

**Condo 634 Board meeting
August 13th, 2018
6:05-7:23 pm
Unit 203, 95 Beech St**

Present: **Riek van den Berg - President**
 Julia Gutsik - Secretary
 Tracy Turnbull – Treasurer
 Barbara Ravanelli - Condominium Manager

Item	Discussion	Action	Barbara	Riek	Tracy	Julia
Approval of agenda	<ul style="list-style-type: none"> ● Approval of the agenda 	-add AGM prep				
Approval of minutes from previous meeting	<ul style="list-style-type: none"> ● Approved minutes from July 9th, 2018 	NIL				
President's Report	<ul style="list-style-type: none"> ▶ Thanked the outgoing Secretary and board member, Julia Gutsik, for her great work on the board these past two years. ▶ Produced July condo newsletter ▶ Reviewed draft audit for AGM package to owners ▶ Reviewed documentation for proposed Parking Rule to owners ▶ answered owners' questions about proposed parking rule ▶ monitored visitor parking spot and put notice on a car with evidence of paying ParkSafe for parking in our spot ▶ assisted plumbers with access for repairing outside faucets ▶ met with Reserve Fund engineers and Condominium Manager to discuss their reports on: <ul style="list-style-type: none"> ▶ balcony repair/replacement ▶ foundation and garage water issues ▶ EIFS assessment and repair ▶ prepared report on this meeting for the other board members ▶ provided feedback to Condominium Manager on issues with window cleaners ▶ Assisted in assessing reported leaks in vestibule, basement lobby and units 101 and 201 ▶ discussions with owners and residents about various things 	<p>-CM will send out all the rules to the owners, including the new rule on Visitor Parking.</p> <p>-CM to remind to ParkSafe and 80 Aberdeen's management about our visitor parking spot</p>	X			

	<ul style="list-style-type: none"> ▶ prepared draft August newsletter ▶ reviewed documentation for AGM notices ▶ prepared the 2018 AGM script 				
Treasurer's Report	- NIL	• NIL			
Secretary's Report	-NIL	NIL	X		
Management Report	<p>Maintenance Completed:</p> <ul style="list-style-type: none"> -Window washing completed. -Painting of the common hallways completed and looks great -80 Aberdeen dealt with lying shingles off their roof -One hose bib repair was completed. Access for the second bib is through a storage locker. The key was received from owner for locker on Aug 8. Plumber will complete second bib repair. -Audit completed and AGM package released to owners - Building Appraisal for insurance purposes was completed and report attached -207 cap was replaced and installed -the \$1. on RFS table for windows must remain for formatting purposes only. 	<p>-board requested that CM obtain quotes for insurance based on the new information and that this is presented to the board prior to the process of setting the next budget.</p>	X		
	<p>Maintenance Ongoing:</p> <ul style="list-style-type: none"> -109 repairs are proceeding through insurance request for flooring change. CM spoke with David Eccles (insurance) he advised we are not to pay anything until we hear back from him. -CCTV quotes attached for review. PM recommends Red Flag as PM found them far more knowledgeable and willing to accommodate lines for transfer of equipment. Red Flag awarded the work at the last board meeting but cannot proceed until decision made regarding progression of enclosed parking spot -Morrison Hershfield, Riek, PM had a meeting to discuss proposal options and attached is a summary of that meeting -Enclosed parking spot and Encroachment investigation ongoing. Legal opinion attached. Currently waiting on more information so board can make a decision on how to proceed. -Floor and baseboard sanding and re finishing 	<p>-Julia moved that the estimate from C. Levett</p>	X		

	quotes for lobby: OMS \$1,870. C. Levitt Renovations \$1,800. -Price for auditor received from BDO. Price from Boyer & Boyer and OCHD will be available before the AGM and will be sent via email if not received before meeting.	Renovations be accepted for refinishing the lobby floors and baseboards. Tracy seconded, all approved, motion carried.	X			
	Management Decisions/Discussions:	-Tracy moved the motion to approve the estimate from C.Levett Reonovation for the patio doors. Riek seconded it, all approved, motion carried. -Riek moved Morrison Hershield to do further investigation based on the 3 areas in the building (balconies, EIFS and the garage sloping) Julia seconded it. Motion Carried.	X X			
Ratification of decisions made between meeting	-Transfer of operating costs for sprinkler repairs to reserve -Transfer of operating costs for painting repairs to reserve	-these decisions were ratified by the board at the meeting by consensus	X			
Business Arising	NIL	-CM will get the pest control contractor to deal with the critters inside the roof above unit 303 -CM will contact the company that provided the Estimate of Replacement Cost to clarify their statement of exterior cladding (page 6 needs to be changed from stucco to EIFS)	X X			
Status Certificate Review	There has been no status certificate issued since the last board meeting	-CM will modify status certificate to update the wording in regard to the new condo fees	X			
Monthly Financial report	-Review the June financials	-board has requested CM to have a record of our monthly statements from all the bills paid automatically from our operations bank account Hydro, gas etc. (and possible a copy of last fiscal period as well). -investment policy needs to be written by the Treasurer, presented to the board. Once approved the money in the reserve fund that is not needed in the short term can be put in an investment account. -Riek moved that current signing officers be empowered to continue to be signing officers until the next new board members have been established. Tracy seconded, motion carried.	X		X	

AGM pre-prep	-CM will run the election of directors section of the AGM -secretary will take minutes		X			X
Next Meeting	<ul style="list-style-type: none"> Tentative board meeting scheduled for Sept. 24th at 6pm. 	To be confirmed after the election of directors at the AGM				
Adjournment	<ul style="list-style-type: none"> Adjourned by President at 7:23pm 	NIL				