

CHAPARRAL POINTE CONDOMINIUMS
MINUTES OF BOARD MEETING
OCTOBER 29, 2019 AT 9:30 AM AT UNIT #31

In attendance: Sharon Johnson, Madonna Hamm, Gloria Gregorchuk, Heather Chamberlain, Eileen Bailey

The minutes of September 17, 2019 were adopted as circulated - by email

The Board Treasurer reported that the year end financial audited report is now released, and noted that the owners of rented Units should have their copy mailed to them; the rest will be hand delivered to the units. She also noted that several units are behind in their condo fees as at September 30. This is probably due to the change of the management company and banking information not completed. Unit #137 has new renters; the Board has not seen a tenant undertaking for the current tenants.

Action item: These questions will be addressed to Ming

Since the last meeting, the Board has been advised that insurance will not cover insulation damage for Unit #55 in a claim from 2018. When this was covered with a claim to other units in 2019, the Board and MCM tried to reopen the 2018 claim to have this covered but were not successful. As this is an issue that affects the integrity of the roofing, it must be repaired. It was moved and seconded that the Ideal Roofing quote of \$22,125.00 +GST be accepted and this attic insulation and venting work be done. The motion passed.

Action item: Ming will be advised and asked to issue work order

The insurance restitution to Units 71, 103, 107 and 132 for damage suffered in March 2019 is now completed.

The report from Residential Roofing Consultants pointed out that the bathroom fans in the complex are vented out through the soffits on the sides of the units. This could affect the moisture level in attics, as warm moist air could then travel up through the attic air intake holes in the soffit. Several owners have advised that they want to have these rerouted out through the roof (at their cost) to avoid this issue. The Board decided to advise all owners of this opportunity; Ideal has given a quote of about \$ 600.00 per unit for this. If the Board decides to do this for all units within five years of the work, these owners would be able to provide their receipts for a reimbursement in lieu of the work being done at that time for their unit, with the maximum dollar amount being the cost per unit when the

pricing is for the complete complex. The Board will look at what form (or additions in a current form) will be needed for the owners undertaking this vent addition on the roof, as the building envelope is changed by owner construction. The Board will take information from the owners and pass this on to Ideal, but will not be a part of negotiations between the owner and Ideal. Any additional garage insulation or upgrading of insulation level in attics that owners may hire Ideal to do will also be owner onus.

Action item: a newsletter will go out advising owners

Several bids for eavestrough cleaning were considered. A motion was made and seconded that the bid from Mega Roofing and Exteriors Inc., in the amount of \$2,861.25 (including GST) be accepted. The motion passed.

Action item: Ming will be advised to proceed with this bid

The landscape for the summer season was reviewed and suggestions made for future contracts and landscape services. The contract for Rocky Mountain Landscaping will end in April 2020. The Board feels at that time a new landscaper should be sought, and had previously asked Ming to find bids for this position. The Landscape Liaison put forward suggestions for choosing a new contractor:

- it may be better to have separate contracts/ contractors for the summer landscaping and the winter snow control
- perhaps road plowing should be part of contract work with designated snow levels being the deciding of timing instead of case by case decisions by the Board
- there should be a different contractor for irrigation system work or sprinkler heads (with specific replacement locations and timings being designated on billings). She noted that she has an up-to-date map showing all replaced heads for future information and is available for consulting on landscaping issues.

The upcoming AGM is on November 15th. It was requested that the chairs be set up in a semicircle pattern, rather than straight rows. As several Board members will be unavailable or unable to take another term, new Board members will be encouraged to come forward.

MCM has shown us the forms for pet applications and tenant undertaking that they use; Board members will consider them and decide if we wish to have the forms from our website used instead.

The Board considered whether it would be more price efficient to have more of the attic work needed on interior fourplex units done at the same time as #55 is being done. Ideal will be approached about meeting with Board members to discuss this. The next Board meeting will be at that time.

Sharon Johnson, Board Chairman

Eileen Bailey, Board Vice Chairman