

Condominium Corporation No. 9211661

Village at West Valley

Meeting Minutes for October 20, 2022

6:00 pm at Unit 2

In Attendance: John Thomson, Elva Watts, Carl Weins, Sue Schott, Dora Maria Carbonu, David Boggiss, Gord Sarkissian

1. **Call to Order:** 6:04pm
2. **Approval of the Agenda:** Motioned by Carl, Elva seconded, all approved
3. **Approval of the Minutes:** from September 14, 2022: Correction: King's Gate Church
Motioned by Sue, Seconded by David, all approved
4. **Financial Report:** Sue
All condo fees paid and up to date for the beginning of October. All current bills have been paid (Town of Cochrane (water & sewer) \$2410.22, Epcor \$133.47, Champagne Irrigation, \$454.34 & \$477.75). The first installment of our insurance policy has been paid: \$13,102.00, our policy renewed starting October 1.
Motion to adopt by Carl, Elva seconded, all approved
5. **Maintenance Report:** Carl
-Winter snow removal contract has been renewed with Lawn Caddies, as per the motion passed at the September 14 board meeting. This includes shoveling, trace of snow being the trigger and plowing with 1-inch of snow triggering. Cost for this 6-month contract, Oct. 15 to April 15 is \$11,911. Sanding with a pickle mix is available on call if deemed necessary.
-TJK lawn care contract quote was presented for 2023 at \$13,840. This includes spring cleanup, parking lot blow off, weekly mow and trim, fertilizer application and fall clean up. Following discussion from the board, this contract was approved.
-Shake Experts were here on October 20 to do their assessment of the roofs. Quote forthcoming for roof repairs due in 2023. This is a 5-year contract and fully guaranteed: they come and fix issues if there are any during that time. This is an ongoing roof maintenance program.
6. **Old Business**
 - a. Emergency Contacts for Unit Owners
It will be confirmed that this list is complete
 - b. Pet Form/Registry – status?
Following discussion, David will coordinate this as an add-on to the owners' information that the Board has in place.

- c. Window Committee – status?
Window form for replacement of windows is in progress.
- d. Welcoming Committee for New Owners
Welcoming Committee is in progress, with 2 non-Board owners stepping forward to implement and new Board member Gord to assist.
- e. Lawn Caddies Winter Contract approval
Approved by the Board at the September board meeting and as per Carl’s report above.
- f. Bylaw Infractions – update
With the appointment of new Board members, bylaw infractions will be an item for discussion at upcoming Board meetings.
- g. Insurance – status
Insurance has been renewed with Riverside Agencies as per the financial report above.
New Board member Gord will monitor insurance and supply updates.
- h. Newsletter – when and topics
Next newsletter is expected later this year going into the holiday season.
- i. Arborist Update
Arborist will come after the first hard freeze. Carl will let owners know when he is coming in the event that owners want to consult with him when he is here.

7. New Business

- a. AGM Wrap up and welcome to new Board members:
AGM for the business year May 1, 2021-April 30, 2022 was held at King’s Gate Church on October the 11. Four owners, 2 former Board member and 2 new were nominated and appointed to the Board. With the 3 returning Board members, the Board now has a full complement of seven, the number allowed.
Thanks was expressed for the contribution and service provided by departing board members: Barbara Parker, Elaine DeGray and Joanne Miller.
- b. Executive Board positions: president, vice-president, secretary, treasurer:
As per the bylaws, executive positions were decided at this first regular meeting following the AGM, as follows:
Executive Positions:
 President: John Thomson
 Vice-President: Elva Watts
 Secretary: David Boggiss
 Treasurer: Sue Schott
Additional Positions:
 Maintanance: Carl Weins
 Insurance: Gord Sarkissian
 Board member at large: Dora Carbonu

c. Time and frequency of new meetings

Time and frequency of meetings was discussed. Meetings may not need to occur every month. The time and location for the November meeting was determined and set: November 17 at 6pm.

d. Board Email configuration

Email communication procedures among Board members was discussed and the current Board email will be updated to include new Board members.

e. Website Development

The Board will explore ways of improving the content and functionality of the website.

f. Visitor Parking Update/Status

Board discussed the visitor parking: how to maintain visitor parking and how to accommodate the needs of owners and how to comply with bylaws.

Options will be explored.

g. Fall clean-up

Carl reports that the short mow has been done in advance of fall cleanup which will happen once all or most leaves have fallen.

h. TJK Quote for 2023

As per Carl's maintenance report above, quote received and discussed.

Motion to approve by Carl, Gord seconded, all approved

Additional Agenda Item:

With new Board members assuming roles, it was decided and agreed to add 2 new Board members to have signing authority: Sue Schott, Treasurer and David Boggiss, Secretary. John will coordinate with the bank.

Meeting adjourned at 7:54pm