

Livingstone Estates Condo Board Meeting

Meeting Minutes

July 10th, 2024, 3:30 pm

Unit 2-322 Karl's Home

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

Absent: None

Quorum Present? Yes

Others Present? No

Proceedings: July 10th, 2024, Meeting called to order at 3:34

Motion made by Rhonda to accept the Minutes from the June 12th meeting with the amendment adding meeting transcribed by audio file by Brent. Seconded Debby, Motion Carried

Karl introduced an addition to the meeting requiring any board member to declare any conflict of interest that would occur in the meeting business from the agenda provided for this meeting.

Conflict Of Interest None declared

Treasurer's Report-Debby

- Operating account opening balance June 1, 2024. \$20116.29
- Operating Account closing balance June 30, 2024. \$22,093.38
- Reserve Fund Balance June 30, 2024. \$38,831.28
- GIC (Reserve Funds) June 30, 2024. \$50,947.03

Motion made by Debby to accept the Treasure's report. Seconded by Brent, Motion Carried.

Motion made by Debby to purchase an additional GIC in the amount of \$10,000.00 with the best rates and term from the Cash Reserve Fund Savings Account which still leaves approximately \$31,000.00 in the savings account which is liquid if required. Second Brent, Motion Carried.

Debby made a motion to add Karl to have signing authority for our bank accounts. Currently both Debby and Brent have signing authority which will give the Corporation three people with signing authority. Seconded by Victoria, Motion Carried.

Debby indicated that we have received an update on the appraised value of the development from \$13,000,000 to \$13,806,000. The information has been submitted to our insurance company to determine our new cost of insurance once our policy renews.

President's Report

Karl stated that he felt we have made good progress in many areas however, he has indicated his desire to move forward and clean up unfinished business first and set additional items aside to remain focused as we move along. Karl also expressed a wish to develop committees to work on projects going forward.

Brent indicated that exterior inspections have been completed by members of the board on buildings 310,314,318,326,330,334. It was found that building 314 had never received a final coat of paint on the exterior trim of the entire building.

To address the situation of the waterline freezing in winter in unit 5-322 and not having any response from Josh, Karl reached out to Rob with NewRock, and they have agreed to come out and address our situations of garage floor cement in certain units, the 5-322 waterline and the unpainted 314 building.

Brent introduced an inspection sheet that he suggested being used when a property is listed for sale, that identifies Exclusive Use, Common Area that identifies concerns or damage the owns is responsible for correcting prior to moving out of their unit once sold. Suggestions were made combining the first and second sheet into one and a second sheet for the new owner moving in. Brent agreed to redesign the sheets to accommodate these changes.

Conversations were had with regards how the board would develop the Rules and Regulations for the Livingstone Estates Corporation. Karl suggested that we develop a committee to develop the framework of the Rules and Regulations however after a spirited conversation this idea was voted down. What was decided was Brent would create a living document that everyone could add ideas to each section and then the sections would be dissected and discussed at future board meetings and finalized from there.

The topic of a burn on a deck that was left by a previous owner after they moved out and the responsibility of who would be held responsible for the cost of the repair. The Corporation was in possession of funds from an overpayment of condo fees which was being held from the previous owner who had burned the deck. It was determined that the new owner had accepted the unit "as is" and would be held responsible for the cost of the repairs.

Brad had reached out to CANPRO to get an estimate for the repair of the deck which was quoted at \$525.00. The board will work with the new owner on having the repair done.

Victoria made a motion to return the monies to the original owner. Seconded by Brent, Motion passed.

The owner of 2-290 have approached the board about adding screen to the back of their unit on both the west and north side of their rear deck (and adding tall glass to the north side of their front deck which had been previously approved).

After much discussion the decision was made to approve the screen on the condition that the waiver letter previously used be amended to include the need for the current owners to declare to future owners who purchase their unit that they accept responsibility for the maintenance, repair and replacement at the time of purchase of any alterations to the common areas of a unit, or return the area altered to the "Standard Unit Definition" at the sellers expense prior to moving out.

Motion made by Rhonda to approve the installation of the screens based on the amendments to the waiver letter that sellers to declare to future owners who purchase their unit that they accept responsibility for the maintenance, repair and replacement at the time of purchase of any alterations to the common areas of a unit, or return the area altered to the "Standard Unit Definition" at the sellers expense prior to moving out. Seconded by Brad. Motion Carried.

Rhonda reported that the three additional windows that were reported as faulty to All Weather Windows were confirmed to be so. The total cost to the Corporation to replace all 12 of the affected windows found faulty was \$1082.78. Debby made a motion to proceed with the cost of repairs for all 12 windows in the amount of 1082.78. Seconded by Penny. Motion Carried.

Once All Weather Windows receives payment, they will order the replacements and then arrangement for the installation.

Rhonda reported that Rosco Tree Service has provided a proposal for what was determined upon their visit to our property. They have provided a link to a map of our development indicating which trees are planted on the property, and mapped out which species of tree is in each location and provided recommendations of what is needed. The decision was made to send all board members the email and the link to the map provided by Rosco and table any decisions regarding trees until the next meeting.

Brent reported to the board that the approximate cost to purchase a laptop would be \$500.00. Microsoft Office could be provided at no cost to the Corporation through a Family Plan Office 365 that Brent has as an additional user. No decision was made during the meeting.

Victoria had sent board members an email outlining the definition of a standard unit that most board members didn't have time to fully review so the discussion was tabled until the next meeting.

Discussion was had as to areas of the property that don't have tree rings around all the trees and in some cases, trees are being damaged from trimming grass that grows up tight to the tree. A suggestion was made by Rosco tree Service on the walk around about using weeping tile as a protection are the base of the tree.

Further discussion was had with regards to the need of outdoor caulking, paint that will be required to take care of the issues found during inspections that will be provided during the final report once the inspections are completed. Concerns were expressed regarding the liability aspect of board members doing work on the property.

Karl moved to adjourn the meeting at 543 p.m. Seconded by Penny.

Meeting minutes were transcribed by Brent from an audio recording.

The next Board Meeting will be held on August 14th at Unit #4-318 at 3:30 p.m.