

MINUTES OF THE ANNUAL GENERAL MEETING OF  
CONDOMINIUM CORPORATION NO. 9810287  
NOVEMBER 14, 2018

CALL TO ORDER

Sharon Johnson, Board Chair, called the meeting to order at 6:30 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:

21 Units were represented by the personal appearance thereof

6 Units were represented by proxy

A total of 29 Units were represented. Quorum is 12 Units per changes to 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 12th day of October, 2018 in compliance with the requirement of and the time specified in the By-Laws of the Corporation:

TAKE NOTICE THAT THE ANNUAL GENERAL MEETING OF CONDOMINIUM CORPORATION NO. 9810287 will be held at

PLACE: Walden Alberta Treasury Branch (ATB)  
300, 151 Walden Gate, S.E.  
Calgary, Alberta

PHONE: 403-731-3420

DATE: Wednesday, November 14, 2018

TIME: 6:30 P.M.

READING AND DISPOSAL OF MINUTES OF LAST AGM

Moved by Gerry Reid, Unit 35, Seconded by Thomas Dirkse, Unit 47, that the minutes of the last Annual General Meeting be adopted as circulated. Motion passed.

## REPORT OF OFFICERS AND COMMITTEES

Sharon Johnson, Board Chair, thanked the Board members for their time and hard work in the past year. She asked that residents not believe door to door sales agents saying they had been authorized by the Board to perform some duty; the Boards have never done this. She also asked for co-operation in keeping the garbage buildings orderly and returnable bottles and cans emptied of liquids. She noted that it had been a heavy year for the Board in that (1) the Reserve Fund Study has to be done every 5 years - this fell in 2018. (2) The Board is working on new Bylaws and (3) the complex experienced damage in units caused by ice damming in the past winter.

The Board is planning on hosting a town-hall type of meeting in the spring of 2019 to answer questions on new proposed Bylaws; it is hoped that the lawyer from McLeod Law will be able to attend. The Bylaw committee is studying them to make sure previous Bylaw items are all included. Some changes reflected in the proposed Bylaws are a result of the Alberta Condominium Act 2018, and some are to avoid legal problems that other condominiums have encountered. One of the changes that the Bylaw Committee hopes the owners will accept is 55+ age limit for residents. The condo is currently adult category, which will continue during a transition period ending December 31, 2032 or when Bylaws are registered with the Courts stating a complex be 55+, which is the only age restriction allowed by the Alberta Condominium Act 2018. The proposed Bylaws will show this, and will give the same visiting rights, etc. of persons under 55 as are in the current by-laws for children under 18.

The winter ice damming created extensive damage in several units, and less severe damage in others. It was extremely fortunate that insurance covered this restoration work, and the insurance company considered all the damage as one incident to the complex, so there was only one deductible to pay.

She urged both new residents and longer term residents to consider running for the Board; both had much to offer.

Heather Chamberlain, Board Treasurer, gave insight to the financial position at the unaudited statements to August 31, 2018. The audited financial statements will be distributed as soon as they are finished. She reported the following totals for the year (with figures rounded off for ease of reporting) and without the adjustments in the audited financial statement:

Condominium contributions were \$183,200.00

Amount of this total placed in the Reserve Fund was \$54,000.00

Amount of this total placed in operating funds was \$129,200.00

Actual operating costs were \$120,200.00

Percentage increases above 10% in operating expenses over projected budget amounts were:

Administrative - 12%

Utilities - 21% mainly due to higher water and sewer costs, composting, and irrigation

There was no property insurance cost increase

Building repairs were \$12,400.00; \$17,000.00 had been budgeted  
Landscaping and snow removal was \$42,100; \$49,500.00 had been budgeted  
The average monthly condo contribution was expensed as:  
\$94.00 to Reserve Fund  
\$43.00 for property insurance  
\$33.00 for administrative expense  
\$33.00 for utilities  
\$22.00 for building repairs and maintenance  
\$4.00 irrigation repairs and maintenance  
\$73.00 for landscaping and snow removal  
Unaudited Reserve expenditures were \$24,000.00 (\$42.00 per month per Unit) -which were costs for ice damming situation, removing and planting trees, capital expenditures on the irrigation system, and capital expenditures on the Units.  
At August 31, 2018 - the Corporation had a balance of \$519,200.00 in assets, which consisted of:  
\$7,600.00 in operating account  
\$336,600.00 in Investments in the Reserve Fund  
\$182,600.00 Cash in the Reserve Fund

Jason Dutton gave a report on the 2018 Reserve Fund Study and upcoming anticipated Reserve Fund expenditures. Westview Consulting was contracted to do the Study. The Board did a lot of work with Westview to have the funds needed for projects, but keep the contribution levels reasonable for owners. Increasing costs of 35% for building materials and 25% for labour, along with border tariffs and carbon tax, have created higher costs for needed upgrades. Westview had initially requested a 25% increase over the next 2 years, with 3.7% yearly increases after that to reach a goal of \$1,145,151.00 by the year 2042. The Board members rejected this, and restructured timing of projects so the increases in contributions to the Reserve Fund would be kept to a steady yearly 4.3% increase. It is felt that condo fees could remain under \$400.00 for the next 5 year period. This is to maintain enough funding for the listed projects while maintaining a minimum reserve of \$100,000.00. The years 2032 to 2035 are expected have the heaviest expenditures. He reminded the audience that projected times for projects are estimations, and cannot be predicted exactly.

Eileen Bailey reported on landscaping and maintenance work during the year. She and Madonna Hamm worked on landscaping. She noted Madonna had chosen trailing geraniums for the pots at the complex entries, and also thanked Art Castle for his plant watering volunteering in 2017. The snow clearing was done efficiently by Rocky Mountain Landscaping, and they have worked on the landscaping during the rest of the year. She commented that when there were problems, Steve (the landscaper) was prompt in responding.

Because of the ice damming damage problems experienced last winter, the Board is looking at preventative measures. Rush Roofing installed drip edges above the front

door of each unit. Some eavestrough repairs were also done by Rush, and they will be doing the eavestroughs cleaning.

Rain or Shine was contracted to do solid stain of the east fence and a lot of touch up work on grouting, caulking and painting of wood trim around doors, windows, kick plates and edging.

Eileen was busy contacting companies to get quotes on improving the insulation and venting in the Units, and thanked owners who co-operated with allowing the bidders to enter and investigate the insulation situation. The Board is carefully considering these bids, as there are large amounts of expenditures on this. It is felt that these insulation and venting upgrades will keep the units warmer, reduce heating costs, and be a safety measure to help prevent ice damming issues.

Madonna Hamm reported on her year as a first time Board member, discovering how decisions are made and priorities are set. Her goals were better communication between the Board and owners, clearer and more accessible forms for pets and owner improvements, and better response to enquiries or complaints from owners.

The ice damming emergency took precedence with issues; handling the situation, prevention of future damage, examining roof structure and insulation, and moisture testing, became immediate issues.

Madonna took quotes for grading inspections, and oversaw the grading work done on the lawn areas to prevent rainwater runoff into Units. The problems encountered were less than initially thought.

In the busy year, the Reserve Fund Study had to be done. Madonna also was on the Bylaw committee; it was started during the year and the completion will be in the next year.

Madonna spent a lot of time walking the complex, and felt that much work is still to be done on landscaping, irrigation system repairs and upgrades, and sprinkler head maintenance. The Board has found the complex irrigation plan and feels that will be helpful with the upcoming years for repairs and improvements.

She urged that more owners volunteer for the Board; particularly if they have expertise in areas of specific complex issues. New ideas and diversity of opinions add a great deal. She thanked Thomas Dirkse for his help in moving filled bags of returnable bottles and cans within the garbage buildings. She asked for volunteers from the complex to assist in facilitating (scheduling owners, keeping track of which units are completed) repair and upgrade projects.

#### APPOINTMENT OF AUDITORS

Upon motion duly made by Heather Chamberlain, Unit 119, and seconded by Norma Schulz, Unit 43, 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. A resolution declaring the number of members to be on the upcoming Board was waived; the number on the Board could be the maximum as in the Bylaws - 7 members.

Volunteers for the Board were:

Unit 15 - Eileen Bailey  
Unit 18 - Gloria Gregorchuk  
Unit 31 - Sharon Johnson  
Unit 52 - Madonna Hamm  
Unit 55 - Jason Dutton  
Unit 60 - Lorna Herdman  
Unit 119 - Heather Chamberlain

Upon motion duly made by Connie Touw, and seconded by Gerry Reid, it was resolved that nominations cease.

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

Eileen Bailey, Unit 15  
Heather Chamberlain, Unit 119  
Jason Dutton, Unit 55  
Gloria Gregorchuk, Unit 18  
Madonna Hamm, Unit 52  
Lorna Herdman, Unit 60  
Sharon Johnson, Unit 31

## QUESTIONS FROM THE FLOOR RE UNFINISHED OR NEW BUSINESS

Question: Was the company that did the Reserve Fund Study found by the Manager, or did the Board go searching for it?

Answer: Both; the Board was aware of Westview, plus this was endorsed by the Manager

Question: Were the metal drip edges paid by the insurance claim for the ice damming damage?

Answer: No, insurance only covered damage. The Corporation paid for the drip edges.

There was general discussion about insulation and the ice damming causes. Insulation and ventilation were probably contributing factors - (when built, the insulation was R20 level; owners' additions had probably settled to a lower R level than installation level achieved), all roof types were affected to some degree, and snow and ice removal will be done if warranted to prevent future occurrences.

Drip Edges for Units 71, 103, 107 and 119 were experiencing dripping problems; it was requested they be checked.

ADJOURNMENT

Upon motion duly made by Thomas Dirkse, Unit 47, and seconded by Marg Pfeifer, Unit 2, it was unanimously resolved that the Meeting be adjourned.

The meeting was adjourned at 7:41 P.M.

-----  
Chairman

-----  
Secretary