

**Willow Court Green**  
**Board Meeting Minutes**  
Tuesday September 9, 2025

Board members in attendance:	705 - Kevin Pederson, 1304 – Taylor Smith, Urbantec Management, 1505-Andrea Soutar, 1204 - Lynn Williams
With Regrets:	909-Hope De Neve

Meeting called to order at 6:06 pm

**1. Motion to approve meeting Agenda & Previous Board Minutes**

- a. Motion: Taylor
- b. Seconded: Kevin

**2. Approval of financial report**

- a. Approval of July & August Financials
  - i. Motion: Lynn
  - ii. Seconded: Kevin

**3. Old Business**

- a. Reserve fund study – First draft complete, second draft expected before AGM
- b. Cladding – work finished, bird mesh deferred until spring. Considering whether gutter cleaners or cladding contractor will handle mesh installation
- c. Maintenance List – Ongoing repairs.
- d. Roofs – major repair completed on 900 block, no further large scale work required
- e. Eaves – book eaves cleaning with Clearview Cleaning in late October, waiting to be booked
- f. Shed Repairs –1605 on hold. 704 in progress. 803 and 804 finished.
- g. Retaining walls – completed, board inspection satisfied
- h. Electrical meter box repairs – repairs deferred until spring
- i. Car Plugs – repairs deferred until spring
- j. Tundra tree care – quote from Tundra \$17,000 for 66 trees declined, Everest to complete work in spring
- k. Fireplaces – scheduled for spring 2026. Three units still outstanding, all owner occupied. Notice to be sent to all fireplace owners reminding of winter non-use
- l. Unit 106 unauthorized garden- wood removal planned
- m. Anytime bin violation- continued violation \$150/wk fine begins immediately. Anytime bins contractor banned from property
- n. Landscaping and painting – To discuss after reserve fund study completion
- o. Bylaw Changes – on hold.
- p. Landscaping work – After reserve fund study, see if there's room in the budget for more landscaping to be complete at the two entrances. Unit 901 volunteered for clean up.

- q. Sprinkler/Irrigation.system to be disconnected within 2 weeks, not to be reactivated until next year due to extensive damage. Reminder to residents-exterior tap winterization by October
- r. Fairmount Drive -asphalt fix or landscaping. On hold for 2026

S. Lux Window – Urbantec to send out final reminder for owners that would like new windows.

#### **4. New Business**

- a. Telus Fiber Optic – installation progressing. Andrea volunteered for board walk through.
- b. Trees on north retaining wall – priority project, Kevin coordinating with Rimrock and golf course for access. Estimated \$15,000+ targeting early October. Kevin left message with golf course
- c. Eaves – completed by 5 Star.
- d. AGM – To book for October 21 at Trico. AV contract pending
- e. Parging work approved to address structural integrity before winter
- f. Website Hosting GoDaddy hosting transferred from Deanne to Taylors card, \$277.07 annually

#### **5. Meeting adjourned at 6:44**

- a. Motion: Taylor
- b. Seconded: KEVIN

Next Meeting: Tuesday, October 7, 2025