

CHAPARRAL POINTE ADULT CONDOMINIUMS  
MINUTES OF BOARD MEETING  
FEBRUARY 1, 2017 4:30 P.M. AT UNIT #31

In attendance: Heather Chamberlain, Norma Schultz, Eileen Bailey, Peter Haggarty, Sharon Johnson and Bart Nicholls from FirstService

Clearview Engineering has answered the Board's concern on the Reserve Fund Study update done late in 2016, and will add a line item for paving, and then submit the revised report.

First Service Property Maintenance is no longer in operation. The final billing for work done at the complex lists some items that Board members felt were not completed. The Board requests that approximately one half of the billing (\$800.00) be refunded for that reason. It was moved and seconded, and the motion that this refund be requested was passed.

Several billings from Assaboine Landscaping, totalling in the area of \$17,000.00, were paid from maintenance monies. As this cost was for lawn regrading, and the resulting costs from this regrading, the Board felt payment should come from Reserve funds. A motion was made and seconded that this correction in funding be done. The motion was passed.

FirstService has switched to a system of invoice handling and payment that will allow the designated Board Treasurer to view all invoices being paid for the complex. Bart will start the process to give our Board Treasurer the ability to see and scrutinize online all billings. A training session for this will probably be available for her in the near future. The Board has long voiced concerns about the content of invoices paid and charged to the complex; this system will give the Board the information that it has often requested.

Another new operating system that FirstService now uses is called "Connect". This will provide one portal per condo property, and the Board can post various documents, etc. on that portal. Units owners would be given access to it, and be able to download forms or

documents. The Board currently has a website that does this; at a later date this new feature will be revisited to see how it is working and if it could replace our current website.

The previous week, the complex streets were ploughed and the snow piled various places throughout the complex. The landscapers did a great job on the deep snow that was causing many problems. It is hoped that this huge amount of snow will not occur again this winter.

The City has decreed that condos must have facilities for collection of wet garbage in place by November 2017. Eileen will contact the Recycling contractor to see if they have resources to provide this collection.

The next Board meeting will be on February 28<sup>th</sup>, at 4:30 P.M. at Unit #31.

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Peter Haggarty, Board Chairman

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Sharon Johnson, Board Secretary