

Livingstone Estates Condo Board Meeting

Meeting Minutes

June 12th, 2024, 3:30 pm

Unit 4-318 Brent's Home

"Revised July 8, 2024"

Board Member Present: Debby Hawkins, Rhonda Merko, Brent Morrison, Penny O'Brien, Victoria Chester, Karl Kloepper

Absent: Brad Lacelle

Quorum Present? Yes

Others Present? No

Proceedings: June 12, 2024, Meeting called to order at 3:35 pm

Brent made motion to change the order of the proceeding, moving the nomination of the position of Directors of the board to the beginning of the meeting. Penny 2nd. Motion Passed.

Brent stepped down as Board President, Karl put his name forward to sit as Board President after being nominated by Victoria. Debby nominated Rhonda for the position of Vice-President, with Debby remaining in the Position of Treasurer. Victoria nominated Brent to the position of Secretary.

Karl made a motion to have the Board of Directors be Acclaimed as nominated as no position was challenged for election. Debby 2nd. Motion Passed.

Brent made motion to accept the May 10th Board Meeting Minutes. Debby 2nd. Motion Passed.

Treasurer's Report-Debby

- Operating account opening balance May 1, 2024. \$18,821.78
- Operating Account closing balance May 31, 2024. \$20,116.29
- Reserve Fund Balance May 31, 2024. \$35,750.89
- GIC (Reserve Funds) May 31, 2024. \$50,947.03

The Corporation has two GIC's maturing. One on June 24, 2024, and the one on July 7, 2024. Debby makes a motion to reinvest each for one year again in a Non-redeemable GIC. At the time of the meeting, rates were not guaranteed, however Debby will report to the board at the July 12th, 2024, meeting as to the rates that were secured on both investments. Brent 2nd. Motion Passed.

The Board discussed the option of investing in GIC's that are Redeemable as well as longer term investments. Rates will be reviewed at the next meeting.

With regards to the issue of waterline freezing in unit 5-322 behind the fridge during winter periods of cold weather, after contacting NewRock, they asked Brent to contact Josh, for further direction, which to date has been unsuccessful. Failing contact with Josh, Brent will pursue NewRock once again through their head office and Management.

Brent has had various conversations with both Craig and JB with Lawnmaster, regarding issues we continue to see with their crew cutting the grass in our community. One item that came up in discussions with them was that as of last year they were no longer bagging clippings. The only time that they would bag clippings was on the first cut of the year to remove spring debris, and when lawns are very wet. Some contracts from that time were not properly printed with that change.

JB, who is part owner of the business was coming out to meet with us directly on Friday June 14th to address our concerns. Brent is unavailable, Karl agreed to meet with him at that time.

The board had discussed earlier the benefit to do an additional weed treatment in which we were quoted at \$342.00 would include an additional weed and feed treatment. Aerating lawns would take place in late June. We have made plans to dethatch the entire community next spring.

Discussion was had as to who should be interacting with Lawnmaster from our community and it was agreed that either Brent or Karl will be the contacts and we should encourage other residents to let us bring forward issues to Lawnmaster instead of everyone engaging with the workers themselves to provide a consistent message to the company.

Brent had visited the owners of Unit 2-298 regarding a window seal failure that had been refused by All Weather Windows. The seal had failed as reported by Brent's inspection. We have had two other failures of windows which will be included in with those two and have new windows ordered. Having worked with All Weather Windows on the labour charges that we would be incurring to replace the original group of windows that was quoted at 1376.00, is being reduced to 688.00 which is a 50% discount.

At the previous board meeting, the board members were presented with "Terms of Reference" for the four board of directors' positions. Because our current bylaws reference the terms of President and Vice-President, we will use these titles, with a plan to amend at the bylaw review time to change to (Chair and Vice-Chair).

The purpose of the terms of reference is to give clear direction to directors' responsibilities and be provided to all the owners of the Livingstone Estate Corporation so they also understand the role of each position. These are, President, Vice President, Treasurer and Secretary. The motion was to accept the Terms of Reference as written with Victoria as 1st, and Debby as 2nd. Motion Passed.

Brent introduced the Final Draft of the Exterior Inspection Worksheet. While it looks extensive it provides thorough guidelines as what to look for, so we can ensure the areas that the Corporation is responsible for will be reviewed and properly documented, repaired, and attended to where needed. We have also created a system of maintaining proper record keeping through a workorder system to ensure that issues are being taken care of and not missed. Inspections will start immediately. Debby made motion to accept the Inspection Work Sheet. Victoria 2nd. Motion Passed.

At the previous board meeting on May 10th, two forms covering Condo Board "Code of Conduct" was provided for each board member to review. The board has chosen the CCI document. Debby made a motion to accept the CCI document, Rhonda 2nd. Motion Passed.

Documentation which is for the notification of the change for the positions on the Livingstone Estates Board of Directors was signed by all members present with Brent will make arrangements to have Brad sign it and will be sent to the Alberta Government for registration.

At the previous board meeting held on May 10th, a motion passed where unit numbers would be included in Board Meeting Minutes that referenced violations of our bylaws. At today's meeting, Debby voiced concerns of

having changed her mind, as previously considering the legal aspect of documenting instances to protect the corporation, however with the process of documenting these situations separately “in still a proper fashion”, the protection of the Corporation would still be in place, while not highlighting these situations to everyone in the community. Brent introduced documentation from an Alberta Government source that provided the alternative methods of handling these situations from a privacy perspective. These documents needed to be reviewed by all board members for future discussion. Item Tabled.

The topic of a laptop owned by the Condo Corporation was again discussed. Until now the Livingstone Estates Corporation business has been conducted on personal laptops of Board Members. The desire of having a laptop that is used by the corporation for the sole purpose of Livingstone Estates business with adequate cloud storage for back-up and protect our records is held by several members. After a lengthy conversation which touched on Gmail, Google Storage. Brent offered to do some research and present to the Board at the next meeting.

Owners of 2-290 approached the board regarding installing screens on their rear deck and glass on their front deck. After a lengthy conversation with all board members, the decision was made to “” defer the decision regarding the screen at the back of the unit but, have approved the tall glass on the northside of the front deck but no glass on the front (East). This work would require the signature of the owner on the Deck Enclosure Acknowledge, Release and Indemnity form. Motion made by Victoria, 2nd by Debby.

The board is taking a cautious approach regarding additions to the outside of decks as these items are considered part of common property. While waiver letters have been signed by the owner who decided to change to glass and assuming liability for the upgrade from the (Standard Unit Definition) and received approval from the past boards, others who have had glass installed through the developer at the time of construction have not signed the waiver letter. The other factor that becomes an issue is how do we have future owners who purchase units with glass railings, awnings. or screens accept responsibility of their upkeep, maintenance, or replacement in case of damage, without these items then becoming the sole responsibility of the corporation to deal with. This is the reason for the deferral of the screens as the board searches for solutions of how to properly handle these situations and act in the best interest of all owners.

A request was made to the board from the owner of 2-306 to replace the dead tree in the common area at the rear of her home at her own expense. She would like to relocate the new tree closer to her deck. She would assume all costs associated with this. After much conversation, it was decided Rhonda would investigate tree options, and companies to establish pricing and costs relayed to replacing two dead trees in the park area of the community. While we have not any money budgeted for these expenses this year, we thought it should be the corporation’s responsibility not the owner. We will investigate first and take appropriate action with Rhonda’s findings. Motion made to replace the tree by Victoria 2nd, by Penny. Motion Passed.

Item was raised regarding poor tree locations in various locations, some too close to properties, some already rubbing up against buildings. Feeling was we would review trees throughout the development later. Item Tabled.

Request by the unit owner of 4-318 to install a tall glass wall on the west side of their rear deck. Approval given based on the owner providing proper drawings, have it professionally installed, and a Waiver be signed.

Owner of Unit 1-298 raised a concern about condensation between the windows. Karl inspected and found nothing. However, the owner felt that there might have been water intrusion into the home and wanted to make sure it was noted. (Work Order Created) indicating issue being reported and filed under unit number in Completed work order file.

Discussion was had regarding damage to the deck of unit 3-294 which was left by the previous owner when they moved out which was noticed by Debby. The Owners of the unit had the June condo fees paid as a stop payment couldn't be stopped in time based on their home sale. The board made the decision to with hold their reimbursement cheque for those fees pending further discussion. Plans are to develop a "move out and move in inspection process" around the sale and purchase of properties and the Common Area (Exclusive Use Area of The Units)

An issue was also raised by the owner of 1-298 regarding the steps off their back deck no longer touching the cement pad and uneven. This has been noted as an issue, with many units being the same and will be documented during the spring walk.

Further discussion was had regarding trees and the fact that some trees are being damaged by Lawnmaster when cutting lawns as there is no rings around many trees with grass growing right up to the tree itself. This is an additional item that will be added to the "trees review" that we will schedule later.

Unit owner of 3-302 has asked permission to replace the shrubs in front of her unit, as the shrubs appear dead. She has offered to do this at her own expense. She would replace the shrubs with the same type of shrubs. (The shrubs throughout the property are either Potentilla or Spirea Shrubs). Motion made to allow the owner to replace made by Brent 2nd Debby.

At 5:55 Victoria made a motion to adjourn the meeting 2nd by Penny.

Next board meeting will be held on July 10th, 2024, 3:30 to 5:00

Location 2-322

Meeting Minutes Transcribed from Audio Recording by Brent