

Willow Court Green
Board Meeting Minutes
Tuesday, February 10, 2026

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

Board members in virtual attendance: Kevin Pederson 705, Hope De Neve 909

With regrets: Urbantec Management

Meeting called to order: 6:05pm

1. Approval of January meeting minutes

- a. Lynn
- b. Cassie

2. Approval of December financials

- a. Lynn
- b. Andrea

3. Old business

a. Arrears update

- i. Unit 506-one month behind, Unit 606-making extra payments to catch up, Unit 1605-missing January payment, Unit 1701- missing September fee-making extra payments.
- ii. All units remain under \$500 threshold.
- iii. No formal collection action required at this time, continue monitoring.

b. Telus fiber optic project

- i. Conduit crew begins Wednesday February 11 at the 100 block, paintable EMT metal will be installed externally, no interior access required.
- ii. Not all owners have signed up, future connectivity could cost approximately \$1200/unit if not completed during this phase.
- iii. The Board will continue to monitor communication to owners during installation.

c. Reserve fund study

- i. Current projection that the draft shows, the reserve fund growing to approximately \$1.5 million within five years, assuming current contributions continue.
- ii. Key projects identified;

a. Electrical boxes \$100,000- this project must now be formally included and prioritized. The condition of exterior boxes and water intrusion makes this a 2026 priority

b. Wooden retaining walls \$100,000 (multi-year), to be staged over several years

c. Golf course wall drainage/landscaping \$28,000, already budgeted and aligned with previous discussions.

d. Painting projects \$100,000, lower priority- can be deferred if required.

e. Asphalt replacement- 5 year horizon (potholes 2026).

iii. Items recommended for adjustment or removal;

a. Downspouts/eaves \$110,000 recent replacements completed. Ongoing maintenance should be treated as operational, not reserve and spread yearly.

b. Soffits- replacement or painting not required based on contractor assessment.

c. Landscaping irrigation- to be removed entirely (system discontinued).

iv. The board emphasized that the study must reflect real conditions-not theoretical replacements typical of other complexes.

v. Compliance and next steps

a. The board must approve an updated 5- year study

b. A working session will be scheduled with Reserve Plus (Goddin), Taylor, Kaitlin and Ken to review the study line-by-line.

c. The Board's priority remains;

i. Avoiding special assessments

ii, Funding true safety risk first.

iii. Keeping condo fees stable and predictable.

4. New business

a. Project quotes & contractors;

i. SunUrban-stair repair updated quote \$11,500 (Ken to get new quotes).

ii. Some quality concerns noted from previous labour.

iii. 10-day payment terms considered tight.

b. Westpoint;

i. Recommended alternative contractor

ii. Capable of handling asphalt, concrete, drainage and retaining wall work.

- iii. Will be asked to provide a comprehensive site assessment with Ken.
- iv, Decision- multiple quotes required before proceeding with any major work.
- v. Pothole repairs remain scheduled for spring (operational budget)

c. Maintenance & operations

- i. Spring eaves trough cleaning to be scheduled by Urbantec.
- ii. Community bins confirmed for May long weekend (City program) by Urbantec.
- iii, Parking lot sweep postponed until after pothole repairs (late summer), Urbantec to schedule.

d. Pest control

- i. Unit 1301, owner to arrange private pest control first. UPDATE: Feb 11 he has a trap directly in front of his unit.

e. Salt/sand bins

- i. Bin near Unit 901 empty; reimbursement receipt submitted by Michelle (Urbantec to pay).

f. Snow removal (Rimrock)

- i. Contact expires August 2026
- ii. Ongoing concerns: snow placement between vehicles, overcharging for salt/gravel.
- iii. Urbantec to begin sourcing competitive quotes for combined snow and landscaping services.

g. Shed maintenance

- i. Critical structural sheds attached to buildings addressed in 2025.
- ii. Gas meter sheds showing signs of pulling away from structures-require inspection.
- iii. Full shed repair program deferred to 2027 (per SunUrban assessment).
- iv. Monitor gas infrastructure closely for safety.

h. Insurance & Upcoming Items

- i. Urbantec sourcing insurance quotes for April 1 renewal and approved by Lynn.
- ii. Kaitlin requested to March 5 meeting.
- iii. Ken to attend both reserve fund study review and March 5 board meeting.

i. Action items

- i. Taylor schedule Reserve Plus meeting with Goddin include Ken and Kaitlin.
- ii. Cassie contact Westpoint for comprehensive project quotes.
- iii. Kaitlin schedule spring eaves trough cleaning and May long weekend bins.

iv. Board finalize reserve fund revisions for March approval.

v. Urbantec source new snow removal quotes for 2026 renewal.

5. Meeting adjourned 6:59 pm