

Board of Directors Report – AGM December 10, 2014

The Board of Directors would like to take this opportunity to highlight some of the activities and projects that were undertaken on behalf of the Condominium Corporation.

- **Community and Communication:**

1. Geoff Senson built a web site for Matthew's Glen communications and Board Members have made contributions to the content.
2. Three newsletters were "published" to the website and either emailed or hard copy delivered to owners.
3. A Summer BBQ was held on July 10, which was attended by 16 owner/residents.

- **Maintenance:**

1. Vinyl doors were purchased and installed to replace the original wood doors in the front of units.
2. White coach lights were purchased and installed in the front and back of the units to replace the original black light fixtures.
3. The front metal storm doors, door frames and lintels above the front doors and windows received a fresh coat of paint.
4. House numbers were painted white.
5. A number of "General Maintenance" jobs were completed, e.g. replacement of weather worn deck steps.
6. A Reserve Fund study was completed (see attached presentation)

- **Landscaping:**

1. Lilacs beside units 1 and 30 were removed and replaced with cedars.
2. Ivy, which had died over the winter, was removed from the wall between units 16 and 17. This revealed that the wall was crumbling and therefore it was removed and yews were planted around the hydro box.

- **Contract Negotiations:**

1. The BOD established a due diligence process (multiple quotes obtained and reviewed) for when contracts are established or renewed. This is done in conjunction with the property management company.
2. This year with the expiration of the property management contract, the BOD developed and applied a selection process and awarded the contract to Shabri Properties Ltd.
3. The contract for insurance was awarded to Jones Deslaurier. The change from Royal & Sun Alliance (RSA) resulted in significant savings without loss of coverage.
4. The contract for grounds maintenance and snow removal was renewed with Green Scenes.

Report submitted by Viki Massey on behalf of the Matthew's Glen Board of Directors