 for building repairs and maintenance

\$74.00 for landscaping and snow removal

Reserve Fund expenditures were \$53,300.00 (\$92.00 per month per Unit) - costs incurred with further ice damming, removing and planting trees, replacing of parts of the north fence, capital expenditures on the irrigation system, and capital expenditures on the Units.

At August 31, 2019 - the Corporation's financial standing was as follows:

\$28,300.00 in operating account

\$355,500.00 in Investments in the Reserve Fund

\$178,400.00 Cash in the Reserve Fund

Totalling \$ 533,900.00

Heather thanked her fellow Board members for their work this year.

Repairs and maintenance

Eileen Bailey, Vice Chairman, reported on maintenance work during the year.

For a second year ice damming damage problems happened, with four units suffering damage. After reports from Stephen Potter, of Residential Roofing Consulting, having aerial roof photos taken, and much input from different roofing companies, The Board contracted to have attic venting improved, with the existing vents being given larger holes from the attic, vents replaced with higher, better vents, and more vents added. Ideal Insulation was contracted to do this venting, along with moisture barrier/ specialized work on the loft units. Ideal had also done the insurance work on the attics of the 4 units. Stephen Potter, along with Carlos Fernandes and Jayson Grant attended

several Board meetings to explain the procedures, keep the Board members in the loop, and answered many, many questions.

Rain or Shine was contracted again this year to do required repair work in the complex. The Board had been pleased with their performance and pricing in the previous year. Joe Kjeldsen and the crew did a good job of repairs/painting of window frames, siding and wood repairs. They did a very good job on the repairs needed on the north fence. Eileen commented that she had learned more about insulation, venting, attics and roofing than she would have foreseen in her three years on the Board and regrets that health problems prevent her serving the next year on the Board.

Landscape

Madonna Hamm was the landscape liaison for the Board for the past year, and covered her objectives for the past summer

- grass to be hand mowed as much as possible
- clean out overgrown flowerbeds
- reseeding and trim trees to get more sun along south fence, put mulch in beds
- refresh mailbox and front entrance areas
- re-sod areas where needed
- trim trees through complex
- ensure irrigation system efficiency

Irrigation system monitoring at start up was done; heads were checked for performance. A map was kept showing heads replaced. The system was checked by an irrigation firm; they found the system is old but in reasonable shape. The cost to install a new system with new functions would be in the area of \$ 100,000.00. Reports of standing water in the central grassed area were investigated. It was found there was no leak by observing the water meter when the system was off. A change to lower flow heads (from the current 3 gallons per minute to a .3 gallons per minute) should be done in the spring. There are approximately 31 heads to be changed.

A push for hand mowing the front lawns was not appreciated by the landscaper, but those lawns have benefited. Future hand mowing of all grass areas should be implemented.

One tree bed was covered by mulch as a test case; it was not as nice as had been hoped. Any treatment of these beds should be addressed very early in the spring to ensure the availability of contractors. The quality of the flower bed cleanup by the landscape company was not as good as hoped, with constant supervision needed. Madonna thanked owners for their work in keeping their flower beds attractive.

An arborist was contracted to trim almost all trees. This was done in two rounds, with the second one happening around the time of the AGM. He will remain on call in the future for trimming and advice on the well being of the trees. Two trees needed removing due to disease, (behind Units 132 and 31), and will be replaced in the future.

Madonna had quotes on totally refreshing the plants at the front entrances and the mailbox area. The cost was prohibitive to proceed with their plan, but did give some ideas for future work there. She thanked those owners who assisted with watering these areas.

APPOINTMENT OF AUDITORS

Upon motion duly made by Heather Chamberlain, Unit 119, and seconded by Madonna Hamm, Unit 52, it was resolved that the appointment of Auditors be left to the discretion of the incoming Board of Directors. Motion passed.

ELECTION OF BOARD OF DIRECTORS

As per the Bylaws, all Board members resigned from the Board.

Volunteers for the upcoming term for the Board were:

Unit 31 - Sharon Johnson
Unit 60 - Lorna Herdman
Unit 71 - Alan Tanaka
Unit 103 - Cheryl Hougesen
Unit 119 - Heather Chamberlain

The following owners were declared elected to the Board of Directors:

Unit 119 - Heather Chamberlain
Unit 103 - Cheryl Hougesen
Unit 71 - Alan Tanaka
Unit 60 - Lorna Herdman
Unit 31 - Sharon Johnson

Garnett Hamm, Unit 52, volunteered to assist with contractors or repair progress reports if requested by the Board.

QUESTIONS FROM THE FLOOR RE UNFINISHED OR NEW BUSINESS

Question: A Unit has been for sale for quite a while, and this could give prospective buyers concern that the complex was not desirable; could the Board or owners do anything to assist the sale?

Answer: No, the complex Corporation has no part of the sale process.

Question: The landscape company often uses a truck plow to scrape snow off the driveways; sometimes this leaves unsightly scrape marks across the concrete. The driveways of Units 35, 39 and 107 were noted in this case

Answer: They will be contacted to do what they can to avoid these marks

Question: The resident phone list that is given out by the Board does not have numbers listed for some of the units.

Answer: All Unit residents have been given the information to be a part of the listing. Those residents not on the circulated listing have not provided the number or given permission for the number to appear. This is a privacy issue, and without permission they cannot be on the list.

Question: Why are notices still delivered to the doors, when permission has been given to deliver notices by emails.

Answer: This is tied in with the Alberta Condominium Act changes which were to be effective July 1, 2019. The Alberta Government has moved the date to January 1, 2020, so the Board will begin this when that comes into effect. The Condo Corporation email is in the process of getting ready for that.

There was general discussion about the information given via newsletter to the owners regarding attic insulation and moving of bathroom fan venting from the soffits to the roofs. The Board members confirmed that any residents who were interested in proceeding with this at their cost could advise the Board and their contact information would be given to Ideal Insulation, who could provide information to the owner on the procedure and the costs. The process and payment would be between the owner and either Ideal or whichever contractor that may be chosen. If within 5 years of the work being done the Condo Board should proceed with moving the vents for all units, the owner could present the invoice and be reimbursed up to the amount that the Corporation would be paying per unit at that time.

Norma Schultz, Unit 43, extended thanks, on the behalf of all the owners, to the Board members for the work they had done during the year.

ADJOURNMENT

Upon motion duly made by Norma Schultz, Unit 43, and seconded by Joanne Lavalley, Unit 134, it was unanimously resolved that the Meeting be adjourned.

The meeting was adjourned at 2:40 P.M.

Chairman

Secretary