

## MINUTES

### BOARD OF DIRECTORS MEETING

30 MAY 2017

Present; Sandra Tompkins, Wayne Forbes, Denise Knight, Helen Shields, Brian Dalke, Edi McCord (Integral)

#### CALL TO ORDER

Sandra called the meeting to order at 1910. Moved by Brian, seconded by Helen, that the agenda, as amended, be approved. Carried.

#### APPROVAL OF MINUTES

The Minutes of the BOD meeting held 25 Apr 2017 were reviewed. Moved by Denise, seconded by Brian, that the Minutes be approved. Carried.

#### FINANCIAL

The Financial Reports for the periods 1 Mar 2017 to 31 Mar 2017 and 1 Apr 2017 to 30 Apr 2017 were reviewed. It was noted the monies receivable from unit 33 was still incorrect (suspect lien has not been removed as directed). The Treasurer expressed his pleasure at the inclusion of the \$5k court award in Auditors report and looks forward to seeing this amount included in future Financial Reports. Moved by Wayne, seconded by Helen, that the Financial Reports be accepted. Carried.

#### MANAGEMENT REPORT

1. Unit 33 – as recorded in Financial above the recording of court awarded monies has been addressed.
2. Status Certificate – Edi reported document has been updated to include the current Small Claims Court case brought by an owner.
3. Unit 70 Small Claims – Wayne reported that he had been advised by the Corporation's insurance company lawyer that the Settlement Conference has been delayed until late July 2017.
4. Unit 63 damage to parquet floor – the Board has previously discussed this matter and agreed to offer owner a settlement ( based on the estimate from Centaur for repair, \$926.60). There has been some difficulty and misunderstanding in the process of communicating with owner so Wayne will contact owner with a hard offer based on Board decision.

5. Unit 74 cold bathroom – this issue is being researched by Wayne who has met with owner on two occasions to discuss the matter. Keller had provided a report on their findings and the Board, based on engineering advice, must determine the way ahead. Ongoing.
6. Unit 8 – work to improve drainage at front of unit to commence week of 5 June 2017. Family Pride estimate for required work is \$650.00 plus tax.
7. Outside unit lights – SBL Electric tasked to conduct survey. Edi indicated work will commence shortly.
8. Steps- Keller provided quotes but Directors have many questions relative to the offered design. Edi to arrange a meeting with Keller to discuss all issues. Ongoing
9. Vinyl siding – PM requested Keller to start process for this project and the Board can meet with Keller to determine materials and monies available (Reserve Fund) for this work.
10. Unit 87 foundation leak – water infiltration from upper stucco wall (at front entry) downward. This opinion was provided by Centaur after attending the unit on a rainy day. Their opinion is that water spillage from the upper eavestrough on the front of unit 88 (incorrect installation) onto stucco wall of unit 87 is root cause of problem. If this assumption is correct the owner of unit 88 would be responsible for costs to repair unit 87 as eavestrough installation is a modification to the common elements. As this issue may well end up being contested Keller Engineering should investigate and report. Ongoing.
11. Unit 32 basement water leaks – apparently leaks are from two separate sources and require repair involving two different areas of expertise. Estimates received from Garrette Restoration for foundation repairs and from Centaur for stucco wall repairs. Edi to notify contractors to proceed. Owner request for tree removal to be assessed.
12. Unit 26 basement leak – Garrette proposal to monitor leak, on a cost basis, approved.
13. Unit 41 loose step railing – Edi to check with Keller to determine if this is a warranty issue.
14. Window wells – ongoing project. Edi to obtain quote from Centaur for completion of this work on a onetime basis versus piecemeal repairs.
15. Unit 78 water leak – from main steel support beam down the inside basement wall. Centaur is investigating.
16. Pot holes – Family Pride has submitted an estimate, \$850 plus tax, to fill 30 potholes. This is much cheaper than Centaur estimate. Edi to advise Family Pride to proceed with work.

## NEW BUSINESS

1. AGM – all arrangements have been completed. The Auditors Report signed by Board tonight. Package will be mailed to owners tomorrow.
2. Contract amendment – Family Pride has requested an increase in contract price. Edi to research contract and make recommendation to Board.
3. Parking control – Wayne reported on his review and visits to other Condo corporations in this area. Most have an outside company performing this task and the most common enforcement company indicated on signage was “Carleton Parking”. Edi to research this matter and inform Board. The Board is willing to meet with any proposed company(s) to determine the way ahead.
4. Painting requirement- there is a need to assess the entry to all units that have a recessed entry way to determine painting requirement (primarily some row type units) and proceed with a contract for this work. Ongoing.
5. Walkaround inspection – timing to be determined after AGM.

## ADJOURNMENT

The meeting was adjourned at 2110. Date of next BOD meeting to be determined and all will be notified.

Wayne Forbes

Secretary-Treasurer

Sandra Tompkins

Vice-President