**2 The Parkway**

**Board of Directors**

**Meeting Minutes**

**March 9, 2020**

**Present:**

Greg Brown, President

Danny Baldwin, Vice President

Judy Rash, Secretary

Raina Ho, Director at large

Michelle Richards, CI Property Management

Nadia Freeman CI Property Management

Absent : Marion Molloy

1. **Call to Order**

The meeting was called to order at 4:04 pm

1. **Approval of Agenda**

Moved by J Rash and seconded by D Baldwin that the agenda be approved as circulated. CARRIED

1. **Approval of Minutes – January 27, 2019**

Moved by D Baldwin and seconded by R Ho that the minutes be approved. CARRIED.

1. **Management Report**

Michelle Richards presented the Management Report. Key points from the report were:

* CI has initiated preparation of an Annual/Multi-year schedule to assist the Board in planning. The draft was discussed by the group and additional input provided
* Fitness Depot – CI reported that incorrect banking information was on file, but the problem has been identified and should be resolved shortly.
* CI is working with Morley Hoppner to resolve outstanding chargebacks. Completion pending.
* CI updated the Smart Building portal to ensure that information on Guest Suite and Event Room rentals matches the Condominiums Rules. Two additional adjustments were requested with respect to the Event Room: 1) remove the line “ per 30 minutes” appearing after the charge; 2) change the hours of rental to 10:00 am – 10:00 am the following day.
* The Morley Hoppner planned flood testing has not yet occurred. G Brown will follow up directly with MH at his upcoming Tarion meeting.
* CI received a complaint from Unit 503, that gurgling sounds are being heard when the Units above flush toilets. Alliance has done an initial investigation and not detected a problem. Follow up will occur as needed

**OUTSTANDING ITEMS**

**Redaction of Board Minutes and posting to portal**: CI indicated that Yawar Khan was part way through this work and hoped to have it completed shortly. The Board requested that he work on the most recently approved minutes, get them posted and work backwards from this time.

* **Owners Portal**: all redacted minutes to be posted on the portal for owners information.
1. **Financial Report**

The January 2020 financial statements were reviewed and the variance report was presented.

* The elevator maintenance contract with Otis was renewed through to Spring 2021. Before that time, CI to explore other companies for servicing and will present quotes to the Board.
* CI to review previous minutes to ensure that approval for payment of the surge protectors from the Reserve Fund was in place. While the Board did agree to the work and RF as source, this must appear as a motion for audit purposes. If necessary a motion will be put forth at the next meeting.
1. **Status Certificate – N.A.**
2. **New Business**
	1. CI is getting quotes for window cleaning for the building.
	2. Garage floor cleaning – a quote will be sought out, even though a current owner has undertaken cleaning.
	3. It was suggested that Alliance be contacted to schedule an inspection of the garage drains.

*Post Meeting Note: Alliance advised that it does not offer a drain cleaning service. CI is directed to get quotes from other sources for Board review.*

* 1. CI also to contact Alliance to schedule the needed inspection of the electrical work connecting the garage door to the building emergency power.
	2. Condo Works – CI was asked to find out if there could be 3 Board members on the payment approvals list with approvals valid from any 2 of the 3.
	3. Landscaping: CI to contact Totalscape and advise that the condominium will require some shrub replacement in the spring. The Board would like to see a costed plan from them and would like them to attend a meeting to review and discuss.
1. **Adjournment**

The meeting was adjourned at 5:30 pm

**Next Meeting:**

**April 6, 2020, 4 pm**