

TOWN CENTER LOT 19 BUILDING CONDOMINIUM ASSOCIATION
MINUTES OF ANNUAL OWNER MEETING
December 17, 2019

The Town Center Condominium Association Annual Meeting, held at Silver Mountain Properties boardroom, beginning at 3:00pm. Board members present were and Steve Novy, Gary Moss and Penn Newhard. Also present was Courtney Nel from Silver Mountain Properties (SMP).

1. Meeting Sign In

All owners present signed in.

2. Call to Order/Roll Call and counting of proxies:

The meeting was called to order at 3:30pm. Quorum was not met with 85% of owners present in person.

Owner/s present:

1. Gary and Lyn Moss
2. Steve Novy
3. Lorraine Elowe
4. Wendy Stewart
5. Penn Newhard

3. Approval of Previous Meeting Minutes

Steve Novy motioned the February 26, 2019 be approved, Penn seconded the motion and all others were in favor.

4. President's report:

Steve Novy reported on four matters relating to the Association.

- a) Security: On a few occasions it was noted that the restroom doors adjacent to the main residential entry door was found open, this could either be through employees or the cleaning staff not closing the door upon exit. Owners are requested to ensure all doors are closed upon exiting the building.
- b) Master Association: The Association received an email requesting the Master Association be terminated as it was dormant for many years and the developer wanted to sell some common areas to a prospective buyer. Legal counsel was sought to ensure all Lot 19's rights are protected. It was found that Lot 19 jointly owned 12.8% of all common property and should be compensated in some way for disposing of its rights. After a long discussion and explanation of the events that occurred it was stated that the exercise proved fruitful and Lot 19's rights were secured. The potential sale fell through and the next step will be to formalize the master which will ensure all future matters be dealt with appropriately. All expenses relating to the Master will be split amongst the 4 owners and Lot 19's share will be 12.8%.
- c) Landscaping: A portion of landscaping budget for 2019 was used to solicit a landscape designer and plan the landscape layout. Moving forward in 2020, the Association will address this issue and exact cost will be determined before implementation. Both landscaping and new irrigation systems will form part of the landscape plan, owners are welcome to participate through a "landscape committee" to ensure all parties are satisfied with the outcome.
- d) Heating Controls: With the aging of the building some baseboard heaters are not functioning properly, it was stated that SMP and the board chairman investigate

possible means of installing a automated or remote control system to improve the efficiency of the heating systems within the building. This will be done in 2020.

6. Financials

a) 2019 Financials

The 2019 financials reflected a loss due to all the legal work required ran at a deficit of \$742.42, the Board decided not to adopt an increase in dues for 2019. The main topic of discussion was the overage in the general maintenance category of the budget. It was explained to the satisfaction of all that numerous items contributed to the overage such as the water leak that affected backbone media, carpet cleaning, garage door painting, faucet repairs in the lower level bathroom and the extra trash dump fees. Financials were approved by all in attendance.

b) 2019 Budget & Reserve Study

The 2019 budget vs actuals were discussed, and the owners were informed that the Association had depleted their operating reserve funds through all the legal work done relating to the master association and protecting Lot 19's right. The second contributing factor to a necessary increase is that the Association carried the previous years deficit without increases and as there is no extra funds available, dues must be increased to establish a realistic funding option for 2020 and try build up a surplus again. There will be additional funds required to complete the landscaping around the building, the Board felt that the \$1000 allocated to this will be insufficient but will try save funds on other line items to hopefully create enough funds for any extra landscape expenses that may occur without calling for extra budgetary funds.

Reserves: The reserve funding plan was impacted in 2019 through unexpected roof repairs as well as unit repairs. SMP will allocate the amounts spent on this and reflect it as reserve expenses, this will impact on the amount of funds to be transferred to the reserve fund. The reserve called for \$16,224 to be transferred, however, with reserve items completed and the extra work done, it will be a lower amount transferred. Reserve expenditure for 2020 calls for the replacement of the carpet, all agreed that this should be delayed to 2021 when the internal painting is scheduled for. All owners agreed to this.

Penn motioned to ratify the 2020 budget and Wendy seconded the motion with all others in favor.

7. Q&A:

With all the topics covered for discussion there were no further questions.

8. Adjournment:

With no further business to discuss Steve Novy adjourned the meeting at 4:56pm.