

CCC 109 Board of Directors Meeting

May 10, 2017

Present: Janet Tudan (term expires **2018**), Robert Kerr (term expires **2019**), Marina Young (term expires **2019**), **Mike Touzel (Unit 51) (appointed)** and Edi McCord (property manager)

Positions: Janet – President; Robert – VP/Secretary; Marina – Treasurer; Mike – Privacy Officer

Call to Order

19:23 (Janet/Robert)

Agenda

- Unanimously approved by all board members (Robb/Janet)

Last board meeting minutes (March 6, 2016)

- Minutes unanimously approved (Janet/Marina)

Financial Statements

- **Arrears**
 - **Unit #91 & 94** in lien proceedings
 - Some other units one month in arrears
- Unanimously approved (Marina/Robb)

Ratification of decisions made between meetings

- Rules and Regulations (Marina/Janet) – unanimously approved

Management Report Reviewed

Business Arising

- Spring walkabout completed – **PM** to compile a report and email to board
- Draft budget reviewed and approved with revisions
- Dryer vent in unit 79 missing – to be installed
- Tree removals – Unit 1 and 97 - completed
- Speed bumps - reinstalled.
- Summer hydrant maintenance service– **PM** has scheduled.
- Catch basin and sewer drainage cleaning project - **PM** to schedule.

Correspondence/Letters

- N/A

Status Certificate updates

- N/A

Other Business

- **Unit 40** – Dryer vent issue to be resolved
- **Lighting** – remaining lighting to be replaced by LED
- **AGM** – booked for Nov. 8, 2017 at HCRCC
- **RFS** – draft proposal revisions approved by board. Changes to priorities as follows (items moved to 2017):
 - Roofs – replace roofs on two blocks (21-30 Front & 87-100 front and back)
 - Parging, concrete/stucco/asphalt repairs
 - Sewer cleaning
 - Exterior doors and sealants
 - Attic Insulation – increase to R50 & ensure insulation is adequately distributed and not covering soffit vents
 - Exterior lighting – replace remaining lights with LED– **PM** to request quote
 - Front decks and back porches and stucco to be inspected by BLP to assess replacement need

Adjournment

- 21:04 (Robb/Marina)

• Fiscal Plan 2017-2018

- June:
 - New fiscal year begins
 - **No board meeting**
 - Summer newsletter
 - BBQ
- July
 - **No board meeting**
- August:
 - Board meeting – RFS projects
- September:
 - Begin AGM preparations – **PM** to secure location and email package to board
 - **No board meeting**
- October:
 - Finalize AGM package– **PM** to ensure mailed in adequate timeframe,
 - Halloween decorations permitted from October 1-November 1.
 - Board meeting (1st week of month)
- November:
 - Removal and storage of speed bumps by mid- month (**PM** to follow-up)
 - AGM (second Wednesday of month)
 - Late Fall / Winter newsletter preparation for early December distribution

- December:
 - Christmas decorations permitted (December 1 to January 31)
 - **No board meetings**
- January/February/March:
 - **No board meetings**
 - Spring newsletter preparation for early February distribution
- April:
 - Board Meeting
 - Summer projects – get lined up for end of April
 - Spring newsletter
 - **Budget package** to be mailed out by May 15 (to include condo fee increase)
 - Re-install of speed bumps by month end – **PM** to follow-up
 - Prepare notices for dumpster week
- May:
 - Ratification vote for budget
 - Spring walkabout and board meeting, ratification vote for projects
 - Begin summer maintenance projects
 - Early in month - road / parking sweep by Lindsay Landscaping (***PM to send email and post notice on bulletin board in advance***)
 - Confirm insurance renewal (**PM** to send electronic copy to all board members)
 - Begin annual hydrant inspection
 - Annual dumpster rental (10 days last week of May)

Next Meeting

- August 1, 2017 – 6pm
- Location: Janet's

• Topics

- Roof replacements - update
- Front decks and carport and stucco inspection - update
- Front gardens - update
- Spring walkabout - report
- Ratification of RFS
- Rear deck repairs – update
- Insulation – results of tender
- LED lighting – quote from electrician
- Ratification votes as required
- Business arising