

**Willow Court Green
AGM Meeting Minutes
October 21, 2025**

Meeting called to order at 6:59 pm

1. Roll Call & Proxy Certification

- a. 25 were present or represented online. Quorum met.

2. Proof of Notice of Meeting

- a. Motion to waive – 304
- b. Second – 1705

3. Approval of AGM Minutes

- a. Motion – 1205
- b. Second – 1705

4. Reports of Officers

- a. President's Report
 - i. Attached
- b. Treasurer's Report
 - i. Attached

5. Appointment of Auditor

- a. Motion – 1305
- b. Second – 1501

6. Resignation of Board Members

- a. Current board resigned in accordance with the bylaws

7. Motion to take the board as acclimation

- a. Motion – 304
- b. Second – 1205

8. Election of Board Members

- a. 1304
- b. 1204

- c. 705
- d. 1505
- e. 909
- f. 901
- g. 502

9. Motion for full board

- a. 304
- b. 1205

10. New Business

- a. Weatherproofing exterior electrical boxes
- b. Additional shed replacements, as budget allows
- c. Retaining wall interior section rebuilds
- d. Pothole repairs and wooden stair replacements
- e. Drainage and gutter system improvements
- f. Coordination of TELUS Fiber installation
- g. Beautification project deferred to 2027
 - i. Exterior painting
 - ii. Road and pathway resurfacing/repainting
 - iii. Drought resistant landscaping initiative

Meeting Adjourned at 7:38 pm

TELUS Fiber Optic Presentation: Guest Speaker Catalin Dropol

- a. TELUS to install fiber optic infrastructure at no cost to corporation or owners
- b. Minimal disruption; grass reseeded/asphalt restored post installation
- c. Project duration approximately one month, pending weather
- d. Upgrade futureproofs property as copper systems are phased out
- e. Owners expressed unanimous support for proceeding

President's Report – Willow Court Green Condominium Corporation

Annual General Meeting – October 2025

Good evening everyone, and thank you for joining us for the Willow Court Green Annual General Meeting. It's been another productive year for our community, and I'm pleased to share an overview of the board's activities and accomplishments over the past 12 months.

Financial Health

I'm happy to report that Willow Court Green's reserve fund remains in excellent health. The board continues to take a proactive, fiscally responsible approach to both short-term maintenance and long-term capital planning. While general beautification of the complex remains a longer-term goal, we have prioritized structural and safety concerns to ensure the continued integrity of our buildings and common areas.

Major Projects Completed in 2025

This year, the board oversaw a wide range of maintenance and improvement projects aimed at safety, functionality, and longevity:

- Continued progress on the **shed replacement project**, with six additional sheds rebuilt.
- **Major concrete work** completed on both sides of the Bonaventure Drive entrance, including two new concrete garbage bin pads and the replacement of two wooden stair sets with concrete steps to address crumbling and uneven surfaces.
- Additional **safety improvements**, including the removal of an overgrown planter at the Fairmount Drive entrance for better pedestrian visibility, installation of a motion light at the west garbage bins, and **retaining wall repairs** behind the 900 block.
- **SunUrban** continued to provide consistent maintenance support, handling day-to-day repairs such as woodwork, gates, fences, and post replacements.
- The board brought on **Ken Tonks** to assist with contractor management, project prioritization, and small-scale repairs.
- **Parging and cladding repairs** were completed throughout the complex.
- Several **gutter and drainage problem areas** were identified and resolved.
- A new **Reserve Fund Study** was completed with a new service provider, providing an updated roadmap for future projects and capital planning.

Planned Projects for 2026

Looking ahead, the board is preparing for another busy year focused on structural upkeep and preventative maintenance:

- **Weatherproofing of exterior electrical boxes**
- Continued progress on the **shed replacement project**
- **Additional retaining wall rebuilds** on the interior of the complex
- **Pothole repairs** throughout the property
- **Wooden stair replacements** as part of ongoing safety improvements
- Coordination with **Telus** for the **Fibre installation** project
- Continued attention to **drainage and gutter system improvements**

Long-Term Beautification Goals

Beyond the essential structural work, the board remains committed to enhancing the visual appeal and comfort of our community. Our longer-term beautification priorities include:

- **Exterior painting and cladding updates**
- **Road and pathway repaving**
- **Drought-resistant landscaping** to improve aesthetics and sustainability in high-traffic areas

Closing Remarks

On behalf of the board, I want to thank all owners for their continued cooperation, patience, and engagement. Special thanks to our property management team, contractors, and maintenance partners for their hard work throughout the year. We also want to acknowledge the contributions of fellow board members who volunteer their time and expertise to make Willow Court Green a safe and well-maintained place to live.

Thank you all for your ongoing support as we continue to strengthen and care for our community.

Willow Court Green – CCN 8111679
TREASURER'S REPORT

For the fiscal year January 1, 2024 to December 31, 2024

REVENUE

For this fiscal year, there was an increase in the budgeted condo fees of \$7,302 – a 1.4% increase over the previous year.

ACCOUNTS RECEIVABLE

The Board reviews the Accounts Receivable each meeting to ensure that all actions are taken to collect condo fees. Collections and caveat procedures for overdue fees were initiated in the current year and we have no fees outstanding more than one month currently.

EXPENSES

Overall, expenses in 2024 were up from 2023 by \$8,927 but under budget by \$21,237.

Utilities were down by about \$1,600 over 2023 – based on water restrictions that everyone was following but offset to increases to the electricity charges.

Landscaping & snow removal was up about \$11,000 over 2023 but on budget. There was an increase to the annual contracts by the Vendor & snowfall in the seasons that required parking lot plowing which is over and above the contract.

General repairs & maintenance were under 2023 by about \$14,000 and below budget by \$20,000.

Legal & audit fees were up over \$7,800 from 2023 and almost \$1,000 over budget due to the ongoing legal case against the builders of the north retaining wall.

Plumbing & Electrical was up \$1,500 over 2023 & over budget \$1,100 to maintain & repair common area lighting.

Office & bank charges were down \$630 from 2023 and over budget by only about \$200.

ASSETS

Operating Fund

At the end of the fiscal year the Operating Fund balance was \$112,665, driven by a surplus of Total Revenue less Total Expenses of \$91,603 and the net assets available at the beginning of the previous fiscal year.

Reserve Fund

a. Reserve Fund Investments

At the end of the fiscal year, the net assets of the Reserve Fund amounted to \$556,232 of which \$474,903 was in long & short term investments. The short term GIC of \$62,512 matured Mar 27/25 and \$412,391 is invested in flex-notice rolling GIC's.

b. General Matters

The Reserve Fund collected \$204,721 in 2024 and spent \$299,664 which reduced the opening reserve fund balance from \$651,175 to \$556,232 at December 31, 2024.

Expense for the north retaining wall of over \$130,000 was undertaken to both repair the "leaning wall" and further our legal suit which we expect will end positively. Other expenditures included repairing rotting beams & cladding, repairing failing sheds, replacing failed concrete & building repairs including replacing parging and hose bibs as well as some new signage for the site. Overall, the focus was on resident safety, site & building maintenance and property upgrade & beautification.