

Willow Court Green Board Meeting Minutes

Tuesday, February 4, 2025

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

Meeting called to order at 6:04 pm

1. Motion to approve meeting Agenda & Previous Board Minutes

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

2. Approval of financial report

- a. Approval of December Financials
 - i. Motion: Lynn
 - ii. Seconded: Kevin

3. Old Business

- a. Retaining wall – Mostly completed, grass to be completed in the spring.
- b. Maintenance List – Ongoing repairs, some parging and eaves to be repaired.
- c. Shed Repairs –Next batch set for May.
- d. Everest Tree Service – Have Everest come to assess the trees and bushes in the complex. Waiting on reply.
- e. Fireplaces – Complete chimney capping in spring by Rock and Rolls Roofing. Some replies from owners on WETT test certified inspection. Waiting on 2 units on intent.
- f. Fire Hydrant – go forward with Clear-flo on repairs. Springtime repair
- g. Parking Stall Curb Painting – On hold
- h. Reserve fund study – Moving forward with Reserve Plus.
- i. Unit 104 arrears – to go to mortgage company.
- j. Stairs to be assessed in the spring
- k. Waiting on electrician to find options for lighting on the west end.
- l. Unit 1003 – Home inspector indicated that there are some issues in the roofing. To look in the spring.
- m. Landscaping and painting – To discuss after reserve fund study
- n. Large bins – Urbantec ordered bins for May long weekend.

4. New Business

- a. Dog Feces – being left on common property, mainly 100 block. Wait for melt to assess where it is happening.
- b. Spring Newsletter – Urbantec to create newsletter to go out in April.
- c. DG Roofing to inspect in spring and advise on repairs

- d. Bylaw Changes – Possible new Act changes coming in 2025. To review at that time.

5. Meeting adjourned at 6:42

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

Next Meeting: Tuesday, March 4, 2024