

**Willow Court Green
Board Meeting Minutes**

Tuesday, April 8, 2025

Board members in attendance:	705 - Kevin Pederson, 601 - Deanne Coish, 1204 - Lynn Williams, 1304 – Taylor Smith , Urbantec Management, 1505-Andrea Soutar, 909-Hope De Neve
With Regrets:	N/A

Meeting called to order at 6:10 pm

1. Motion to approve meeting Agenda & Previous Board Minutes

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

2. Approval of financial report

- a. Approval of March Financials
 - i. Motion: Lynn
 - ii. Seconded: Kevin

3. Old Business

- a. Retaining wall – Mostly completed, grass to be completed in the spring. Waiting for Simply Stone to quote.
- b. Maintenance List – Ongoing repairs, some parging and eaves to be repaired. Waiting on quotes.
- c. Roofs – 900 block to be checked on and quoted for repairs. DG Roofing to inspect in spring and advise on repairs.
- d. Shed Repairs –1304 and 704 almost complete. Assessment on next priority sheds second week of May
- e. Everest Tree Service – Have Everest come to assess the trees and bushes in the complex. Waiting on reply. Urbantec to follow up
- f. Fireplaces – Complete chimney capping after reserve fund study completion by Rock and Rolls Roofing. Some replies from owners on WETT test certified inspection. Waiting on 3 units on intent. 302, 913, 1203. Urbantec to hand deliver notices
- g. Fire Hydrant – On the list for Clear-Flo to complete
- h. Parking Stall Curb Painting – On hold
- i. Reserve fund study – First draft complete, responding with questions for second draft.
- j. Landscaping and painting – To discuss after reserve fund study completion
- k. Bylaw Changes – Possible new Act changes coming in 2025. To review at that time.

- l. 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.
- m. Concrete sidewalks – Create list for repair work needed. Notify city on issues with Bonaventure sidewalk.
- n. Exterior parking and stucco repairs – waiting for reserve fund study completion
- o. Cladding – received 1 quote, waiting for Urbantec to get one more quote to compare.
- p. SunUrban continuing with repairs
- q. Lux Windows to meet with Deanne

4. New Business

- a. Exterior panel boxes for Telus and Rogers fixed.
- b. Rain Barrels – Allowed but have to provide a reno form to Urbantec and proper drainage needed
- c. Sprinkler heads – 1705 notified of a broken sprinkler head. College works will fix.
- d. Car Plugs – Urbantec to send out email to owners to check the exterior plugs and have electrician to fix any broke plugs.

5. Meeting adjourned at 6:58

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

Next Meeting: Tuesday, June 3, 2024