

Candlewood Estates

OCP #8811100

GENERAL MEETING OF THE BOARD OF DIRECTORS

July 16, 2025; 18:30h

Calgary Co-op Community Room

8818 Macleod Trail SE

1
2
3
4
5
6
7



8 **1. Call Meeting to Order**

9 The meeting was called to order at 1835h by Cole Romaniuk.

2. Attendees and Quorum

Name	Position	Present	Absent		Notes
			With Notice	Without Notice	
Sue Bird	President	✓			
Josh Dempsey	Member	✓			
Martin Matyas	Recording Secretary	✓			
Stuart Ashley	Treasurer	✓			
Kathy Seymour	Member	✓			
Laurie Alexander	Member	✓			
Totals:		6	0	0	

Minimum Number for Quorum: 4

Property Manager: Cole Romaniuk and Stone He of Karen King and Associates (KKA).

3. Approval of Minutes and Agenda

Draft minutes from prior meetings, held January 16, 2025, February 11, 2025, March 12, 2025, and April 28, 2025, were emailed to everyone present on August 2, 2025. Josh reviewed the minutes before the meeting and all suggested edits were applied.

A motion to accept the meeting minutes, as presented and without corrections or modifications, was made by Josh, 2nd by Sue; All in Favor – Passed.

Agenda additions:

A motion to accept today's meeting agenda was made by Kathy, 2nd by Sue. All in Favour – Passed.

4. Financial Statements - Highlights

- i. These financial statements are at May 31, 2025.
- ii. Total in the bank: \$1.5 million with a \$50,000 placeholder for Unit 20.
- iii. We are \$13,000 under budget for the year, year to date.
- iv. Interest income is \$825, so far.
- v. The \$50,000 holdback on line 1100 (Accounts Receivable) will be offset by the same amount on line 5110 (Interior Building Maintenance). This is for Unit 20's \$50,000 holdback for unapproved renovations.
- vi. The \$50,000 holdback on line 1100 (Accounts Receivable) will be offset by the same amount on line 5110 (Interior Building Maintenance). This is for Unit 20's \$50,000 holdback for unapproved renovations.
- vii. Pest control cost us \$314.
- viii. Actual building maintenance is around \$8000, we believe.
- ix. \$1.8m is about what we have in the reserve fund.
- x. We are over budget in Landscaping, but under budget for snow removal.
- xi. We might be able to earn more interest on cash in the bank if we invest in a higher earning GIC.
- xii. Motion Made: a motion to accept the financial statements was made by Kathy, 2nd by Stuart. Question called. Motion carried.

5. Old Business

a. Topic: West Fence Painting

- i. Description: The east side of the wooden fence diving Candlewood Park from Bonaventure Estates needs to be painted.
- ii. Discussion: Some sections were already painted as part of needed repairs over the years, but the color of those sections is mismatched to the rest of the fence.
- i. Kathy matched the color of the trim pieces on the shed to a paint swatch. We are only painting the east side of the fence as the west side was already painted black by the neighbouring property. The board already discussed painting methods and we believe the painters will mask the electrical apparatus on the fence in the SW parking lot.
- ii. Motion Made: no motion was made as the work was already approved.
- iii. Action to Take: The board already approved Abris to complete the work.

b. Topic: Parking Lot Line Painting

- i. Description: The lines indicating parking stalls have faded and needed to be painted.
- ii. Discussion: The work is complete, but some of the lines are crooked. Two cars needed to be towed to make way for the work. Deficiencies on about 12 lines will be addressed on August 11.
- iii. Motion Made: none made.
- iv. Follow up: Visitor parking lines will be completed at no additional cost. Two parking stalls were decommissioned to keep anyone from parking in them: one by the west fence, the other across the lot.

c. Topic: Concrete Work – Unit 13 and Various Locations

- i. Description: A stack-block retaining wall next to Unit 13 that is threatening to topple over will be demolished and replaced by a cast-in-place retaining wall.
- ii. Discussion: We have not worked with Double X before. The Board is curious to know about their warranty and how long they may have been in business for.
- iii. Suggestion: hold an on-site meeting with company representatives to ask questions. In the past, one person from the Board met with the contractor to confirm work scope and specifications. Kathy can meet with the contractor.
- iv. They also quoted for sidewalk replacement by Unit 97 (behind Unit 13) and in front of Unit 56. We could replace lifted or damaged slabs for only \$1200 by Rock-It.
- v. Cole also noted panels of sidewalk in front of Unit 62 present with multiple cracks.
- vi. Unit 21's walkway, leading to their front door, is made of only paving slabs, but we could consider pouring their sidewalk at this time.
- vii. So far, only the noted work was quoted at under \$10,000.
- viii. Other sections of sidewalk are low, such as in front of Unit 12, allowing storm water to collect or melt water to freeze during the winter.
- ix. Motion Made: Motion to accept the quote was made by Josh, 2nd by Kathy - Motion Carried.
- x. Action to Take: Additional panels of concrete can be replaced another time, but Cole mentioned that if we add these additional items, we will still be under budget. The extra work can be approved by email.

d. Topic: Privacy Fence Painting

- i. Description: It's time to start thinking about painting the privacy fences to ensure the wood is protected and service life extended.
- ii. Discussion: The quotes obtained are just gauge potential costs and prices. Three potential contractors provided bids and one was

- reasonable. Another bid came in very high.
- iii. Some fences look prematurely aged already, such as by Unit 12. Some quotes were just for the outside of the fences. All bidders attended the site. The fence reserve fund stays the work is affordable in 2029, but we might be underfunded as there is only \$23k budgeted.
- iv. We still need to think about replace the windows at the same time, which is a huge multi-year task.
- v. Reassess in November when capital budgets is being made.
- vi. Motion Made: none made.
- vii. Actions to Take:
 - a. Table this discussion for now, while other projects are being considered. It might not be detrimental to state of the fence if we wait another five years.
 - b. Suggestion: have an expert assess the condition. When is this worked assessed for in the reserve fund?

e. Topic: Water Ingress through Basement Wall Cracks – Unit 62 and Unit 40

- i. Description: Both units need to have their basement walls excavated on the outside to complete the work properly. Prior attempts to fix these basement walls from the interior using crack injection techniques are usually successful, but sometimes inadequate.
- ii. Discussion: All the work will be completed on the exterior so it will probably not matter if the basement is developed with drywall.
- iii. The owner of Unit 62 has been waiting for a number of years to have this work complete and has had several unsuccessful repairs completed over the years.
- iv. Abris' quotes are very high, but we were not sure of Bercon's scope.
- v. Suggestion: have one or two board members attend a meeting with Burcon representatives to confirm the scope of work. Josh and Stuart offered to attend.
- vi. Motion Made: A motion to accept Burcon's quote, subject to scope review and an onsite review, was made by Sue, 2nd by Stuart - Motion Carried.

f. Topic: Interior Moisture Damage – Unit 37

- i. Description: The owner claims they saw moister damage in their unit, but the source of the water was likely not from outside of the unit.
- ii. Discussion: We think there is high humidity in the unit and the owner should be charged back the full price to remediate the moister damage.

- iii. The owner stated in an email to KKA that he wants to replace the drywall himself for \$3500. The work needs to be done properly. An outside contractor determined that there is no water entering the unit from a breach in the building's exterior. The work has been completed and the invoice paid.
- iv. The owner should be advised to monitor and control interior moisture levels.
- v. Motion Made: Motion by Sue to approve the work, but have the owner of Unit 37 pay only half of the repair costs, 2nd by Laurie - Motion Carried.
- vi. Action to Take: The work has been completed and the invoice paid.

g. Topic: Annual General Meeting (AGM) - Date Selection

- i. Description: The 2025 AGM should have been held in June as we are supposed to hold them every 15 months, which would put us into August 2025.
- ii. Discussion: We could hold the meeting in September.
- iii. Each board member is only allowed four additional proxies.
- iv. We don't necessarily need to reach quorum before starting the AGM. We can just wait a few minutes, then proceed with the meeting the people who showed up.
- v. Suggested date: Wednesday, September 3, 2025.
- vi. Time: 1830h.
- vii. Venue: Acadia Recreation Center, likely the curling lounge. Alternately, Cole could choose a venue.

6. New Business

a. Topic: Surveillance Camera in South Parking Lot – Facing East

- i. Description: There are two surveillance cameras mounted to a post on the storage shed in the South parking lot and we could remove one to save data subscription costs.
- ii. Discussion: The east-facing camera is no longer being used to monitor the former location of the garbage and recycling bins. It only overlooks cars in the south parking lot.
- iii. The other camera faces west, towards the new garbage area and is useful in helping identify people using the dumpster inappropriately. Each of those cameras costs only \$25 per month to operate. Removing one would save us \$300 per year, which is a negligible cost. We pay for two internet connections to operate the surveillance system: one for each location in the NE parking lot and the South parking lot.
- iv. The NW and SE parking lots do not have surveillance cameras.
- v. Motion Made: A motion to retain the surveillance camera facing

eastward, located in the south parking lot, was made by made by Sue, 2nd by Stuart, Favour 5, Against 1.

vi. Action to Take: none at this time.

b. Topic: GIC Renewal

- i. Description: We currently have \$540,000 in cash in the reserve fund bank account invested at 2% interest.
- ii. Discussion: We could invest this money elsewhere and earn more interest. One year could return 3.36% over 3 years, 3.69% over five years.
- iii. Motion Made: A motion to invest \$350,000 for 3 years at 3.5%, was made by Stuart, 2nd by Kathy. All in favour - Motion Carried.

c. Topic: Review of List from 2025 Walk About

- i. Description: Many items documenting potential bylaw infractions were compiled in this list. Cole Ramaniuk and Cole Michell will review the items in a meeting shortly.
- ii. Discussion: Kathy stated a black pickup truck in Stall 97 appears to be unused; it presents with body deterioration and flat tires. It was moved only when the stall lines were painted.
- iii. Many items were given a June 1 deadline for resolution.
- iv. Some unauthorized renovations took place, such as a flooring replacement. We suggest that everyone completing a small renovation ask permission from the Board. Units 99 and 41 are being looked at for possibly not asking permission.
- v. Motion Made: A motion to issue a \$150 fine for unauthorized renovations completed in Unit 99 and Unit 41, made by Kathy, 2nd by Josh. All in favour - Motion Carried.
- vi. Action to Take: Josh requested that an updated spreadsheet be sent to all board members.

d. Topic: Siding Repairs

- i. Description: several slats of concrete board siding are starting to detach from the side of the building.
- ii. Discussion: these can be arranged by Cole and completed without the Board's direct approval because the cost is relatively small.
- iii. Motion Made: none needed.
- iv. Action to Take: follow through as directed.

e. Topic: Design Core Electrical Study Proposals

- i. Description: none.
- ii. Discussion: Martin Matyas was excused from discussions at 8:00pm.
- iii. Motion Made: unknown.
- iv. Action to Take: unknown.

7. Next Meeting

AGM.

8. Meeting Adjournment

Meeting adjourned at 2027h.

Minutes Recorded by Martin Matyas

Martin Matyas

Recording Secretary
Unit 18