

Livingstone Estates Condo Board Meeting

Meeting Minutes

September 11th, 2024, 3:00 pm

Unit 2-322 Karl's Home

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

Absent: Brad LaCelle

Quorum Present? Yes

Others Present? No

Conflict Of Interest None

Proceedings: September 11th, 2024, Meeting called to order at 3:16 pm

Motion made by Victoria to approve the meeting minutes from the August 14th meeting, Seconded by Brent. Motion carried.

Treasurer's Report-Debby

- Operating account opening balance Aug 1, 2024. \$21,985.86
- Operating Account closing balance Aug 31, 2024. \$22,635.09
- Reserve Fund Balance Aug 31, 2024. \$34,186.73
- GIC (Reserve Funds) Aug 31, 2024. \$60,982.03
- Contingency Fund August 31, 2024 \$541.33

Motion made by Debby to approve the financial report as submitted, Seconded by Victoria, Motion carried.

Update on the renewal of the property insurance for the corporation on our development.

Our cost to insure the development is being reduced by \$193.99 per month, as we pay our insurance over the course of 12 month. Monthly payment will drop from, \$3070.20 to \$2876.21 while still providing with same coverage for the development. The total amount of the insurance plus financing costs totalled to \$33251.00 annually.

A motion was made by Victoria to ratify the total amount of the cost for the insurance, as previous figures were estimated only. Seconded by Rhonda, at which point the conversation shifted to the topic of Debby updating the reserve fund study figures and having that information in place within a week. ***No vote was actually held on the motion on the floor, as the conversation carried on to the next item, thus no ratification vote took place.***

Presidents Report

Karl indicated that through a lot of hard work from everyone and working with Lawn Master this year we have a property that we are pleased with in appearance and plenty of positive comments from owners on the lawn maintenance and care.

Secretaries Report

Brent submitted the final version of the move out move in for along with the cover letter that the owners will receive upon listing their property for sale. Board members were asked to review the cover letter for any changes so it can be adopted at the next meeting.

Rhonda updated everyone on the status of the tree removal and trimming that was just completed. The tree in the gravel by the west visitor parking was removed providing a place for Lawn Master to move snow to. As well the tree at the rear of Unit 2-294 that was in poor health and growing up against the air conditioner of the unit was removed.

The trees that were overgrown and hitting building sides a growing into deck areas were trimmed. The two trees in the centre area which are dead will be replaced in the spring as there are not a sufficient inventory of trees available to get the size and quality of tree we require at this time of the year.

Rhonda will follow up with Rosco's to plan for the tree removal costs that we receive in the spring based on their minimum bill amounts for tree removal and present the finding at the next board meeting.

The issue of the grasses that were planted in the front of Unit 3-302 was reviewed and discussed. All email communications that took place between Brent, Livingstone Estates and the owner were read, and it was determined by the board that what took place was a request from the owner to replace dead Potentilla shrubs on their own. Potentilla and Spirea shrubs are throughout the development on the fronts of all units.

The message was clear that the owner was permitted to replace the dead Potentilla shrubs on her own. As the board was in the process of creating plans and policies for maintenance and replacement of trees, shrubs etc. in the common areas of the property, the request was made for the owner to retain their receipts for possible reimbursement as we develop the policies around this topic. Since the owner chose not to follow the request of the board to replace the Potentilla shrubs and decided to use the grasses instead no compensation will take place and the issue of the proper replacement of the Potentilla shrubs will be dealt with in the spring.

A motion was made by Victoria to send the owner a letter indicating that no compensation would be made by the corporation for the grasses and that in the spring the replacement of the Potentilla shrubs would be dealt with at that time. Seconded by Debby. Motion carried.

As we move through the process of Policies and procedures which has taken much longer than expected it was decided to put together a Communication Letter to owner outlining a few items that will also include the topic of outdoor decorations and Christmas lights as this season is rapidly approaching.

The board reviewed the new contract with Lawn Master that proposed a 4% increase in the base cost of the renewal. We have added a lawn dethatching for next spring and have decided to keep the third weed and feed treatment that was incorporated this past summer. The tree in the gravel on the west end of the park was removed to provide a spot for snow to be pushed during the winter. We will install curb markers in key areas throughout the property to identify areas to keep both the snowplough and delivery vehicles from driving over. Much time and effort has been working with Lawn Master and a special shout out to Karl for all the extra effort.

Motion was made by Brent to renew Lawn Masters contract for the next year. Seconded by Rhonda, Motion carried.

A presentation was made to the board from the owner of unit 2-294 as an owner, who sits on the Livingstone Board as a board member with regards to a plumbing leak that has occurred from a pipe that runs to the exterior hose line that leaked into the finished basement area affecting the finished wall and base board. The request was made that that the cost incurred from this situation should be covered by the Corporation as the failure occurred in an area that is the Corporations responsibility.

After the presentation, the owner of 2-294 left the meeting, and the board discussed the circumstances and decided to defer to the Corporations Insurance company for guidance.

The owner of 2-310 has requested the boards permission to add glass panels to the rear deck of their unit. The owner will need to provide the board the drawings of the changes being made to the common area deck, the estimate from a professional installation company along with a signed and witnessed Deck Alteration Waiver.

Meeting adjourned at 5:02 pm

Next meeting will take place at 3:00 at Unit1-314 Pennys Home

Minutes transcribed from audio recording by Brent