

Willow Court Green Board Meeting Minutes

Tuesday, April 8, 2025

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

Meeting called to order at 6:00 pm

1. Motion to approve meeting Agenda & Previous Board Minutes

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

2. Approval of financial report

- a. Approval of February Financials
 - i. Motion: Lynn
 - ii. Seconded: Deanne

3. Old Business

- a. Retaining wall – Mostly completed, grass to be completed in the spring. Urbantec to get quote from same company that did the work in the fall.
- b. Maintenance List – Ongoing repairs, some parging and eaves to be repaired.
- c. Eaves cleaning and gravel cleaning to be complete this month.
- d. Shed Repairs –Next batch set for May.
- e. Everest Tree Service – Have Everest come to assess the trees and bushes in the complex. Waiting on reply.
- f. 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. Urbantec to hand deliver notices
- g. Fire Hydrant – go forward with Clear-flo on repairs. Approved Repairs. Springtime repair
- h. Parking Stall Curb Painting – On hold
 - i. Reserve fund study – Inspection complete, waiting on report.
 - j. Lighting on west end of property – completed by Rath Electrical
 - k. Landscaping and painting – To discuss after reserve fund study
 - l. Large bins – Urbantec ordered bins for May long weekend.
 - m. Spring Newsletter – Urbantec to create newsletter to go out in April.
 - n. DG Roofing to inspect in spring and advise on repairs
 - o. Bylaw Changes – Possible new Act changes coming in 2025. To review at that time.
 - p. Rim Rock Landscaping – Approve December invoice to be paid.

- q. Landscaping work – After reserve fund study, see if there's room in the budget for more landscaping to be complete at the two entrances.
- r. Concrete sidewalks – Create list for repair work needed. Notify city on issues with Bonaventure sidewalk.
- s. Exterior parking and stucco repairs – waiting for reserve fund study to come back.

4. New Business

- a. Cladding – waiting on quote.
- b. Sun Urban Quote for repairs:
 - i. Removal of Fairmont planter box and junipers
 - ii. Retaining wall – to get quote from Simply Stone
 - iii. Shed repairs – to complete as many sheds as possible in 4.5 weeks.
 - iv. Timber stairwells – Fix, repair, or replace
 - v. Railings – Repair or replace as needed
 - vi. Exposed nails and screws along parking lot retaining wall
 - vii. Eaves and Down spouts
 - viii. Bird Mesh and Vent Covers
 - ix. Cladding
 - x. Painting
 - xi. Gate and Fence repairs
 - xii. Pruning
- c. Group quote for windows to see if we can get owners a discount to replace windows.

5. Meeting adjourned at 7:13

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

Next Meeting: Tuesday, April 8, 2024