

**Minutes for Chaparral Point Adult Village Board Meeting
Held on Thursday, January 11th, 2024**

CALL TO ORDER: 5:08 pm

ATTENDANCE: Dave K [X] Peter [X] Cheryl [X] Trish [X] David D [X] Joyce [Sick]
Joan [Vacated Board Position]

GoSmart Representative: Ally [X]

APPROVAL OF PAST MEETING MINUTES: November 22, 2023 **Motion: Trish Seconded: Dave D**

FINANCIALS

<u>Balances</u>	November 30, 2023
Operating	\$ 39,239.47
Reserve	\$ 71,121.75
Reserve Fund Investments	\$ 334,904.44

Accounts Receivable Issues

- All units paid in full!
 - No arrears

Accounts Payable Issues

- Rain or Shine invoice - \$6,709.50
 - This invoice was put in in November but the work was authorized before I started as your manager. The Property Manager's approval limit to pay an invoice is \$1,000. A motion to approve payment is required. **A picture of bill is attached to this document.**
 - The invoice is attached to the minutes.
 - **Motion to pay invoice in full to be paid from RESERVE FUND**

Motion: Trish Seconded: Cheryl CARRIED

Financial Issues and Discussion Points

- Approval of October Financials – Task # 3098011
 - **Motion: Trish Seconded: Dave D**
- Approval of November Financials – Task # 3193630
 - **Motion: Trish Seconded: Dave D**

ONGOING BUSINESS:

- Lock on North Shed Task 3193630
 - \$479 + GST for electric handle and install
 - Replacing like-for-like' requires special ordering the handle and it's \$895 just for the lock mechanism, + GST and installation.
 - Discussion took place about NOT putting an actual LOCK on the doors. The locks were placed in order to stop bottles from being stolen and homeless from taking shelter
 - Motion to leave the door locks as aesthetic. A piece of tin will be placed in the opening for the door latch. The latch will not engage but the door will be shut. This was done on the other shed and the wind has not blown it open. Situation will be monitored.
- Motion: Dave K Seconded: Dave D All in favour CARRIED**
- Repairs Units 79, 6, 59, 108, 13 Task 3089042 & 3133392
 - 79 leaking eaves, 6 vinyl siding came off in wind, 59 roof shingle upside down, 108 siding trim
 - Once 59 roof is fixed the ceiling tiles need to be replaced (24/7 quote)

- Rob – Instant Residential – Rob provided the following quote.
 Service call.....\$160.00
 #79 gutter service.....\$60.00
 #108 trim.....\$75.00
 #6 siding replacement.....\$60.00
 #59 roof repair.....\$200.00
 #13 glass replacement (covered under warranty) Total quotation.....\$555.00
 #59 roof repair will be reseal of any punctures but does not reflect on any replacement.
- Motion to move forward with the quoted repairs from Rob

Motion: Trish Seconded: Cheryl All in Favour CARRIED

- Reserve Fund status for Window Project (Peter Haggarty)
 - Waiting on the final copy of the reserve fund study to reflect the approximate cost of \$121,000 on windows for year 2.
 - Last year we had about \$40,00 in change orders (to repair unforeseen damages and mold)
 - Board is looking to use approximately \$160,000 to change out windows identified windows in this next spring/summer. Peter and Joe will discuss with Rob from Instant residential and work out how many windows we can replace for this amount.
- How to proceed with identified issues, eg. mold in unit 14
 - If problems arise Go Smart will send out a vendor to identify if it is owners responsibility or Condo Corp responsibility.
 - If Condo Corp is responsible GoSmart can authorize under \$500. Anything over will be sent to the Board for approval.
 - GoSmart advised that approvals can go faster by trusting your preferred vendors and keeping email threads ON subject.
- Unit 14 – Mold on ceiling – task was completed
 - Peter Chorney owner of unit 14 is asking that the corporation pay to fix the hole in the ceiling where the molded panel was removed. His logic is that ‘we damaged it, so we fix it’.
 - The corporation has already footed the bill to investigate the cause of the mold and determined that attic rain was the cause which is not a condo responsibility to repair.
 - In order to stop damages from recurring, they will need to remove insulation from the attic area.
 - Peter would like to discuss this the current property managers’ supervisor. Additionally, he has been adamant about not paying to fix the ceiling.
 - Discuss
 - Discussion took place about whether or not it was communicated to the owner that costs could be incurred that the owner would be responsible for. Go Smart Manager did state that we were all under the impression that the water ingress/leak/mold was related to repairs that were done in an earlier year, because that assumption was made, it was not stated to the owner that there may be costs charged back.
 - **MOTION for the corporation to pay for the drywall repairs that total UNDER \$500. With the caveat that any further damages that result in water or mold to the ceiling will NOT be investigated at the corporations cost.**

- In the future GoSmart and Board Members will ensure that owners are informed that any investigations or costs that are not a corporation expense will be billed back to the owners.

Motion: Dave D Seconded: Cheryl All in favour CARRIED

NEW BUSINESS:

- Unit 43 – Water damages – floors still not fixed
 - Received a call from the unit owner on Tuesday Jan 9th. Norma explained that many of the repairs were tended to beautifully by Ark Works after the incident but her hardwood floors remain water stained. She has requested we move forward with having the area sanded and re-varnished to match as the floors should have been included in the original scope of work and were not.
 - Ally reviewed the history on the and noted that Ark Works was asked to provide a status on the floors after the drying had been provided but they did not provide any written reports. The floors were not addressed between the GOSMART manager changeover and Ark Works going out of business.
 - The board has authorized GoSmart to obtain quotes as they do know the repairs to the hardwood would be covered by the corporation. The intent is to follow the instructions from the unit owner who had the request to sand down the area and revarnish it to match.
 - Quotes will be discussed by email.
- Reserve Fund Study (RFS)
 - In the process of being completed.
 - GoSmart has reached out to the consultant.
 - Ally to touch base and update the RFS consultant and ensure the window project numbers are clear and included
 - Continued follow up will take place.
- Frost on Windows
 - Discussion took place about frost forming on the new windows. Several board members noted that they had frost on their north facing windows, Trish has frost on the windows above the fireplace. Trish reached out to the Property Manager who put her in touch with Instant Residential. Instant Residential recommended this window be replaced on warranty. Rob has ordered the window.
 - Additionally, it is -28 degrees outside as we are in a cold snap.
 - It was discussed that warm/humid homes vs. extreme cold weather can create ice build up on the inside of windows. The main concern is frost or condensation between the sealed glass in the new windows.
 - Peter and Joe, former board president and volunteer project manager for the window project will discuss the occurrence with Rob about the frost on the windows and discuss their findings with the Board.
 - Item tabled till next meeting.
- Windows
 - Peter will call Joe and have him set up a meeting with Rob to go over the windows to be replaced this next spring/summer and start the process of obtaining an estimate. Joe and Rob will submit the estimate to the Board for review at a meeting.
 - The intention is to start as soon as the snow starts to melt. Order times are 6-8 weeks out.

- Additional updates will be provided as they come up.
- The budget that was developed in 2023 for the three year project will remain. The window group has \$121,000 plus an approximate \$40,000 for remediation of mold and moisture. The project managers will base their order on this budgeted amount.
- Owner safety
 - A discussion took place about an occupant that may need additional care and the issue of occupant safety.
 - GoSmart discussed the issue with the Power of attorney for the unit occupant.
 - It was reported that all precautions have been taken including turning the stove off and unplugging it. At this time, the power of attorney has stated they are satisfied with the safety of the unit.
 - The Board agrees and accepts this explanation
- Landscaping Items
 - The gravel has been put on the roadways.
 - The mailbox and dump shed areas need more care and attention to ensure owner safety.
 - Cheryl will speak with the landscaper about ensuring the safety of our residents.
- Newsletter topics
 - Announcement of new board members.
 - DRIVE SLOW IN THE COMPLEX – it's 15km/hour.
 - Owners should ask their caregivers, delivery people and visitors to respect the speed limits and slow down.
 - Abbreviated version of the minutes based on the formula developed in 2023.

SCHEDULE NEXT MEETING

March 14th at 6:30pm by Zoom and in person at the Shawnessy Library

MEETING ADJOURNED: Time 7:04pm