

Willow Court Green
Board Meeting Minutes
Thursday March 12, 2026

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

Board members in virtual attendance: Hope De Neve 909, Cassie Desautels 502, Kerri Urbantec Property Management

Business Consultant for Willow Court Green in attendance: Ken Tonks 1505

Meeting called to order: 6:09pm

1. Approval of February meeting minutes

- a. Kevin
- b. Michelle

2. Approval of January Financials

- a. Lynn
- b. Taylor

3. Old Business

a. Arrears & Collections

- i. Unit 606- continuing to repay \$914, chargeback related to leak; service dispute ongoing.
- ii. Unit 1605- two months behind in condo fees and parking, \$382/month.
- iii. Unit 1701- arrears increasing despite reported additional payments; requires clarification.
- iv. Decision: begin formal enforcement on unit 1605 immediately, including warning letters and progression towards caveat if unresolved. Continue monitoring other units, with clarification required for unit 1701.

b. TELUS Fibre Project

- i. Approximately one month remaining for installation.

- ii. Contractor trailer relocated to visitor parking for improved access.
- iii. Conduit installation continues for non-subscribers; future connection ~\$1200/unit.

c. Bylaw Review

- i. 75% owner approval required for changes
- ii. Determined that existing bylaws are sufficient:
 - a. Business activity already restricted
 - b. Short term rentals effectively controlled through business licensing requirements
 - c. Pet restrictions: discussion tabled. Current enforcement via noise and nuisance standards deemed adequate.
- iii. Decision: no bylaw amendments will be pursued at this time.

4. New Business

a. Spring Maintenance Planning

- i. Eavestrough cleaning scheduled; same vendor as prior year.
- ii. City bins confirmed for main long weekend.
- iii. Spring cleanup (Rimrock): final year of contract. Performance concerns noted:
 - a. Incomplete gravel placement in planters
 - b. Missed snow clearing for vulnerable residents.
- iv. Parking lot sweep: scheduled for May following pothole repairs.
- v. Oil stain cleanup required near unit 506.

b. Insurance Renewal

- i. Renewal date: April 1, 2026.
- ii. Current quote (AJG): \$54,291 down from \$57,216 prior year.
- iii. Budget allowance: up to \$63,000.
- iv. Additional quotes pending from HUB and BFL.
- v. Decision: proceed once competitive quotes are received and anticipate financing premium as in prior years.

c. Major Capital Projects

i. Electrical box upgrades;

- a. Scheduled for June 2026
- b. Budget: \$100,000.
- c. Work phased at ~4 buildings per day.
- d. Residents to receive one month advance notice.
- e. Ken coordinating permits and materials.

ii. Golf course landscaping/drainage;

- a. Budget: \$28,000.
- b. Contractor returning shortly.
- c. Work dependent on ground thaw and water pressure testing.
- d. To be funded from reserve and reimbursed via settlement.

iii. Retaining wall repairs;

- a. Estimated: \$30,000.
- b. Focus on 800 building area- higher risk.
- c. Quotes to proceed once snow clears.
- d. Drainage improvements to be included-underground piping.

iv. Drainage & water management;

- a. Speed bump removal recommended at T intersection entrance due to water pooling and ice buildup.
- b. Removal to be coordinated with pothole repairs.
- c. Broader drainage assessment required:
 - i. Estimated cost: ~\$1,000.
 - ii. Multiple downspouts currently feeding single drain.
 - iii. Storm water flow not optimized.

d. Building Repairs

i. The following items were identified for repair;

- a. Unit 905-gate latch.
- b. Unit 914- front eaves leak.
- c. Unit 1304- front eaves leak.
- d. Unit 601- unstable electrical post.

- e. 400 building- missing soffit, north side.
- f. 805 area- shed roof beam twisting.

ii. Priority: shed structural issue to be addressed if budget permits.

e. Bonaventure Drive Area: Priority Risk Area

i. The board identified increasing risk in this area;

- a. Wood retaining walls deteriorating significantly.
- b. Elevated patio stairs failing (railway tie/ 4x4 construction).

ii. Immediate safety concern.

iii. Estimated replacement: \$40,000- \$50,000.

c. Aluminum siding gaps around windows.

- i. Creating building envelope exposure.

d. Direction: this area is becoming a near-term capital priority due to safety and envelope concerns.

f. Contactor & Vendor Issues

i. Rimrock (snow removal):

- a. Contact expires August 2026
- b. Ongoing performance issues- missed areas, gravel bins empty, overcharging for salt.

ii. Reserve fund study (Reserve Plus):

- a. Lack of responsiveness to follow up requests for access.
- b. Unrelated insurance solicitations noted.

iii. Direction: Begin sourcing alternatives for snow removal and landscaping services.

g. Budget Overview

i. Estimated near-term capital requirements:

- a. Electrical upgrades: \$100,000.
- b. Retaining wall repairs: \$30,000.
- c. Landscaping/ drainage: \$28,000.
- d. Total: \$160,000.
- e. Insurance expected to come in under budget (~\$9,000 savings)
- f. Pothole repairs to be covered under operating budget.

5. Action Items

- i. Ken: Schedule electrical contractor walkthrough-April. Assess shed roof beam with Arthur.
- ii. Urbantec: Schedule eavestrough cleaning and May bins, schedule parking lot sweep, source aluminum siding repair.
- iii. Cassie: Follow up on pothole repair quotes, obtain retaining wall repair quotes.
- iv. Andrea: Submit city sidewalk drainage photos (units 402. 307).

Meeting adjourned: 7:08pm

Next meeting April 7, 2026