



SHV Board of Directors Meeting  
August 8, 2024  
Minutes  
16 Signal Hill Lane, 7:00 – 8:00 pm

1. **Call to Order:** Terry called the meeting to order at 7:02 pm
2. **Attendance & Quorum:** All board members were in attendance.
3. **Approval of the Agenda/Any Additional Items:** Terry added an additional item to the agenda:  
7.5 Lane Parking Policy
4. **Approval of Minutes from September 14, 2023 SHV BOD meeting:** Moved by Terry, seconded by James to accept the minutes of the BOD meeting from September 14, 2023. Carried.
5. **Update on Finance:** Terry reported that currently the reserve fund has \$172,475.44 in it and the operating fund has \$27,738.
6. **Acceptance of Electronic Votes:** All
  - Approval to Men in Kilts \$8,757.00 to clean gutters, September 6, 2023
  - Approval to pay R. Holland-Richardson \$20.99 to renew domain name, September 25, 2023
  - Approval for Unit 2650 to install a new furnace, October 23, 2023
  - Approval to pay arborist \$661.50, October 30, 2023
  - Approval to Unit 16 to install new windows, November 9, 2023
  - Approval to pay R. Holland-Richardson \$201.47 for website renewal, November 12, 2023
  - Approval to renew Powerhouse contract for one year, November 28, 2023
  - Approval to pay auditor \$1,902.11 for yearly audit, December 7, 2023
  - Approval to pay Affordable Locksmith \$131.25 to change batteries on shed, January 11, 2024
  - Approval to pay TChelich \$10.00 to change names at Land Titles, April 7, 2024
  - Approval to pay Dryer Vent Experts \$1,650.00 to clean dryer vents, April 17, 2024
  - Approval to pay contract for yearly condo insurance \$31,079.00, May 15, 2024
  - Approval to reimburse TChelich \$252.13 for flowers at front of SHV sign, May 16, 2024
  - Approve Reserve Fund study \$2,940.00, June 5, 2024
  - Approval to pay Mountain View Painting \$10,552.50 for exterior painting and parging/stucco repair, June 24, 2024
  - Approval to pay Bristol Window Cleaning \$1,942.50 for exterior window cleaning, July 3, 2024
  - Approval to pay Maximum Tree Care (arborist) \$5,292.00, July 4, 2024
  - Approval to pay \$929.25 to Omega 2000 Cribbing to fix Unit 17 driveway concrete repair, July 24, 2024Moved by Terry, seconded by James that all electronic votes be accepted as submitted and previously voted on. Carried.
7. **Old Business**
  - 7.1 Request from Unit 13 to repair garage door, September 8, 2023 – Declined after discussion.



7.2 Notified Unit 15 re: dog and grass, June 27, 2024 – Unit 15 has an unapproved dog. Unit owner has been warned about the dog urinating and defecating on the grass in the rear of the unit, which contravenes the SHV Bylaws. Dogs must be taken off property to do their business. Owner has been warned and if in future this continues, fines in the amount of \$100 per occurrence will be levied by the board. Terry will notify the owner. It was noted that the current Pet application policy on the website has some errors so a new one will be uploaded by Ruth.

7.3 Notified Unit 8 re: storage shed on back patio, July 1, 2024 - Unit 8 requested approval to put a storage shed on their back patio. The proposed shed was not felt to be acceptable, but they were advised that if they chose a chest style shed, that would be approved by the board. They were asked to provide a picture of which one they chose. No further action or notification has been received by the Board.

7.4 Notified Unit 2658 re: furnace installation, July 8, 2024 – The furnace installation was approved as the one chosen by the owners complies with SHV Bylaws.

7.5 Lane Parking Policy – This summer there have been some issues with parking in the lane and since there is not a specific policy, this will be drawn up by Terry and shared with the owners.

## **8. New Business**

8.1 Roof repairs – The roof is not due for replacement until 2039 per the reserve fund but recently they were inspected and there were some issues with flashings and sealing around the chimneys. It was noted by the company doing the inspection that if these things were not dealt with there could be issues like leaking. The company provided a quote of \$9000 for the repairs. The reserve fund can be used to pay for this and currently has the funds to do so. Moved by Ruth, seconded by James that this company be hired to make necessary repairs/adjustments. Carried.

8.2 Gutter repairs/ downspout extensions – There have been ongoing issues with the downspouts on the A and C units specifically which potentially could cause liability claims if someone were to slip and fall. Previous recommendations to remediate this have been rejected by the owners, but this continues to be an issue. There are also repairs needed on some, in particular where the tree fell in the A unit row and caused extensive damage to the gutters. Terry brought forward a recommendation to have someone come and fix 4 units – 2 in the A row and 2 in the C row as a trial. This will involve redirecting the front downspout to the grass and the company suggested will offer a way to do that. This can be paid for out of the reserve fund as well. Moved by Ruth, seconded by James that a company be engaged to do this on the 4 units. Carried.

8.3 C deck repairs – C decks were inspected and some relatively minor issues were found that should be attended to to prolong the life of the decks until they are due for major refurbishment. Moved by Ruth, seconded by James that these repairs be initiated. Carried.

8.4 Invest Reserve Fund - the reserve fund company suggested to Terry that we should consider investing some or all of the fund to earn some income from interest. This was discussed by the Board, and it was felt that more information on the type of investments available and the possible gains be investigated and brought back to the Board.

8.5 Minutes of SHV Board Meetings in website – it was noted that the minutes of the BOD meetings were not on the SHV website. Ruth will upload them as requested.

8.6 Communication to owners in website – Terry noted in the past that SHV Board had a regular newsletter. Since Linda moved, this has not really been happening. Terry wondered if the update emails she sent out could possibly added to the website. Ruth indicated she will attempt to find these and upload them.

9 Adjournment – meeting was adjourned at 7:41 pm.