

**Willow Court Green
Board Meeting Minutes
Tuesday January 13, 2026**

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

With regrets: Lynn Williams 1204, Hope De Neve 909, Urbantec Management

Meeting called to order at 6:21 pm

1. Approval of November meeting minutes

- a. Cassie
- b. Kevin

2. Approval of November financials

- a. Lynn
- b. Kevin

3. Financial status & collection

- a. The board reviewed to arrears report, 7 units are currently on the arrears list. All are one month behind. Board noted that seasonal pressures may be contributing.
- b. No action required at this time

4. Old business

- a. Completed and ongoing maintenance
 - i. Eaves cleaning completed; must be scheduled for spring
 - ii. Electrical work completed in units 601 and 912
 - iii. Unit 1510 gutter repair completed
- b. The board successfully opted out of Urbantec's Yardy Condo Café contract
- c. No complaints were reported regarding car plug performance during December cold spell

5. New business

a. Bylaw review project

- i. The board discussed continued deferral of the bylaw review due to cost and complexity.

ii. A full bylaw review requires legal review of the entire document for internal coherence and cannot be completed by selecting only individual sections.

iii. The board noted potential legal liability concerns in partial amendments.

iv. The following areas were identified for future consideration

a. Laundry hanging restrictions.

b. Occupancy limits 3-person maximum

c. Pet restrictions, size/breed considerations

d. Short term rentals, currently not addressed.

v. Taylor volunteered to lead preliminary bylaw review using AI tools, including;

a. Preparing a redline-style comparison against existing bylaws

b. Researching modern condo bylaw standards and emerging trends

c. Delivering a recommended package for eventual lawyer review.

vi. Estimated timeline for full implementation remains 1-2 years.

b. Infrastructure priorities and 2026 risk items;

i. Major electrical project, estimated at approximately \$100,000 including

a. Exterior electrical boxes pulling away from walls.

b. Evidence of water damage behind boxes across multiple buildings.

c. Requirement for flex piping to address ground shifting.

ii. Unit 203, broken stairs

a. Unit 203 stairs require inspection to determine if the issue is original construction or a current hazard.

b. Ken to assess and confirm responsibility and urgency.

c. Snow removal vendor review

i. Current Rimrock contract expires August 2026.

ii. Board noted mixed performance feedback, particularly relating to ice management

iii. Gravel bins require refilling for slope and high traffic areas.

d. Property improvements & aesthetics

i. Eastern parking area, near R14

a. Board discussed concerns regarding vehicles parking on exposed dirt following hedge removal.

b. Short term: Install “no parking” signage

c. Long term: Evaluate improvements such as rebuilding the planter box or installing low, drought resistant vegetation

d. SunUrban to provide assessment and options.

ii. West gate painting

a. West gate requires repainting to match fence colour.

iii. Volunteer fence painting along Bonaventure Drive.

iv. Community garden proposal (concrete area)

a. Board discussed the feasibility of converting the concrete area into a community garden

b. Pros noted: builds community-enhances aesthetics-potential long term cost savings.

c. Cons noted: ongoing costs for soil and water-management responsibilities-potential resident disagreements/conflicts

e. TELUS fibre update

i. Board requires an update on remaining TELUS fibre work from Catalin.

ii. Board emphasized the need for clear resident communications, including reminders not to cut bundled lines, Andrea to have Kaitlyn send email to owners.

f. Budget planning decisions & 2026 priorities

i. Top 2026 priorities;

a. Electrical boxes, approximately \$100,000

b. Golf course wall drainage & landscaping, approximately \$28,000

c. Pothole repairs (quotes required)

ii. Deferred projects due to budget constraints

a. Shed repairs estimated \$60,000+, deferred

b. Full asphalt replacement, anticipated 5+ years out

c. Painting projects

d. Major beautification projects.

iii. Financial objective

a. Board's objective is to remain under budget in 2026 following an approximate \$25,000 overspend in 2025.

6. Action items/ next steps

a. Michelle lead bylaw review project by creating notes.

b. Ken inspect unit 203 stairs for safety and responsibility assessment.

c. Kaitlyn send TELUS fibre timeline update to residents.

d. Board/Cassie obtain quotes for pothole repairs.

e. SunUrban assess eastern parking area landscaping and provide options.

f. Board continue research and validation of electrical box assessment scope and quotes

7. Meeting adjourned 7:06 pm.