

Minutes
Board of Directors Meeting
13 March 2020

Present:

Yvette Theriault	President
Ross Allan	Treasurer
Margaret VanDongen	Secretary
Anne-Marie Clysdale	Director at Large
David Farrow	Property Manager (PM)

CIPM Representatives:

Nadia Freeman	Vic-President Operations
Laura Layachi	Financial Director

1. The meeting was called to order at 10 a.m.
2. **Motion to Approve the Agenda and the Minutes from the meeting of 13 January 2020.**
The Agenda was presented for approval.
Moved/seconded/approved
The minutes from the meeting of 13 January 2020 were presented for approval.
Moved/seconded/approved
3. **Financial Update**
 - a) The PM reported that the transfers to the Reserve Fund out of the Operational budget of items that qualify for Reserve Fund coding are in process. This amounts to approximately \$26,000. At the time these were coded to the Operational Budget, the Board had been advised that these could be transferred later when the full financial situation for the current fiscal year became clearer. Now that it has become clear that all the Operational funds are needed for Operational expenses the transfer is taking place. It was also reported that previously outstanding Operational expenses have been coded into the budget. An accurate Year End estimate will be ready soon.

Laura Layachi, the Finance Director will review the Financial Statement given to the Board to ensure that the numbers are accurate.

- b) The Board set another meeting to discuss finances to be held March 26, 10am and the updated budget with February year to date figures would be forwarded to Board members at the latest March 20th.

Moved/seconded/approved.

- c) The Board was asked to ratify the prior electronic approval of the draft budget for fiscal year 2020/21

Moved/seconded/approved

4. Status Certificate Review

It was again noted that the Owner Occupied unit representative is shown as Yvette Theriault when it should be Margaret VanDongen. The PM agreed to make this change.

5. Management Report

- a) Two items were presented to the Board for their approval.

- 1) Due to further efflorescence on the parking garage ceiling, the PM recommended that an engineering study be undertaken to determine the extent and the cause of the efflorescence. It is possible that the membrane under the courtyard is failing and may require repair. Any expenses for the study and the repair will be charged to the Reserve Fund.

- 2) The stairwell at the East side exit of the parking garage (onto Cumberland Street) has been shifting. There has also been a loss of fluid in the glycol loop under this stairwell. It is expected that the two issues are related.

The PM recommends that an engineering study be undertaken. Expenses for the study and the repairs will be charged to the Reserve Fund.

It is proposed that these studies be undertaken.

Moved/seconded/approved.

- b) **Parking Space Issue.** It has come to light that one of the parking spaces originally allocated to a unit was not sold as part of the sale of the unit. However, the new owners of the unit have continued to be charged for the Condo fees for both parking spaces. They have asked for a refund of this charge. It is unclear who now owns the space and, therefore, who should be paying the fees. It is also unclear whether the previous owners have sold or are renting the space to a non-resident person. This would be against the Declaration and the Rules. The PM advised the Board to seek legal advice.

Moved/seconded/approved

- c) **Communication.** The PM will send all notices that are to go to Owners/residents to the designated Board member for editing before they are sent out.
- d) **HVAC contract.** The PM was asked to go to tender for the HVAC contract for the building. He will seek proposals and report back to the Board.
- e) **Cleaner Duties.** The Board will meet off-line to discuss and propose a scope of work for the cleaner. This will be shared with CIPM and OMS for their review and implementation. The property management is to provide the current duties including performance standards to the Board.
- f) **Landscaping Contract.** The PM presented a proposal from the same landscaper who worked for us last year. The Board reviewed it for approval.

Moved/seconded/approved

The additional contract for mulching was not approved at this time but will be considered at a later date depending on available funds and need.

- g) **Covid-19 Actions.** CIPM recommends that the Board have hand sanitizing stations installed in the building in response to the Covid-19 epidemic. The Board considered a proposal of up to \$900. The PM will report back on availability and price.

Moved/seconded/approved

Additional measures may need to be taken and the Board will consider those as the need arises.

6. Next Meetings

The next meeting to discuss the budget is scheduled for 26 March at 10 a.m.

The next Board meeting is scheduled for 24 April at 10 a.m.

7. Adjournment

The meeting adjourned at 12:10.