

Willow Court Green
Board Meeting Minutes
Tuesday November 4, 2025

Board members in attendance: Taylor Smith 1304, Kevin Pederson 705, Lynn Williams 1204, Andrea Soutar 1505, Michelle Bruce 901, Cassie Desautels 502, Urbantec Management

Board member in virtual attendance: Hope De Neve 909

Meeting called to order at 6:05 pm

1. Motion to approve meeting agenda

- a. Motion: Kaitlin
- b. Second: Taylor

2. Approval of September meeting minutes

- a. Kevin
- b. Cassie

3. Approval of September & October financials

- a. Lynn
- b. Kevin

4. Board composition & Roles

- a. President: Taylor Smith-retaining title with reduced day-to-day responsibilities. Reduction in responsibilities identified;
 - i. Email management
 - ii. Renovation requests
 - iii. Invoice approvals
- b. Vice President: Kevin Pederson
- c. Treasurer: Lynn Williams
- d. Secretary: Andrea Soutar
- e. Website Management: Michelle Bruce

3. Responsibility redistribution

- a. Invoice approvals

- i. Kevin & Ken to review quotes and verify work completion (technical review)
- ii. Andrea to serve as secondary approver after technical review
- iii. Lynn must have quote visibility before providing final approval for payment

4. Kaitlin's quote process- clarified

- a. Multiple quotes required for any work < \$2500
- b. Board makes final vendor selection
- c. Regular contactors remain trusted but will be monitored

5. 2026 Budget- Approved

- a. Condo fee increase 2.5% (rounded up from 2.24%)
- b. Extra funds directed to building maintenance

6. Key line items

- a. Management fees: +2% per contract
- b. Yardy condo café: \$2400/year-board intent to opt out due to overlap with the condo website
- c. Legal contingency: anticipates \$25,000 deductible related to current lawsuit
- d. Water: reduced to \$68,000, irrigation system discontinued
- e. Reserve fund contributions: \$200,000

7. Critical Infrastructure Projects

- a. Landscape control at main wall- \$28,000 reserve fund
 - i. Golf course irrigation line presents a liability risk during excavation
 - ii. Timing (fall vs. spring) to beset based on contractor recommendation
 - iii. Potential reimbursement from settlement
- b. Electrical: \$5,000 budgeted for car plug replacement
- c. Plumbing: \$5,000 allocated, including water tree repair in Unit 306

8. Outstanding items

- a. TELUS Fiber Installation
 - i. 32 units remain delinquent from 38

- ii. Final reminder email to be sent before the November 8, 2025 site visit
- b. Estate resolution for units 704/705: ongoing
- c. Snow removal tracking: implement a system to validate Rim Rock billing(time & service verification)

9. Action items

- a. Kaitlin: send final TELUS installation reminder to owners before November 8, 2025
- b. Kaitlin: confirm Yardy Condo Café opt-out feasibility with Tim and report back
- c. Kevin: obtain and share contractor recommendation on landscape control timing (fall vs. spring)
- d. Board: review the reserve fund study draft and circulate comments for final approval

Meeting adjourned 7:12 pm