

ESTATES VILLAGE

Condominium Plan No. 942 3847

Place: Zoom online meeting

Date: April 22, 2021

1. ESTABLISHMENT OF QUORUM:

PRESENT: Brenda Smith Unit 2
Dorothy Botterill Unit 12
John Green Unit 24
Glen McMillan Unit 30
Roger Overland Unit 33
Ann Hender Unit 38

Melissa Southorn Roots to Peak Management Ltd.

2. CALL TO ORDER:

The Chairperson, Melissa Southorn, called the Meeting to order at 9:35am.

3. GUESTS & DELEGATIONS: None.

NOTE TO READER: Minutes will now reflect a Unit's legal address instead of redacting the municipal address.

4. APPROVAL OF AGENDA:

MOTION: Roger Overland / Glen McMillan to approve the Agenda as amended.

CARRIED

Amendments: Add 7(b) Bank transfer; 9(c) Decks; (d) Hose bibs.

5. APPROVAL OF MINUTES OF THE MEETING:

MOTION: Roger Overland / Dorothy Botterill to approve the Minutes of the Meeting of March 25, 2021 as presented.

CARRIED

6. BUSINESS ARISING FROM THE MINUTES:

a. Grounds Maintenance: Solstice scheduled spring clean-up and road sweep for April 22. Mowing rotation to begin in May. Green Oasis approved for two fertilizer treatments this spring and summer.

b. Windows/doors:

i. Legal 49: Tips to prevent icy windows will be included in the fall newsletter.

ii. Legal 43: Quote received to repair bay window. Replacement not required.

MOTION: Ann Hender / Dorothy Botterill to approve the Hartwell's quote for \$145.00 to add some weather stripping and a new latch to the kitchen window.

CARRIED

Legal 6: Kitchen window replacement to be scheduled.

- iii. **Legal 46:** Dining room window replacement to be scheduled.
- c. **Garage doors:** House to Highrise approved to replace rotten frames and paint others – start at legal 8. Creative Door scheduled for April 26. Jackson & James to proceed with repairs at legal 49 and 53 now and do others after frames are painted. Board will follow Roger’s garage door policy when it comes to replacement.
- d. **Reserve Fund Study:** Wade Engineering questionnaire to be completed by Melissa prior to inspections.
- e. **Insurance:** Renewal received from HUB International. Large increases happening to many condos in Alberta right now. The Corporation’s broker contacted over 15 insurance companies for quotes. Melissa to contact other brokers for quotes in the fall/winter.
- f. **Legal 25:** Lety Construction scheduled foundation repairs for April 29.
- g. **Budget:** Review draft #3. No further changes.
MOTION: Roger Overland / Brenda Smith to approve the 2021-22 budget and five-year-plan with a 4% fee increase. **CARRIED**
- h. **Pruning:** Quote received from Canopy Tree Care to prune the majority of trees and shape the majority of shrubs.
MOTION: Dorothy Botterill / John Green to approve the Canopy Tree Care quote for \$7,045.50 to prune and shape trees and shrubs. **CARRIED**
- i. **General Repairs:** The Board completed a spring walk around and provided that information to Melissa to gather quotes for general repairs. Maintenance requests will also be incorporated. Moreno Stucco to meet with Roger to discuss parging/stucco/brick repairs. Gutter Dunn to meet with Dorothy to discuss warranty work.

7. FINANCIALS/INVESTMENTS/ARREARS/CAVEATS:

Total Current Operating (pg1)	\$147,970.62
Total Current Reserve (pg1)	\$414,332.18
Total Expenses (inc stmt)	\$10,276.19
Customer Aged Summary:	\$0.00

MOTION: Roger Overland / Brenda Smith to approve the March 2021 financial statements as presented for informational purposes only. **CARRIED**

8. CORRESPONDENCE:

Sent:

None

Received:

Legal 44: Concrete sidewalk maintenance request

Legal 39: Eaves leak above deck in addition to above front door

Legal 47: Soffit repair

Legal 50: A/C approval received from neighbours – Roger & Glen to sign

Legal 33: Indemnity for concrete curbing – Roger & Glen to sign

9. NEW BUSINESS:

- a. **Eaves:** Melissa to arrange a walk around with Gutter Dunn and Dorothy to discuss warranty work. Advanced Gutter Services provided a quote to flush all of the eavestroughs.

MOTION: John Green / Glen McMillan to approve the Advanced Gutter Services quote for \$1,050.00. **CARRIED**

- b. Roof inspection:** The contractor Melissa would normally recommend has retired. A new roofing company that completes roof inspections and minor repairs will be found.
- c. Decks:** House to Highrise will begin removing the flashing on the lower decks and painting the beams and posts once the weather is warm enough to paint.
- d. Hose bibs:** A few units have reported leaks at the exterior hose bibs. Glen to check one to see if he can repair. If not, Melissa will arrange a plumber to attend.

10. NEWSLETTER ITEMS: Nothing at this time.

11. NEXT MEETING: **Thursday, May 27, 2021 at 9:30am via Zoom.**

12. ADJOURNED AT 11:36A.M.