

## **March Board Meeting Agenda**

**March 20, 2025  
6:00pm, Unit # 103**

**1. Call to Order & Verify Quorum @ 6:00pm**

Attendance- Cheryl, Robin, Ken, Joyce, Dave, Darryl, Kayla (Go Smart)

**2. Approval of past meeting minutes**

Motion-Cheryl/Seconded-Darryl

**3. Financial Report – Dave**

a) Financial Update, Reserve Fund Study for Windows and Door replacements

Discussion regarding Board needing to confirm what capital expenditures are required going forward to 2025/26 according to the Reserve fund study

**ACTION:** Dave, Darryl, Ken to review what items are in reserve fund study that are recommended for 2025, 2026 (including input from Peter and Joe based on their previous involvement)

b) Discussion for next year (2026) to proceed with capital program of side and loft windows, ¼ of sliding doors and ¼ of entry doors (approx. 213K) delayed from this year (2025) – Note: The Board previously decided basement windows would be done on an as need basis

c) Discussion regarding the reserve fund, with the various scenarios proposed being considered summarized here:

Option 1 - increase owner contributions by approx. \$50-60/month – preferred option (to begin Sept. 1, 2025, as year-end is Aug 30)

Option 2 - not implement an increase to contributions, monthly payments would remain as is - this would not be sufficient to fund the reserve or the operating expenses as required

Option 3 - implement a special assessment – this is not wanted by the Board as the costs would be high and have an immediate payment requirement

Note: to increase the monthly contributions we require to give residents a 30-day notice by Aug 1, 2025

**4. Landscaping Report – Joyce, Cheryl**

a) Sanding and boxes of sand/melt left at sheds for residents to use – one sanding of complex was done for \$175.00 The Sand/ice melt containers were \$225.00 each x 2, and will now be moved into the sheds for the summer.

b) Shed power washing and disinfecting of floor quote received for \$150 from Steve

**ACTION:** Darryl and Ken, to look at items in the shed and do an inventory/assessment of what is in the sheds and if need to keep or dispose of prior to power washing

- c) Complex Drain/sewer cleaning  
**ACTION:** Ken to get inspection and quote for pumper truck drain/sewer cleaning as a preventative measure for the complex drains
- d) Tree Removal – request by owner, Fir tree in front yard is encroaching on house/roof despite the cutting back done by landscapers last fall, still viewed as an overgrown tree with potential to cause damage and consumes entire front yard of unit.

**ACTION:** Cheryl to get quotes on fir tree removal at unit 18

5. Maintenance Report – Ken, Darryl

- a) Outside light fixture replacements on units

Ken provided researched options for replacements:

Option 1) A similar model at \$45 each or \$36 each if we purchase 7 or more

Option 2) Two newer modern models at \$50-60 each, would need to replace all in complex for consistency – Noted that this is in the reserve fund study for 2027

**ACTION:** Ken to proceed with purchase for 10 similar model option for immediate replacements as needed, and revisit replacement of all in complete in 2027.

- b) Issue with window in Unit #71, owner reports potentially mold present in window track. Unsure if the black substance present is Mold or Dirt, or if due to a leak or humidity  
**ACTION:** Ken to obtain info on having a test for mold done

- c) Unit 99, report of Rodent issue

Darryl advised EVO/Bait boxes were put at units 95 and 99

Cal Rid will return to evaluate situation with rodents more frequently in the winter  
A week after installing the new Bait boxes they are feeling heavy/full.

- d) Unit 99 - Basement Window Repair/Replace  
Window has been measured and will be installed when it arrives

- e) Loose siding on #100 & 134  
Aziz with Coral Exteriors has repaired the siding, very good customer experience

- f) Solar lights for inside of the garbage sheds.  
Darryl provided estimate will be approx. \$100 for each shed for solar light  
**ACTION:** Darryl to proceed to purchase and have Solar lights installed in the two garbage sheds

6. Secretary Report- Robin

- a) Website updates  
All BOD minutes and AGM minutes YTD have been uploaded ChaparralPointeCondos.com  
**ACTION-**Robin to have contact info for Go Smart added to website

**Old Business**

1. Tree trimming, left from the fall, Can Steve do or do we need Arborist?  
**ACTION:** Cheryl to proceed with Landscaper to complete trimming remaining from 2024, and obtain quote on Unit 18 as above
2. Repair items outstanding – Front of Unit Side Light Window trim and board replacement at Unit 47  
**ACTION:** Kayla– follow up with Rob from Instant Residential to get trim job completed

## New Business

1. New items to consider for bylaw changes with Lawyer (Heather) who is on Medical leave until April - agreed will wait for her return before proceeding. (Dave)

Ken - Proposed that we conduct an owner survey on anticipated bylaw changes to determine if we have a minimum 75% approval from owners to proceed

**ACTION** – Kayla to research regarding air conditioning, pet ownership & short term rentals if these items could potentially be a Policy update versus a Bylaw change

2. Discussion that an Electrical Assessment would need to be done to ensure sufficient power is available for an air conditioners to be installed throughout complex.

Phase 3 of the widow project

**ACTION:** Kayla to obtain 3 new quotes on the replacement of remaining windows (sides, lofts, sidelights beside front door) and sliding and entry doors (Instant Residential, plus two others)

**ACTION:** Darryl, Ken, Dave to meet upon Dave's return and discuss the window project and what costs from the new estimates look like.

3. Spring Clean-up

At next board meeting, will do a walk about of Complex to review any items required to be done, at 5:30 pm prior to the 6:00 pm meeting.

4. South side road potholes have appeared, need attention

**ACTION:** Kayla to obtain 3 quotes for paving repairs

**ACTION:** Kayla to get quotes for unit 103 concrete repair on driveway

5. In the past The Board has sent a \$50.00 donation to favored charity when an owner passes away - Discussed and decided to discontinue the \$50 donation, but instead a Sympathy card from the Board will be given to the family.

6. Architectural Standards - Outside screen doors and garage door specification required, so consistency is continued.

**ACTION:** Kayla to confirm with "Action Door" the specs of the garage door, and also screen door allowed

**ACTION:** Robin to need have website updated with details that has all of the Architectural standards listed including awnings, outdoor light fixtures, mailboxes, deck railing, front step railing, screen and garage doors with reference given to the bylaws

7. A request has been received from some owners to have a complex contact list provided to all residents – Discussion that this may not be wanted by all residents and may invade privacy. It was agreed that the Board will not provide this, including not providing a list on the Condo website. As an alternative, Go Smart will send an email to all residents to ask if they would like to put their name and number on a list, indicating that it is optional, and will circulate to residents.

## Next Meeting

May 8 @5:30pm Unit TBD - will do walk around complex at 5:30-6:00

## Adjournment

Motions: Ken/Cheryl @8:10pm