

**Agenda and Minutes MSCC #644 -
Hazel Lanes Board of Directors' Meeting
Wednesday, November 16th, 2022 - 2 pm
Location: Zoom Call**

Attendees: Jim Wagner (LW), Vince Anthony (VA), Brendan Dempsey (BD), Lynne Finn (LF), Phil Nagle (PN)

Guest: Bob Thomas

Regrets: Larry Burt (LB)

Agenda

Called to order 2:05 pm

1. Approval of Minutes from October 2022

Motion to approve the minutes: JW, seconded LF, so moved.

2. Budget Review to Finalize: Jim

- a. Review Engineer's Study for input into Reserve Fund Contribution requirements

High-level overview of the report, and move to discuss in conjunction with the Budget - key focus for today's meeting.

Bob Thomas - Long term relationship with Hazel Lanes (2005). This year the Engineer Study was a non-site visit review, and he has updated his report from the last visit (3 years ago) which was a site visit.

Common elements consolidated at the time of the 3 corporations being consolidated. Pool, Roads, Sewers, and common grounds. Engineer reviews and determines "remaining" life of the above noted systems, and updates for economic / financial changes.

Options for funding the Reserve Fund. In review, he has added quite a bit for the pool complex due to higher replacement costs currently in the market. Costs for deck, masonry, mechanical equipment, change room and pool finishes. There will be an allowance amount so it allows us to do repairs/updates more regularly. We would hope that by the next review, the cost elements may reduce as supply chain / markets improve.

Table 3: From a Budget standpoint, 4 options have been recommended. YOY escalation in contributions outlined:

2%, 2.5% 3.% 3.5% index increases recommended; with a one time injection to bring the base up - the bump up changes based on the index we choose.

Asphalt and curbs - shave and pave versus total replacement (would take you to gravel-base). The reality is that if they do resurfacing, it would be done all at once and not in phases as during construction/or as budgeted. Phasing mitigates the “bigger” hits to the budget, but is not realistic. So we would need to consider this reality and how it affects the Reserve Fund. It would be an ideal time to replace curbs when you are also doing the asphalt.

Curbs should be addressed when the curbs settle or get a large crack that impacts the flow of water.

Video inspection of sewers was good last time it was done, but we need to keep an eye on it so we can prepare for funding for their replacement in advance. If you re-line the sewers, it doesn't mean you have to do the roads at the same time, which is an advantage.

b. Seek to finalize Budget

Jim - contribution to the Reserve Fund may need to be increased based on above. Insurance costs should go up as our initial discussions with Insurance Company suggests a pending increase. Don't see anything else impacting on the bottom line numbers.

Vince reviewed a spreadsheet to illustrate fee structure based on increases over the next few years.

Discussion to align with Engineer's recommendations, while being being fair to owners.

Recommending \$20/month increase effective March 1st, 2023, which is a 4% increase vs an inflation rate of over 7%.

Motion to approve: JW/LF seconded, so moved.

Bob is going to review the 4th Option based on discussions. Board will review and we will update Budget accordingly.

Form 15 - Notice of Funding for the Reserve Fund - notification does need to go out to owners and we will be "audited" to that number.

Update November 19th: Engineer has revised option. JW moved to accept revised proposal for funding of Reserve Fund, LF, seconded. approved by email.

3. Standards Review:

a. Awnings

Sent to Owners: No issues raised to date.

b. Garage Doors

Garage Doors are still available; but we shouldn't be specifying a vendor - Same manufacturer but various suppliers. Replacement garage doors cannot be wood.

c. Front doors and Screens

Screens may no longer be available based on the standard.

Lynne: Screens still available but only in self-storing option. Only change to bi-law would be to remove the full view option. Suggestion was made to include top mounted kick plate as well as the low-fitted kit plate.

Follow up: Split glass inquiry availability with other supplier

Lynne will check with two other suppliers and provide update

d. Decks

Colour of some of the Azek product no longer available.

Need to review based on range of colours versus specific manufacturer/supplier. Spindle colours should also be considered.

Brandan shared the current colour samples but next steps will be to provide recommendation.

4. New Business

An owner has raised a request for lighting in the parking lots due to security concerns. Post at each parking area, with a motion sensor for the light to flip on. Needs to be commercial grade and professionally installed. Would need to be funded through Operating Fund.

Neighbourhood concern: An awning was put up at a unit and the neighbour thought it was not on the list of standards.

It likely doesn't meet today's standard, but the colour is acceptable under the revised standard. When it comes to quality, all owners need to maintain their property or replace any worn/torn materials.

Reminder: Christmas Party

November 27th, 4 - 7 at the Highland GCC - Hosted by Jim and Deani

Painting has been completed this year - approximately 69 doors, 21 handrails, 2 front gates - 4 Garden doors. Seems reasonable but we are waiting for the invoice. Haven't had any feedback (negative). Will need to review the list of completed units as some units (i.e. 29) was not painted and should not be on the list.

Pavers - all done Note: Unit 29 was not done.

Proposed work for #41 for the front step. Follow up required.

Motion to adjourn: JW/VA seconded, so moved.

Adjournment: 4:26 pm

