

**Livingstone Estates Condo Board Meeting**  
**Board Meeting Minutes**  
**May 8, 2024 3:30 pm**  
**Brent's house - Lethbridge, AB**

Board Members: Present: Debby Hawkin, Rhonda Merko, Brent Morrison, Penny O'Brien, Victoria Chester, Brad Lacelle & Karl Kloepper

Absent: No

Quorum present? Yes

Others Present: no others present

Proceedings: May 8, 2024 · Meeting called to order at 3:35 pm by the President, Brent Morrison

Brent asked if there was anything else needed to be added to the agenda

- Rhonda announced she is resigning from the secretary position and will remain on the board. She would like someone for the next meeting to be in place as she will complete this month.

Brent asked if there were any errors or omissions to the agenda, Debby made a motion to pass the minutes from April 10, 2024 - Brent 2nd to approve the minutes.

**Treasurer's Report - Debby**

- Operating account opening balance April 1, 2024     \$ 17,778.53
- Operating account closing balance April 30, 2024     \$ 18,821.78
- Reserve fund balance April 30, 2024                     \$ 33,072.96
- GIC (reserve funds) April 30, 2024                     \$ 50,497.03

Last meeting Debby was to check into the cost of another account for a contingency fund. There is no cost for this account. She recommends we open the account and transfer \$135 per month. Discussion on the pros and cons of a separate account. Victoria, stated the excess funds at the end of the year could be marked for the contingency fund. Motion made by Debby to open a contingency fund to ensure funds are set aside in the case of an insurance claim. Karl 2nd, 1 abstained, all others were in favor.

**Presidents Report - Brent**

- **All Weather Window Update**

Brent spoke with AWW and is waiting for all units that were to be inspected to be completed. Once they have completed and confirmed what is covered and what is not covered they will give the board a quote for the entire job of what the cost would be. Brent will check on the window at unit 2 298

- **Lawn Master Update**

Arrangements were made for the City to come out to turn the water on. The flags are still out to ensure the heads are adjusted after the repair. Lawnmaster has been advised that the garbage that is on the ground is to be picked up and not

driven over with the mower. Brent will send an email to Lawmaster as a follow up to his conversation with them and forward it to the Livingstone Estates email address  
Brent made a motion to accept his report on lawn and windows, Debby 2nd

### **Secretary's Report**

Emails that we received have been added to the agenda, the secretary has given notice

### **Unfinished Business**

- **Garage floor repair 3-294 any further update?**

The owner has not heard from the contractor. An email was received by New Rock to say Josh is on vacation and New Rock has provided the name of the contractor. The sale of the unit is for May 30, 2024

- **Revised Building Inspection Documents will be presented.**

Brent will forward the documents to the board members to review the updates

- **Any response from the owner of Unit 3-302 regarding email sent?**

No reply

**Karl asked if we have a handyman for repairs?** Debby has spoken with Bryndin Phillips regarding doing on call work as needed and he has agreed

### **New Business**

- **Concerns expressed about the condition of lawns (dead areas, damage from what appears to be pets, finding several areas of quack grass, and wild grass)**

A reminder email will be sent to all owners regarding the condition of the grass that are being damaged by pets urinating. Brent will speak with Lawnmaster regarding the treatment for quack and wild grass treatment. And also get a quote to add another treatment during the season. Debby made a motion to send an email as a reminder Penny 2nd. Brad suggested that there be additional information included in the email

- **No part of the agreement with Lawn Master addresses dethatching of the older lawn areas. Do we add this as an additional item to be done this year?**

**Additional expense.**

Brent will get a cost from Lawnmaster to dethatch, they do aerate as per contract. Victoria asked if we could ask Lawnmaster to do the dethatching this year at a reduced rate due to not bagging for the full season last year. Karl asked if he could help with Lawnmaster.

- **Establish responsibilities for board members to complete our spring inspection of the exterior of the properties.**

This will be completed when positions have been completed

- **Unit owner of 1-330 has made a request of the board to replace a tree that they have noted is not doing well at their own expense, looking for permission from the board to do so.**

The board will advise the owner of the acceptable trees that are permitted in the community and will allow the tree to be replaced by the owner at their expense. It is also the responsibility of the owner to replace if the tree perishes as at this time the board will not be replacing trees.

Karl made a motion to replace the tree with a species that the board approved of in the same location that the current tree is planted, at the owner's expense Debby 2nd all were in favor.

- **Procedural discussion regarding use of Unit Numbers/Names in board minute notes with respect to Bylaw or rule infractions?**

A discussion took place regarding using unit numbers or names in board minutes. It was agreed that unit numbers will be referenced in the minutes when referring to an owner. Due to liability issues and wording of the complaint, Victoria made a motion, Debby 2nd. 2 abstain, the remainder were in favor

- **If the summer is dry and watering restrictions are in place does the corporation assume the responsibilities of watering trees not watered by owners to protect them this year?**

With the water restrictions we need to be proactive. To preserve our trees the owners may want to water the trees in their area. However if they choose not to we will risk the loss of potential trees and shrubs. An email will be sent to the owners advising them that with the potential water restriction the lawn may not look as good as it has in the past and if the irrigation is not functioning due to the restriction owners will be asked to water their trees and shrubs if they want to.

- **Email from Rossco's regarding deep fertilization.**

We will not be doing a deep fertilization this year due to the unforeseen potential drought. This item will be tabled for the New Year and also ensure it is in the 2025 budget. Karl made a motion to table for next year and Victoria 2nd all in favor

- **Email from Unit 5-322 regarding waterline freezing.**

Brent will send an email to New Rock to see if they will cover the cost to repair this as it appears it may be a contractor issue.

- **Plants hanging on deck railings.**

This item will be tabled

- **CCI Addition of new Board Members**

The new board members have been sent log on info to gain access to the CCI site

- **Process review for exterior damage to unit prior to sale of unit**

The board discussed that there be an inspection of each unit when a unit is sold so that if there are issues they are paid for by the existing owner and not passed onto the new owner. This will be tabled until the policy and procedure are worked on

- **Lock Box at 3-302**

Karl will check with a realtor to find out who would own the lock and have it removed.

- **Code of Conduct Review for Board Members**

CCI has a document titled DIRECTORS' CODE OF ETHICS and there should also be a conflict of interest, privacy & PIPA documents for all directors. A copy will be sent to the board members for all to review once it has been modified to reflect Livingstone Estates Condo Board.

- **Review Roles & Responsibilities of Board Offices**

If there are no issues with the documents Victoria sent they will be edited and forwarded to the board members. Debby requested that we receive documents at least 1 week prior to the board meeting if there are documents needing review. Under circumstances we may need to send a day or 2 prior to the meeting. Debby will forward all treasure documents to the board prior to the next meeting. Victoria suggested all documents be sent together in one package for the board to prepare for the next meeting.

- **Election of Board Officers**

Tabled for next meeting as we have permission for one more month. Victoria will compile the documents for the board prior to the next meeting.

Motion made by Brent to have the Meeting adjourned, Rhonda 2nd. Next meeting June 12, 2024 3:30 pm Brent's house

- Meeting adjourned at 5:56 p.m.
- Minutes submitted by Secretary, Rhonda Merko.
- Transcribed video recording