

CHAPARRAL POINTE CONDOMINIUMS
MINUTES OF BOARD MEETING
DECEMBER 5TH, 2017, 9:30 A.M. HELD AT UNIT #31

In attendance: Madonna Hamm, Heather Chamberlain, Eileen Bailey, Jason Dutton, Sharon Johnson and Angela Murphy of FirstService Residential

The new Board members decided the slate of officers for the upcoming year. The Chairperson is Sharon Johnson, the Vice-Chairperson is Jason Dutton, the treasurer is Heather Chamberlain. Members-at-large are Eileen Bailey and Madonna Hamm.

Angie reported that a letter went out to # 18357 Chaparral Street the day before the meeting requesting that their downspout be re-directed. This house has an eavestrough downspout aimed at one of the complex fence posts; this is destructive to the post. Two GICs in the Reserve fund will be maturing on December 14th and 15th. The Board decided that, as there is enough in cash for the anticipated 2018 expenditures, and several terms mature in December 2018 to cover 2019 costs, both terms will be renewed for 2 year periods.

A generic warning was sent to all condo developments managed by FirstService, advising residents of winter practises to avoid water pipes freezing. It was noted that this was not any reflection of our complex, but a general information to all condo owners.

A unit owner had requested permission to install a high efficiently furnace in the unit. It was anticipated that an opening in the side of the unit envelope would be required for the exhaust PVC piping. This opening, and any future cost that could arise from it, is the responsibility of the unit owner. This was approved by the Board at the time of the furnace installation. It was reported that the additional opening was not required; all air intake and exhaust venting was done through the pre-existing air intake openings at the back of the unit. It was noted that other high efficiency furnaces have been installed in other units - the Boards have not been advised of these installations; the Board tabled discussions of whether letters would be sent to those units advising of this liability/cost assignment, and required application forms being formulated and on the condo website for those requiring them.

Angie advised that FirstService has changed functions of assistance staff, with a new phone number and separate staff to serve apartment type functions, thus freeing up staff dealing with bare land type condos. Her past assistant, Barti, has left the firm; her new assistant is Kate (Kathleen) Jones. Her email address is kathleen.jones@fsresidential.com.

The current By-laws and the Special Resolution were discussed. The past Boards have always read that overhead garage doors are a part of managed property and Corporate cost. Funds have always been set up in the Reserve Fund for this. As the Bylaws regarding the overhead garage doors have been recently questioned, feeling that garage doors are shown as a unit owner

expense, Angie will have our insurance carrier, BFL, and any legal person that may supply advice on this at no cost, go over our By-laws and Special Resolution to resolve this. A Special Resolution would probably be required to clarify this issue.

A new Reserve Fund Study must be completed every five years, as per the Condominium Act, which means our next one will be in 2018,. The quotes for the Study and other items that may be requested to be included (foundations, further patio costs, further woodwork) will be considered at the next meeting, with hopes it will be completed early in the year.

The Board had requested, and received quotes on replacing overhead garage doors. The 2013 Reserve Fund Study has funds for the replacement of the single garage doors in 2018 and double garage doors in 2023. The quotes received showed that quality, upgraded doors for both the single and double garages can be installed for much less than the amounts projected in the Study. The Board felt it would be better to do all the doors at one time; and will direct that the costs be combined for the replacement to be done in 2018 in the 2018 Study. A Board member has volunteered to oversee the garage door replacement when it is done. . It was pointed out that the policy of the Board must be that if damage of garage doors is a fault of the resident, repairs will be done and charged back to the unit owner.

The Board members discussed the upcoming Alberta Age Discrimination legislation. The legislation will come into effect January 1, 2018, but condominiums have 15 years to come into line with the new rulings. Our Condo is currently an “adult” complex, but as most of the residents are 55 years of age or over, the Board is working on the concept that the owners would want to change the By-laws to enforce a “seniors” (minimum age 55) age restriction, which is allowed under the new legislation. Any owners under the age of 55 at the time of the Bylaw change/Special Resolution would be grandfathered as being allowed to reside in the complex. As a special Resolution would have to be passed by 75% of the owners, that would constitute a voting procedure as to whether this is acceptable for the owners. Various scenarios were considered; at least one resident over the age of 55 and on title for the property being a requirement, other resident(s) under 55 needing be on title a requirement, any renters needing to have the same age requirements. Further action on this will be continued at a future meeting.

As it would be less expensive and less invasive to the owners to do several By-law changes/ Special Resolutions at one time, other possible changes that may also be needed were discussed. All will be looked at at future meetings. Some things arising that may need rulings include; marijuana legalization ramifications (we will wait until the City of Calgary Regulations are concluded), possible Air BnB scenarios, executors’ owning/parents residing in units.

The current City of Calgary garbage pickup schedule/container sizes was reviewed. As had hoped would happen when recycling and organic waste used separate containers, the amount of garbage generated has lessened. A smaller container or fewer pick-ups per month of garbage will be investigated. There is less organic waste during the winter months than anticipated; one container per garbage shed would probably be enough for the winter months, and increased

again during the spring, summer and fall. A Board member will investigate these two possibilities, and hopefully this could start at the end of January.

The final audited financial reports will probably be available at the beginning of January. The Board will have them couriered to the complex, and will deliver by hand to all owners. This will save a lot of money versus postage costs if they were to be mailed.

Procedures of deck extension approvals were discussed. It is suggested that application forms for this be created and appear on the condo website, guiding the applicant to supply a drawing specifying the dimensions of the finished deck, the materials to be used, and stating that either a licensed contractor be used, or proof of permit from the City (along with inspection approval by the City when completed). The cost of erecting and future maintenance expansion past the original deck size will be borne by the unit owner. If the owner is replacing wood boards with composite decking material that looks like wood, and not changing the dimensions of the deck, they will still need to fill out an application, as the cost of the decking material replacement, and of the upkeep, will be borne by the resident. A question of whether all decks that have done this type of replacement has been paid by the owners arose; it was confirmed that the Condo Corporation has never paid for any of this deck material change.

In past history of the complex, residents often took part in “work parties” to do some of the staining, fertilizing, etc., and saved the Corporation much money. Since the residents have aged, this practice has not been continued. Many units have changed hands, and the newer residents are younger; it was suggested that perhaps if a request went out for volunteers for this type of activity, it could be possible to again arrange “work parties” to do some chores, save the Corporation money, and create a warm atmosphere for the newer residents to feel a part of the community.

The next Board meeting was tentatively set for Friday, January 5th, pending ability of Board members to be free at that time. That meeting will not require the attendance of the Manager.

Sharon Johnson, Board Chairperson.

Jason Dutton, Board Vice-Chairperson