

CHAPARRAL POINTE ADULT CONDOMINIUMS
MINUTES OF BOARD MEETING
NOVEMBER 25, 2019 AT 9:30 AM AT UNIT # 31

Decisions made by email since the last meeting:

The minutes for the October 29th meeting were adopted as circulated

The minutes for the November 7th meeting were adopted as circulated

An email vote gave approval for the attic work of Unit 59 be done in conjunction with the work on Unit 55. As the roof needs to be opened to access the attic space, and spray on vapour barrier/insulation under batting insulation is required because of the design of the roof, the cost of this required attic will be slightly lower than #55 at \$ 22,811.25

In attendance: Heather Chamberlain, Cheryl Hougesen, Lorna Herdman, Alan Tanaka, Sharon Johnson and Ming Chow of MCM Management

This was the first meeting of the Board for the next year and positions on the Board were decided by agreement of the members.

Chairman/secretary Sharon Johnson

Vice Chairman. Alan Tanaka

Treasurer. Heather Chamberlain

Landscape liaisons. Cheryl Hougesen and Lorna Herdman

Ming reported that all owners are now caught up with condo fee payments after the conversion of the management company and banking information/ authorization updating. The one exception is Unit 91 that is currently for sale; the executor of the estate has been contacted and will be sending the funds very soon. The Board asked several questions about the financial positions and coding procedures that came from the October 31 financial reports.

The new Board members were updated on attic work that is being done in the complex - reasons, costs, benefits, insurance implications, etc. The loft roofs currently being worked on is a huge undertaking, but very necessary for safety and building integrity. As Unit 39 suffered damage from ice damming in the winter of 2018, work on this set of loft units is required. It was moved that the Ideal Quotations QTE014009 for Unit 39, and QTE01410 for Unit 43 in the amount of \$ 22,811.25 each be accepted and the work done as soon as possible. This was seconded and the motion was passed.

Mega Roofing has advised that they have completed the contract for eavestrough cleaning. The Board discussed the method used - the contractor accessed the eavestroughs from the roof surface, and cleaned out and removed the buildup of leaves and debris instead of only flushing with water. Ming has worked with them and advised they would return to redo areas that were not to the satisfaction of the Board. It was moved seconded and passed that the invoice for \$ 2,861.25 may be paid.

The upcoming landscape contract (at April 1, 2020) was discussed. Items that will be explored with future bids are - wishing for hand mowing of the lawns and responsibility/replacement at contractor costs for any managed property parts (e.g. sprinkler heads) damaged by contractor crews. Ming reported that she had three landscape companies that she will ask to bid on the complex landscaping. She will have them to the Board by early January. Cheryl and Lorna volunteered to work on landscaping.

The next meeting will be held on Friday, January 24, 2020 at 9:30 AM at Unit 31.

Sharon Johnson, Board Chairman

Alan Tanaka, Board Vice-Chairman