



SHV Board of Directors Meeting Minutes
Wednesday March 15, 2023
Zoom meeting @ 7:30 – 8:30 pm

1. Call to Order

Terry called the meeting to order at 7:30 pm/

2. Attendance & Quorum

In attendance were Terry, Ruth and Ken via zoom link. Quorum was confirmed.

3. Approval of the Agenda/Any Additional Items

Addition of 8.8 auditors request for information - Terry

Ken moved that the agenda and additional item be approved, seconded by Terry. Carried

4. Approval of Minutes from September 1, 2022 SHV BOD meeting

Moved by Terry, seconded by Ken, carried that the minutes of the September 1, 2022 SHV BOD meeting be accepted as circulated.

5. Update on Finance

Terry reported that currently the reserve fund is at \$115,499.39 and operating is as of today \$38,452.92.

6. Acceptance of Electronic Votes:

- Approval to install new storm windows Unit 2646 and Unit 16 – September 1, 2022
- Approval for dog application Unit 16 – October 4, 2022
- Approval pay Building Works for \$3,500 re: garage leaks Unit 15 and 17 – October 30, 2022
- Approval to pay Mountain View Decks for \$1,899.24 re: C decks post tops
- Approval to pay Danny Holland re: weatherstripping on garage door
- Approval to pay Maximum Tree Care \$656.25 - \$656.25
- Approval to pay Immaculate Exteriors \$160.00 re: leaky eavestroughs Unit 2646 – Nov 2, 2022
- Approval to pay Ruth Holland-Richardson \$188.67 re: SHV website – Nov 9, 2022
- Approval to pay McLeod Law \$335.53 - Nov 2, 2022
- Approval to pay BVP Garage Doors \$126.00 re: Unit 2634 – Nov, 2022
- Approval to pay Always Affordable Locksmith \$1,400.96 re: new garage key pay – Dec 14, 2022
- Approval to pay \$1,320.54 re: final payment to Unit 6 on carpet replacement – Jan 17, 2023
- Approval to update insurance appraisal (\$700) and Reserve Fund Report – Feb 1, 2023
- Approval to spend \$150 to receive copies of owners deposited cheques - Feb 3, 2023
- Approval for Unit # 7 to install an A/C unit – February 23, 2023



- Approval for Unit 2646 to install a new furnace – February 28, 2023
 - Approval to pay \$735 for Normac Insurance Appraisal – March 9, 2023
 - Approval for Unit 2646 to install retractable awning on lower deck – March 9, 2023
 - Approval to pay C&E Auditors \$2,366.53 for SHV audit 2021/2022 – March 14, 2023
- Moved by Terry, seconded by Ruth, carried that all approve all electronic votes from September 1, 2022 to March 14, 2023 as noted above be approved.

7. Old Business

Policy on repairs to mailbox

Because it is common property we have been paying for maintenance. It is apparent that some owners are not taking care of their keys, and so been having to have a locksmith come out for about \$120 per unit each time there is an issue. Terry asked if we should continue this practice or alter it. After discussion, it was agreed that this will continue to be maintained by the corporation.

8. New Business

8.1 Review Normac Insurance Report

Terry reported that this review was well done. The increase in value of properties is because of inflation and increases in construction costs. This review was required for the for auditors.

8.2 Update on Reserve Fund Report

Nothing to report at present. Terry will follow up after this meeting.

8.3 Status on Auditor's Report

Terry has spent an inordinate amount of time on this because of errors made by the previous board. There were no cheques kept to reconcile and bills were not paid in the appropriate months. This has now been corrected and fixed. A huge thank you to Terry for undertaking this task.

8.4 Delayed owner response on carpet and setting a policy and cap for future repairs.

Terry has had no response from the owner regarding this. Ken will write to him on behalf of the board.

8.5 Request from Unit 19 re: tree at rear of unit.

The owner of Unit 19 has requested a new tree outside the back of his unit, as the one that was previously there came down during the heavy snow storm where so many trees were lost. He noted that it helped to provide privacy between him and the neighbor. The previous board was adamant that no trees were going to be replaced. Given that this was felt to be an act of god and that the request is reasonable and precedent had been set on a previous tree loss situation, the board agreed that a cap of \$200 would be offered to replace it.

Moved by Ruth, Seconded by Ken. Carried

8.6 Refund to Dianne Sutton of \$472.00 for overpayment of 2021/2022 condo fees

During the work Terry did on the condo fee payments, it was found that the owner double paid one month.

Terry moved that this should be refunded via cheque, Ken seconded. Carried

8.7 Update on SHV web site

Ruth discussed some issues with the SHV website and the way it was set up. It is not possible to upload any further BOD minutes, AGM minutes and other documents, which means that these are not available for unit owners to view and download, which was the purpose of the site to begin with, that and to reduce the secretarial expenses related to supplying appropriate documents when an owner sells. Ruth investigated what would be necessary to rectify this, and has someone who has the means to do the work. She felt it would take between \$350 to do a basic fix to up to \$750 for a revamp to make it easier for us to upload documents and to have things better organized. Terry moved that SHV pay up to \$750 to have this work done. Seconded by Ken. Carried.



8.8- Auditor sent request for further information.

The Auditor sent an Inquiries of Those Charged with Governance form, along with several other documents requiring signature. The Inquires form is to confirm that the board are doing due diligence and that someone has oversight. Terry will prepare that. Ruth to sign and return to Terry the other documents requiring signatures.

8.9 Fireplace Vents and Furnace vents Unit 2646

When the unit owner called someone out to have her fireplace fixed, it was found that the exterior fresh air intake at the back of the unit had been extremely poorly installed, and large gaps were left in the stucco around the vents. This will need repair. In addition, the lower fireplace exterior vent is completely rusted as has the upper exterior vent, and when their tradesman checked he discovered an old birds nest, dead birds and eggs. This is a huge safety issue. Terry will do some research to see if she can get someone to come out and check all of the fireplace vents, and quote for possible repair/replacement as needed.

8.9 Adjournment

There being no further business, the meeting was adjourned at 8:04 pm

Respectfully submitted

Ruth Holland-Richardson
Director, SHV Board.
2023-03-17