

CHAPARRAL POINTE CONDOMINIUMS  
MINUTES OF BOARD MEETING  
FEBRUARY 20, 2018 9:30 A.M. UNIT 31

In Attendance: Heather Chamberlain, Madonna Hamm, Sharon Johnson, Eileen Bailey, Jason Dutton

Attending to give a presentation to the Board: John Cox and assistant, Chris Clavette from Westview Ltd.

John and Chris talked to the Board of their company's procedures and style of Reserve Fund Studies: the only function of their company is Studies for condominiums. They discussed Roof Measurement Reports (which gives a very good idea of cost). They stressed that there is much consulting with the Board for suggestions of needs and changes required. If retained, they would be able to start on the current Reserve history and statistics immediately, and after the snow has melted be able to do the physical assessment of the property. They answered the many questions put forth by the Board members. They then left the meeting. Their price quoted was \$ 3,400.00 +GST.

After discussion of their proposal, and review of the other companies suggested for the Study, it was moved and seconded that Westview be retained to do the 2018 Reserve Fund Study. The motion was passed. The last Study was done in 2013, and by law a new Study must be done at least every five years. The contact person for Westview was decided.

Since the last meeting, a notice/consent form was sent from FirstService Residential, which was an amendment to the Management agreement. The changes were stated as operational only and did not directly affect the pricing and terms of the agreement. (1) Financial statements had previously been sent on or before the 20th of the month following; this will be moved to the 25th day, as often bank statements are not available in time. (2) a Business Credentialing Service is now included to insure that all parties are aware of and maintain risk mitigation regarding contracting of services on the properties to insure safe practices (3) unless the Board approves a certified Project Manager,

an administration fee of 5% of the cost of any single maintenance, repair, renovation, restoration or upgrade project at the property in excess of \$10,000.00 on which the Manager acts as Project Manager. (The contract had originally stated this - the only change was that the word "certified" to the project manager.) Also the Manager may add in Insurance Claims Administration fee of 6% to any insurance claim process or administered on behalf of the Corporation. This fee is a cost to the insurer, not to the Corporation.

The Board members have investigated the practices of other Management companies since this, and have found that all of the insurance costs, etc. are normal industry practices, and some even have higher percentage costs. Inquiries were made to our Manager about the 5% project manager cost addition. Angie replied that the 5% is not an automatic addition to the cost; this would only come into effect if FirstService was asked by the Board to do the Project Managing on a project. The Board has requested that the wording be adjusted to clarify this point before signing. Angie has forwarded this on to upper management, and as yet no reply has been received.

The grading issues within the complex were discussed. When the snow has melted, the Board will revisit this issue; we will have Westview give suggestions, and perhaps need to consult a Structural Engineer to review this. In the meantime, we will be asking the snow removal contractor to try to keep from piling large amounts of snow (and even try to move some accumulated snow) at known problem areas. The west side of one of the units is one area that will be watched, as it is known it has experienced sinking over the years.

The Board has been concerned that costs are kept correct from the snow clearing contractor, and that snow removal from driveways done by truck are not being included in the costs of road ploughing (which is not a part of the winter contract, so extra cost). This will be discussed with them.

The Board has not as yet heard of any results of the letter sent to the property at the southeast corner of the complex. Their eavestrough downspout has been aimed at one of our fenceposts, creating a rotting of the post, and the

letter asked that they redirect the eavestrough away from the post. Angie will be asked again about this.

Board members have been working on revising the policy guidelines statement for the complex and revising and creating application forms. The Board members were asked to review them and these can be finalized at the next meeting.

The north fence of the complex was discussed; it is in need of either repairs or replacement. As the Province owns the land on the other side of the fence it should pay for part of the cost of replacement. The Board will be exploring contacts with the Province for this discussion.

There are various issues (seemingly contradicting descriptions, etc.) with the Bylaws that the Board has been reviewing. Some of these need clarifying and changing. After the Alberta Legislative changes to the Condominium Act, an Age (55+) change will be looked at and will need a vote by the owners. The complex is currently adult - which is ruled as not now allowed by the Act. From Canadian Condominium Institute seminars and presentations, the Board has learned that in the last 20 years (the complex's Bylaws are about 18 years old, with a Special Resolution in 2014) many new needs for rulings and subjects in the Bylaws have arisen - as learned from lawsuits or problems experienced by other condominiums. The Board has had much discussion on various points with all of the aforementioned and what is required/allowed by changes to the Act. The Board also discussed whether it would be more cost efficient to update the Bylaws reflecting needed rulings and clarifications or to do several Special Resolutions at once. But before these can be undertaken, it is necessary to have expert advise on the changes. It was moved, and seconded, that we find a ball park cost of legal advice on the questions arising. The motion was passed.

The next meeting will be on Tuesday, March 13th at 9:30 A.M. at Unit 31.

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Sharon Johnson, Board Chairman.

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Jason Dutton, Board Vicechairman

