

CHAPARRAL POINTE ADULT CONDOMINIUMS

BOARD MEETING MINUTES

THURSDAY, DECEMBER 3, 2015 4:30 PM HELD AT UNIT 31

In attendance were: Peter Haggarty, Sharon Johnson, Eileen Bailey, Norma Schultz, Shirley McCulloch, Heather Chamberlain, and Cynthia Macfarlane of FirstService Residential

The Board has a new, temporary manager at FirstService. Carol Lloyd has retired. Cynthia Macfarlane will be the temporary contact person for the Board. Katelyn Sylvestre, working in conjunction with Cynthia, will handle emergency and repair calls from the complex. A new permanent manager will be named at future date, and will be trained by Cynthia.

The Board discussed expectations and concerns with Cynthia to familiarize her with the complex. A major concern has been repairs done that were charged to the Corporation, and should have been paid by individual owners. The allocation of cost of these were discussed and clarified. Locks on the doors of the units – both of the front entry door and the patio sliding door – are the owner's responsibility, and not the Corporation's. Cynthia will be reviewing our by-laws regarding costs of outside repairs.

The Board reiterated that it wanted to see more breakdown of what specific repairs were included in billings. Most timely are the landscaper's winter billings – the extras done need to be shown separately from the contract inclusion items.

Cynthia reported that there were InstaRain invoices not paid yet. The Board confirmed they may be paid, with the cost of irrigation repairs and replacement coming from the reserve fund.

There are three investments maturing on December 15th, 2015. It was moved that the largest amount (in the area of \$85,000.00) be put in a one year term,

one in a two year term, and the remaining in a three year term. The motion was seconded, and passed.

There was no date set for the next meeting. Activity during the winter is minimal and usually any issues arising can be handled on email between the manager and Board Members.

Peter Haggarty, Board Chairman

Sharon Johnson, Board Secretary