

CHAPARRAL POINTE CONDOMINIUMS
MINUTES OF BOARD MEETING
SEPTEMBER 17, 2019 - 9:30AM AT UNIT #31

Since the last meeting:

The Board received quotes for attic venting from Ideal Roofing. The Board had inquired about having the needed attic venting for the 4 units - #71, #103, #107 and #132 - done by Ideal as they were doing roof and attic work for an insurance claim of ice damming or condensation damage experienced in 2019. As the roofs will be opened up for this insurance remediation, much money will be saved on having this work done by Ideal at the same time. Via email, it was moved and seconded that Ideal be contracted to perform the venting work. The motion was passed by the Board.

Via email, Jason Dutton has submitted his resignation as a Director on the Board.

The evening of Monday, September 15th, the Board Chairman and Vice Chairman met with Stephen Potter of Residential Roofing Consultants, a consultant on roofing and attics, Conroy Obey, from Blue Nova - the company that is co-ordinating the remediation as well as performing unit interior work for the insurance claim, and Jayson Grant and Carlos Fernandes, of Ideal Roofing, the company contracted to do the attic remediation. They now have a more detailed listing of what insurance will cover for the claim of moisture damage in 2019 for Units 71, 104, 107, and 134. Insulation batting removal and replacement is covered by insurance but the vapour barrier is not. Areas of incomplete or torn vapour barrier have shown up on previous studies. If the vapour barrier allows moisture to come up from the unit, or leak into the unit from condensation in the attic, insurance may not cover any future damage if the Condo Corporation has not done due diligence to ensure that steps have been taken to ensure the integrity of the barrier. Taping and poly seal (vapour barrier) under the insulation batting in the bungalow units is needed. Spray foam (which would also give an additional R12 value) may be required for the 2 loft units, as the design of the roofs/attics make access to the vapour barrier extremely limited. If Ideal finds that the vapour barrier is intact in the loft units, spray foam will not be necessary. Air chutes, bath fan hoses, attic hatch upgrades, and some roof vent installs are Condo Corporation costs requested by the Board.

In attendance at the Board meeting: Lorna Herdman, Gloria Gregorchuk, Madonna Hamm, Eileen Bailey, Sharon Johnson, and Ming Chow, our Property Manager from MCM Property Management Ltd. Carlos Fernandes and Jayson Grant from Ideal Roofing attended a portion of the meeting to fully explain to the full Board the information from the meeting of the previous evening.

We were pleased to welcome our new Manager, Ming Chow. MCM took over as our Management Company effective September 1, 2019. Ming reported that only three Unit owners, #14, #35, and #91 had not submitted bank information for condo fee payments. She will attempt to contact these owners.

Carlos and Jayson, of Ideal Roofing, explained to the Directors the costs, scope of work regarding insurance coverage, and needed additions. (These are shown in the September 16th meeting notes). The Directors examined the issue, and felt all was necessary for future insurance purposes and to mitigate future ice damming problems. The total cost for the additional work and parts as requested is \$6,051.00 + GST, plus a possible \$ 4,950.00 + GST) for each of the loft units if the vapour barrier is found to be unusable. It was moved, seconded, and passed that these costs, including the spray foam vapour barrier if required - be borne by the Condo Corporation. This is Reserve Fund cost. Work will finally be able to start in a few weeks.

The Board had also requested that Ideal Roofing submit a quote for additional vents, upgrade vents and gable intake vents to improve air flow in the attics of the rest of the units as an ice damming avoidance method. The Board will look at this at a separate meeting.

The Board thanked Jayson and Carlos for their expertise and time attending the meeting to explain the process to the Directors.

Unit #55 has submitted a claim that the cost paid for a garage door replacement by the owner be reimbursed to the owner. The Board had no proof that the door was replaced because of age/normal wear and tear reasons, and had heard from sources that the door was replaced after it being owner damaged. It was moved and seconded, and the motion passed that this application for repayment be denied.

The Board has received complaints that there is standing water in the grassed space at the east end of the central area of the complex (behind Units 132, 134, 2 and 6). This has been a problem for several years. Madonna met with Nick, of Rocky Mountain Landscaping, to investigate the reasons. The sprinkler system meters were checked from the last irrigation cycle shutoff and showed no water usage, so a break in the irrigation lines was eliminated. As the rain runoff from the entire central complex area comes to this point, it is felt that the additional water coming from irrigation is saturating the location. The sprinkler heads along this grassed corridor currently give out 3 gallons of water per hour per sprinkler head. Low flow sprinkler heads, which have a 0.3 gallons per minute flow are being looked at for next spring. The approximate cost for these low-flow heads is about \$ 27.00 each;

35 heads would need to be replaced. The irrigation system control does not have the option of one area of the complex being on a separate timing.

The AGM date of Friday, November 15th at 1:30 PM has been chosen. It will be held at the Lake Chaparral Recreation Centre.

Action: The Board will make this booking - the cost will be \$ 63.00 for 2 hours

The auditor for the Condo Corporation yearly audit was chosen. A motion was made and seconded that Cremers and Co. do the audit. The motion passed.

Action: Ming will contact Cremers

Cal-rid has done the pest control for the complex this summer - supplying and checking bait boxes. For the first 3 months of the contract, it was arranged they come once a month for service to the bait boxes, ending the beginning of September; they also were called when a different pest problem arose e.g. wasp nest or skunk. It was decided that their visits will be changed to a "call for a visit" basis for the rest of the year; the timing of their visits next spring will be decided at that time.

Action: Ming will advise Cal-rid

Board members and Ming discussed needs, procedures and expectations of both the Board and MCM.

Action Item: Ming will send the applications MCM uses for pets, etc., so the Board may compare them with those on our website

Action Item: Ming will get quotes for an eavestrough cleaning contractor

Action Item: Ming will look for landscaper suggestions

Action Item: Ming will follow up on an owner service charge not yet reimbursed to the Corporation

The next meeting will be very soon to examine the quotation for attic venting needs for 43 units.

Sharon Johnson, Chairman

Eileen Bailey, Vice Chairman

