

2 The Parkway Board of Directors

Meeting Minutes January 30, 2019

Present:

Greg Brown, President
Danny Baldwin, Vice President
Marion Molloy, Treasurer
Judy Rash, Secretary
Yawar Khan, CI Property Management
Mike Barbeau, CI Property Management

Absent: Katherine Haramis, Director at large

1 Call to Order

The meeting was called to order at 4:01 pm.

2 Approval of Agenda

Moved by Greg Brown and seconded by Judy Rash that the agenda be approved with the addition of the Fitness Committee report. CARRIED

3 Approval of Minutes – June 19, 2018

Moved by Greg Brown and seconded by Marion Molloy that the minutes be approved as circulated. CARRIED

Approval of Minutes – September 13, 2018

Moved by Greg Brown and seconded by Marion Molloy that the minutes of the Finance Meeting be approved as circulated. CARRIED

4 Financial Report

The December 2018 financial statements were reviewed. G Brown reminded CI that the Board had requested several changes to the report presentation and that two changes remain outstanding:

- Add an Aging Payables report to the Summary highlighting items older than 60 days.
- Items that represent capital improvements should be coded to that account.

Action: CI to revise Monthly Budget Summary Report

Y Khan explained that an amount of approximately \$55k is owed from the operating fund to the reserve fund. This would bring the reserve fund to about \$110k. A brief

discussion was held concerning investment options however the Corporation is limited by law to investment vehicles that do not place capital at risk. Options thus are GICs and AAA rated bonds. Management was directed to work with the Treasurer to invest \$100,000 of the cash in the reserve fund into 2 GIC's.

Action: CI Manager with approval of Treasurer.

Moved by Greg Brown and seconded by Danny Baldwin that whenever the reserve fund account balance reaches \$50k, the Manager may move those funds into a GIC with the term and rate approved by the Treasurer. CARRIED

The Board was advised that the auditor has now received all information needed in order to complete the audit. The President agreed to reach out to the auditor in an effort to have him finalize the document and forward it to the Board such that the document could be reviewed/ signed off by the Board by the weekend of February 2-3. Completion of this step will allow us to proceed with an AGM.

Action: Greg Brown to follow up with Neil Scilly and assuming receipt of document to convene a single purpose Board meeting by February 4th at the latest.

5 Annual General Meeting

Pending approval of the audit, the AGM is scheduled for Wednesday March 27th. Pre-notice will be circulated by CI 35 days in advance and the AGM package is to be distributed 15 days in advance. CI to proceed with preparation of the required notices and documents.

6 Management Report

Yawar Khan presented the Management Report. Greg Brown requested that future reports include a Carry Forward section wherein items not completed from previous meetings can be tracked/updated to ensure completion.

The following comprise this current list of Carry Forward items:

- cluster flies – caulking repairs of the exterior were initiated last fall by MH (Tarion) but halted by the weather. The process is to restart in the spring.
- Non-Smoking By-Law – this was successfully passed last summer with no grandfather requests. CI to send out a notice to all tenants of rentals to ensure they are all aware.
- Smart Buildings – problems with using the website persist. Maintenance items requested are not marked when/if complete, nor are requesting owners advised. Y Khan to pursue improvements to the site with developers and provide a means of “closing the loop” on requests.
- Shrubs and stonework at 109 patio – Unit owner to provide plans and confirm materials to be used for approval by the Board.
- Building Landscaping for spring/summer 2019 – Clintar to provide site plan and costing for replacement of shrubs as discussed with Board last Fall.
- Cleaning Contract – the current contract with Spot is ending. CI to modify contract to exclude grass cutting and landscaping. Also request how

cleaning will occur (or account for no work) on statutory holidays throughout the year. The Board also directed CI to obtain 3 quotes for upcoming work and ideally with a contract length of 3 years.

- It was noted that the Reserve Fund Study was not posted on the CI portal for Board nor for Owners. CI to have this completed.
- A discussion was held concerning the number of documents missing from the portal. CI to ensure that the portal is brought up to date with all past Board minutes and meeting packages as well as current contracts.
- The Board directed as a subsequent step that minutes be appropriately redacted and posted on the Owners portal.

Action: CI to pursue completion of Carry Forward tasks.

Greg Brown raised the idea to improve the content and accuracy of the Annual Schedule. He has initiated a chart with key items, timeframes etc. Greg will continue to populate the chart and provide same to CI and the Board for review. CI to then maintain the content as part of the Management Report.

Action: Greg Brown to update the Annual Schedule to be used with the Management Report

Greg Brown advised the manager that Morley Hoppner had requested that the 2 lines into the event room be cancelled. Yawar to ensure this takes place.

Action: CI to cancel Morley Hoppner dedicated phone lines.

7 New Business

Fitness Committee Report

The interim report of the committee was reviewed and discussed. The committee members did a very good job of reorganizing the space and preparing/conducting a usage survey. The recommendations were considered and CI was directed to obtain quotes on a suitable used/refurbished commercial grade treadmill. CI was further directed to check with Rogers to inquire about possible free basic cable service. Y Khan to report back. The committee will be advised of these items and asked to complete work on room and equipment rules for posting on-site.

Action: Judy Rash to follow up with Fitness committee leader.

8 Adjournment

The meeting was adjourned as 5:40 p.m.

Next Meeting:

Wednesday March 19, 2019 4 p.m. – Board of Directors

Wednesday March 27, 2019 – Annual General Meeting