

TOWN CENTER HOMEOWNERS ASSOCIATION
MINUTES OF BOARD OF DIRECTORS MEETING

August 30, 2018

The board of directors met in person at Town Center in Greenline Architects boardroom. The meeting was called to order at 2:11pm. Board members present were Gary Moss, Steve Novy and Penn Newhard. Julia Novy also attended. Also present was Courtney and Nadia Nel from Silver Mountain Properties, Nadia assumed the role of Secretary to prepare a record of the proceedings.

1. Approval of Previous Meeting Minutes

Penn Newhard motioned that the previous meeting minutes of February 6, 2018 be approved, Steve Novy seconded the motion and all agreed.

2. Financials

a) Delinquencies:

There are still 2 outstanding special assessments and no delinquencies.

b) Financials / Budget:

SMP presented the board with the financials dated end of July 2018. Payments for the recently completed Asphaltting were made out of operating account and for now will remain so unless the account is running low then the amount will be transferred from the reserve account back to the operating account. The status of the special assessment was discussed and the board unanimously agreed to transfer \$51,127.00 to the Reserve account. Financials are in good standing.

3. General

a) **Bylaws:**

The only query received by owners during the Bylaw review period was about the need for closed or executive sessions. Once this was explained, the owners were happy. With no other comments or queries received, all owners in agreement, the Bylaws were passed signed and will be recorded.

b) **Landscaping:**

Steve Novy informed the Board that a landscape design plan for the South side of the building would cost about \$1000. The Board agreed to have the landscape plan done. The main costs involved will be irrigation, plants and labor. The extended idea of canopy's and fences will be addressed at a later stage. The landscaping plan can be done over a 3 year period if necessary. The flower planters already in place around the building will be landscaped for next season. All members agreed to have the planters, planting and irrigation done for the 2019 season.

c) **Garage Cleaning:**

SMP was asked to present the Board with an estimate to power wash all the garages, the cost will be split between all owners that participate.

d) **Painting:**

The Board asked SMP to repaint and touch some of the damaged and ageing areas of the wainscoting around the Association.

e) Asphalt:

The parking area has been successfully resealed.

f) Carpet Replacement:

It was suggested that the carpet replacement, scheduled for 2020, be moved up if possible. SMP will look at bids to do a deep clean of the carpets as well as bids to replace the carpet over a 2 or 3 year period.

g) Patio Cushions:

The patio cushions need to be replaced. SMP to check if this is a common or limited common element. The Board approves this purchase if this area is a common element. Residential owners will have to split the costs if it is a limited common area.

4. Executive Session

No was no executive session.

5. Adjournment

With no further business to discuss, the meeting was adjourned at 2.56pm.