

Willow Court Green
Board Meeting Minutes
Tuesday April 7, 2026

Board members in attendance: Taylor Smith 1304, Kevin Pedersen 705, Lynn Williams 1204, Andrea Soutar 1505, Cassie Desautels 502

Board members in virtual attendance: Kaitlyn Urbantec

Business Consultant for Willow Court Green: Ken Tonks 1505

With regrets: Hope De Neve 909, Michelle Bruce 901

Meeting called to order: 6:05 pm

1. Approval of February Financials:

- a. Lynn
- b. Taylor

2. Old Business

a. Financial Status & Arrears

- i. Units 914 and 1605 on payment plans- \$100/month automatic withdrawal.
- ii. Both units remain below \$500 outstanding balance.
- iii. Reserve fund position:
 - a. \$135,000 cash
 - b. \$425,000 in flex savings
 - c. Board confirmed sufficient liquidity for upcoming summer projects

iv. Insurance- insurance financing approved: Kaitlyn signed. Board opted to finance premium rather than pay lump sum, preserving cash flow. Maintains flexibility to fund spring and summer capital projects without drawing down reserves unnecessarily.

3. New Business

a. Major Projects

- i. Landscaping- Golf Course Side: Project approved, ~\$30,000 (Rimrock). Scope includes;

- a. 18" exaction along fence line.
- b. Weed barrier (two layers) and gravel installation.
- c. Connection to golf course water line.
- d. Glyphosate treatment, 2year program.
- e. COI required prior to commencement
- f. Project to be funded from reserve temporarily, with reimbursement.

ii. Electrical Project:

- a. Coordination underway- Kevin leading.
- b. Target timeline: early June completion.
- c. Current quote (Rimrock): just under \$30,000.
- d. Second quote required- Nomad Electrical recommended.

iii. Stair Repairs:

- a. Contractor selected: SunUrban
- b. Pricing aligned with Tayo, dollar-for-dollar.
- c. Scope includes:
 - i. General stair repairs.
 - ii. Missing railings at Unit 505.

b. Maintenance & Repairs

i. Eavestroughs- replacement quotes received, initial work scheduled for Unit 914 and additional units as discussed.

ii. Unit 1508-Water intrusion:

- a. Issue determined to be window-related: owner responsibility.
- b. Corporation to complete foundation seepage repair: estimated cost \$700-\$900 (Greenwell)
- c. Formal letter to be issued to owner outlining responsibility for window replacement and future liability.

c. Drainage & Site Planning

- i. Comprehensive drainage assessment proceeding.
- ii. Engineering firm Applin Martin

d. Parking Lot Maintenance

- i. Rimrock sweep declined due to equipment surcharge.
- ii. Board will coordinate sweeping with parking lot repair contractor instead.

e. TELUS Fibre Installation

- i. Ongoing resident concerns:
 - a. Unannounced contractor visits
 - b. Lack of clarity on remaining work
 - c. Action: board to request completion schedule and list of remaining units.

f. Landscaping Contract (Rimrock)

- i. Current contract requires 30-day notice for non-renewal.
- ii. Urbantec to begin sourcing alternative vendors starting in June.

4. Action Items

- i. Ken: email Catalin regarding TELUS project timing, provide electrician with light repair list
- ii. Kaitlyn: obtain COI from Rimrock prior to landscaping work, send formal letter to Unit 1508 owner re: window responsibility, source landscaping contractor options for Fairmount area work.

Meeting adjourned: 6:58pm

Next Meetings: Tuesday May 12, 2026 & Tuesday June 9, 2026