

# Willow Court Green Board Meeting Minutes

Tuesday, August 5, 2025

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

Meeting called to order at 6:01 pm

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

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

## 2. Approval of financial report

- a. Approval of May & June Financials
  - i. Motion: Lynn
  - ii. Seconded: Deanne

## 3. Old Business

- a. Reserve fund study – First draft complete, responding with questions for second draft.
- b. Cladding – will come early spring to put in chicken wire to keep birds out.
- c. Maintenance List – Ongoing repairs.
- d. Roofs – 900 block to be checked on and quoted for repairs. DG Roofing inspected and waiting on report. Checking other companies for quotes.
- e. Eaves – book eaves cleaning with Clearview Cleaning in late October
- f. Shed Repairs –1605 on hold. 704 in progress. 803 and 804 finished.
- g. Retaining walls – 900 block retaining wall delayed until rain stops.
- h. Electrical meter box repairs – Urbantec to get quote from Rath Electrical on the ones that are most problematic. Need a quote from Sun Urban for mounting or roof over top of meters. On hold until 2026.
- i. Car Plugs – No responses from owners. Wait until fall and send in newsletter
- j. Tundra tree care – Have come to assess the trees and bushes in the complex. Waiting on reply.
- k. 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. On hold until 2026.
- l. Fire Hydrant –complete.
- m. Parking Stall Curb Painting – On hold
- 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. Unit 106 – to remove flower beds not approved by board. Sun urban to reach out.
- r. Fairmount Drive -asphalt fix or landscaping. On hold for 2026
- s. Bonaventure sidewalk flooding – Andrea to contact city.
- t. Unit 1605 – Broken windows. Urbantec to contact owner.
- u. Lux Window – Urbantec to send out final reminder for owners that would like new windows.

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

- a. Telus Fiber Optic – move forward.
- b. Trees on north retaining wall – Clean up on over grown plants between retaining walls and fence. Kevin to see with Willow Park Golf Course on fence removal in the fall to address.
- c. Eaves – to repair numerous spots around the complex. 5-Star to complete the work.
- d. AGM – To book for October 21. Urbantec to book Trico.

#### **5. Meeting adjourned at 6:58**

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

Next Meeting: Tuesday, September 9, 2024