

Candlewood Estates

OCP #8811100

GENERAL MEETING OF THE BOARD OF DIRECTORS

October 21, 2025; 1730h

Acadia Recreation Centre

240 - 90th Avenue SE; T2J 6P6



1. Call Meeting to Order

The meeting was called to order at 1730h by Cole Romaniuk.

2. Attendees and Quorum

Name	Position	Present	Absent		Notes
			With Notice	Without Notice	
Sue Bird	Member	✓			
Josh Dempsey	Member	✓			
Martin Matyas	Member	✓			
Stuart Ashley	Treasurer	✓			
Kathy Seymour	Member	✓			
Winslow Utanes	Member	✓			
Laurie Alexander	Member	✓			
Totals:		7	0	0	

Minimum Number for Quorum: 4

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

3. Approval of Minutes and Agenda

Draft minutes from the last meeting, held July 16, 2025, were emailed to everyone present on September 23, 2025.

A motion to approve the minutes from the July 16, 2025 was made by Sue, 2nd by Josh (The name was not recorded correctly here.) - Motion carried.

Sue reminded everyone to actually read the minutes well before the meeting so we can immediately vote to approve the minutes from the previous meeting. Alternatively, we can pause the meeting to allow everyone to read the minutes. We need to stay caught up on approving minutes because the latest approved minutes need to be included in the selling packages for prospective owners.

Agenda additions: no additions.

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

4. Financial Statements - Highlights

a. Topic: Review of Financial Statements

Financial statements being reviewed today are as of August 31, 2025.
We have over \$2M in the bank.

b. Topic: Accounts Receivable

We actually have a very low Accounts Receivable balance as Unit 20 has a \$50,000 hold back on their account.

c. Topic: Budget Comparison Statement

Fine income was discussed as there is a \$50,000 placeholder showing in line 4022 for Unit 20, which is balanced to another amount in another part of the financial statement.

Generally, we are trending a little under budget versus spending, which is good.

A motion to accept the financial statements as presented today was made by Kathy, 2nd by Stuart. All in Favor – Passed.

5. Appointment of New Board Member Positions

For the condo corporation to function properly, the board needs, at minimum, four appointed positions. Each board member only gets one vote, with the president voting only to break a tie. The president will, occasionally, liaise with the property manager to discuss and approve spending on smaller items or simple projects. Last year, we needed to catch up on many items when the last property manager left.

Appointing a vice president would be helpful for times when the president is absent. Completed minutes should be sent to everyone, especially managers, within seven days of the meeting date. Volunteer treasurers will have access to the shared drive to view invoices and financial statements; financial audits are performed by a third party. If more board members want access to the shared drive, that can be arranged. The following individuals put their name forward for these positions:

President: Sue Bird

Vice president: Josh Dempsey

Treasurer: Stuart Ashley; Winslow Utanes offered to assist Stuart

Recording Secretary: Martin Matyas

A motion to accept the new board positions was made by Laurie, 2nd by Kathy -
Motion Carried

6. Old Business

a. Topic: Foundation (Basement Wall) Repairs - Units 62 and 40

- i. Description: Basement wall cracks in these units were addressed over the summer of 2025. Up to six units needed basement wall repairs after heavy rain.
- ii. Discussion: Grass seed was applied to where areas were excavated, but we are not sure if the owner will water the new grass so the grass actually grows. Install sod is another option, which can be considered in the spring.
- iii. Warranty for the work on the basement wall crack repairs needs to be addressed because we want to make sure the repair is addressed at no cost to the corporation if the work needs to be revisited by the contractor.
- iv. Sometimes, interior crack repair using sealant injection is successful, but not always. Exterior repairs tend to be more successful, but are very expensive as the basement wall must be excavated from the exterior.
- v. One unit owner was a little difficult to contact.
- vi. Dehumidification was completed in some basements that had water on the floor.
- vii. Winslow asked if weeping tile was installed when basements were excavated for repair. Response: it was not. This is another waterproofing and water management strategy.
- viii. Suggestion: regrade the landscaping of one of the units by adding dirt to help direct melt and storm water away from basement walls.
- ix. Motion Made: None made at this time.
- x. Action to Take: The work can be done over the winter, if needed.

b. Topic: Retaining Wall Rebuild - Unit 13

- i. Description: The wall made from stacking blocks was torn down and a new concrete wall built. It was threatening to topple over.
- ii. Discussion: The end of the wall that terminates against the basement wall, looks a bit rough, but this can be addressed in the spring.
- iii. Motion Made: none made.
- iv. Action to Take: The down spout will be extended to direct roof drainage water further away from the basement wall. Downspouts should be lowered after the landscapers are finished cutting the grass.

c. Topic: Utility Vault Lid Security and Deteriorating Shaw Utility Boxes

- i. Description: Some of the old boxes rusted and look bad. The service panel door will not close, exposing the coax cable connections and terminals to the weather. Utility vault lids can be

- lifted.
- ii. Discussion: Some coax cable was also laid on the ground and sometimes the sidewalk on in the grass.
- iii. Shaw responded that the needed work is the corporation's responsibility, but we have heard otherwise. Alternatively, we can fix the boxes ourselves at our expense.
- i. There is a warning placard on each Shaw box stating that only Shaw should service the damaged boxes.
- ii. Motion Made: none made.
- iii. Action to Take: Contacting their representatives is proving difficult, so we are logging our interactions with Shaw. Emails and service requests are tracked.

d. Topic: Unit 20 - Unapproved Electrical Work

- i. Description: Cole Romaniuk spoke directly to the owner of Unit 20 at the 2025 AGM, stating the needed criteria for him to keep his electrical equipment.
- ii. Discussion: The owner received a formal letter stating he needs to be compliant with the corporation's requests.
- iii. Martin Matyas was dismissed from the room at 1830h for this part of the meeting.
- iv. The owner was told he needs to have an electrical study completed, at his cost, if he wants to keep his air conditioning unit. He responded by saying he might do this, but only if he gets to choose the electrical engineer.
- v. Motion Made: none made.
- vi. Action to Take: Out of fairness, the board believes it cannot allow Unit 20 to reduce the electrical capacity of the other units on the same electrical circuit. The board strives to be fair and equitable to everyone.

e. Topic: Disputed Fine for Unapproved Surveillance Camera Installation - Unit 79

- i. Description: A \$250 fine was issued to the owner of Unit 79 for a surveillance camera that they mounted to exterior of the unit sometime in 2021.
- ii. Discussion: The surveillance equipment has since been removed and a fine issued for the bylaw infraction. It took a long time for the owner to remove the cameras.
- iii. Cole mentioned that fines are meant to correct behaviour and should not be used to generate revenue.
- iv. The owner wrote a letter to the corporation, eventually threatening to complain to RECA for various reasons. The letter was circulated, for the first time, to board members for review.
- v. It has been four years since the \$250 fine was issued to Unit 79.

- We paid a consultation fee to a lawyer to look into this and recommendations were noted
- vi. KKA levies a \$50 monthly administration fee for unpaid fines over \$300.
 - vii. Motion Made: A motion to rescind Unit 79's \$250 fine was made by x, 2nd by xx. To waive the fine: 6 board members. Retain the \$250 fine: 1 board member. Motion carried.
 - viii. Action to Take: follow through as needed.

7. New Business

a. Topic: Maple Bug Stains on Building Exteriors

- i. Description: This year, we have a significant population of maple bugs throughout the complex.
- ii. Discussion: Laurie mentioned that about 10 building sides and flashing have significant staining from the bugs. Some bugs are getting into the units. Some buildings are significantly infested while others are not so bad.
- iii. Laurie has been monitoring the situation and taking photos.
- iv. The bugs are, otherwise, harmless.
- v. They appear to be living in cracks and crevices of the fence and basement walls.
- vi. Cole mentioned that other condo complexes are complaining, too.
- vii. Suggestion: One potential solution is to make sure the leaves are raked soon after they fall.
- viii. Motion Made: no motion made.
- ix. Action to Take: A pest control company can be consulted. They might be able to spray something, but we have to be careful not to kill the ladybugs, too, as they eat aphids.

b. Topic: Review of Weekly Issues Report

- i. Unit 13 Window: work is done.

c. Topic: Report of Cockroaches – Unit 34

- i. Description: The unit owner of Unit 34 reported cockroaches in their unit.
- ii. Discussion: That unit, along with the neighbouring units, were treated by an exterminator. A spray was applied and traps set. One unit is now considered completely treated.
- iii. Motion Made: none needed.
- iv. Action to Take: monitor the situation.

d. Topic: GIC Renewal

- i. Description: This needs to be renewed by October 29, 2025, so we

- can continue to earn interest.
- ii. Discussion: We need to make sure we have sufficient liquid cash in the bank available to pay expenses for upcoming projects. Windows and doors, for example, need to be addressed in a few years. Large or expensive projects can span several years.
- i. We could renew for just a couple of years.
- ii. Motion Made: A motion to renew the GIC for three years was made by Stuart, 2nd by Laurie. Motion Carried.
- iii. Action to Take: none needed.

e. Topic: Visitor's Parking Pass Use and Unused Vehicle

- i. Description: Sue mentioned that we need to be certain which visitor parking placard is being used by which unit owner so its use can be monitored by board members.
- ii. Discussion: Usually, the placard number matches the unit number. Warnings are being issued to suspected abusers of visitor parking passes.
- i. Unit 97 has had a derelict pickup truck in their parking stall for a few years. The concrete under the vehicle is being damaged and the vehicle is rusting. Only the tires are being inflated from time to time.
- ii. Motion Made: none needed.
- iii. Action to Take: Table to the next meeting. Cole mentioned he will come up with some potential solutions.

8. Next Meeting

Wednesday, December 3, 2025 – 1730h – TBA. The 2026 budget will be discussed at the next meeting.

Annual board dinner meeting: January 21, 2026.

Details about our corporate insurance will be sent via email.

Laurie mentioned that we should schedule regular meetings for each month and that we should operate this corporation more like a business, which involves sufficient time to plan, list tasks, and list issues for discussion.

Cole will send calendar invitations for these meetings.

There is consensus to hosting general meetings on Wednesday nights since Tuesdays are difficult to make for a lot of board members.

9. Meeting Adjournment

Meeting adjourned at 1845h.

Minutes Recorded by Martin Matyas

Martin Matyas

Recording Secretary
Unit 18