

## **CCC#279 Board Meeting**

### **Minutes of the April 24, 2018 Meeting of the Board of Directors of CCC#279**

Present: Francine Chartrand-Lauzon Leith Mullin Ken Killin Louise Sweatman Dann Michols Barbara Ravanelli, Capital Integral Property Mgt. (CIPM)

#### **1. Welcome and Call to Order**

Meeting was called to order at 7:00 pm.

#### **2. Approve Agenda**

The agenda was approved.

#### **3. Approve Minutes**

The minutes of February 12, 2018 meeting were approved.

#### **4. Manager's Report**

a) Tree damage (due to wind storm) – Unit XXX and XXX. Stewart (building next door) taking responsibility and will replace railings and remove the tree.

b) Proposal for an RFP tender for windows for Unit 201 & 202 just received from Keller Engineering. Plan is basically the same.

Motion: Proceed with RFP for window. Passed.

c) Directors liability with Aviva. No issues. Aviva form distributed to each owner.

d) Annual fire inspection

a. Repairs completed – no issue. Charge back to the Units for inspection and CO smoke detector.

b. Wood cannot be stacked in the garage.

e) Budget – document distributed to owners

f) Luminex – sent email that if interested, we will be in touch

g) CIPM signage in intercom and mailbox

h) Authorization will be re-distributed at AGM

i) Oakwood – hired to do renovations and damaged elevator. They were sent an invoice and they are refusing to pay. They are offering 50% ie., \$1600 of the \$3277.00 total bill. Unit XXX will write a cheque to CIPM. Motion: Accept 50% of the \$3277.00. Passed.

j) Bluetooth – on hold for better weather

k) Ian Reynolds quote: He has full-time job in maintenance in Retirement Home.

a. Meet with Ian, Francine, Leith, Louise M, Barb, Louise S

b. Barb will ask a contact for ideas.

l) Garage power washing – we don't have quote from Denis.

1 a. Plan – Barb will send spec to Denis

m) Window cleaning – Cody Building Professional Services did the work last year although with lots of delay and excuses

a. CIPM – checks worker's compensation and insurance and reference

b. Prior to cleaning once every 12 months the roof anchor need inspection

Barb will organize anchor inspection.

Motion: Retain Annik Giroux twice a year for three years (eg., May and Sept) with a window with non-performance clause/termination clause without penalty. Passed

#### Management Decisions

a) New Rule – on the subject of tobacco smoking, and cannabis smoking and cultivation.

Plan – Dann will draft a rule for review by the Board

b) Beautification committee now called Physical Improvement Committee (PIC)

c) Mapping of hydro involves the 10 units – waiting for Keller

a. Proposal sent to Wilbrod owners (10 units) Motion: Ask property manager to write a letter to the 8-10 units informing them of these 2 issues noted above that we are investigation. Board will review the letter. Passed

#### **5. Ratification of decisions**

Board agrees to give authority to CIPM to ratify decision by email between April 24 and May 29, 2018.

#### **6. Monthly Financial Report**

Differ for the second time because portal is unavailable

#### **7. Other**

Unit XXX – moving out April 30; Francine has prepared a notice for owners re the elevator use. Barb: Will advise MacDonald's that elevator must be on service when movers are loading/unloading the elevator. Dann will show the MacDonalds how to put the elevator on service.

Unit XXX– new owners want to do renovations as per their letter + new lock + replace water tank. Barb will advise new owners they may proceed with renovations.

Dann will research coded lock for unit doors

Board composition and terms

a) Condo Act that there be a specific term associated with each Director position eg., stagger - 3 year terms – to start the stagger with one group of 2 year and a group of 3 year

AGM - date – 45 days – 15 day preliminary notice

We need more data eg., when will auditor start and finish + buffer time; auditor may need to check with CIPM finance person

Unit XXX leaking into XXX – water damage in XXX

Plan: Barb will check into it

Email to Yawar – no acknowledgement to Francine’s email and follow-up email; ask for new contract with track changes. Auditor within 60 days after March 31.

Owner’s Manual – Dann re-formatted and updated

Plan: Circulate a revised version. Could be ready for AGM.

## **8. Status Certificate None**

## **9. Adjournment and Next Meeting**

The meeting was adjourned. The next meeting date is May 29 at 7:00pm.

\_\_\_\_\_ Francine Chartrand-Lauzon:

Co- President Louise Sweatman Co-president

and secretary