

Board of Directors Meeting Minutes- OSCCC#994

July 26, 2018 6:30 p.m.

Dymon Storage, 900 Greenbank Road

Present

Sheila Hedger, Veronika Burda, Carol Armstrong, Erika Janzen, Michael Barnett

Approval of Previous Minutes

Minutes approved by Sheila, Second by Veronika.

Financial Information

Budget

Financial Report

1. Year End results 2017-june 1 2018 and current year review June and July 2018

Budget and actuals line up well with a few exceptions:

Year End comments:

- a. Water costs are higher than the budget. This has been addressed in the next budget.
- b. Camera purchase was not budgeted but is a one time cost which will not impact future budgets
- c. Revenue shortfall from condo fees is a one time issue caused by the new legislation and subsequent increase in the fees that must be paid to CI. This was addressed in the budget for next year.
- d. Contract expenses for CI due to legislation changes in November. This is a one time issue which was addressed in the budget for next year.

Current Year comments:

- e. There are a number of payments relating to year end that have been posted in June 2018 to the subsequent year. Rather than review each line item individually, the board will wait for the recommendations of the auditor and make the adjustments at that time. The board will ensure that all issues are addressed at the same time that the auditor shares his results.
- f. There has been some contact between the Controller (new) and Veronika however this has not necessarily been timely. Some adjustments are proposed but not all changes have been made.
- g. The tracking of the next year's budget will be based on the approved budget and how it is reflected in the system.
- h. The board will not spend a unnecessary amount of time checking and tracking which accounts the financial transactions have been posted on.
- i. There are no significant issues or concerns identified by the board.
- j. The new cost (UPS) can possibly be funded by the maintenance budget. This may not present a budget pressure though it is acknowledged that the budget is tight to keep costs low yet meet the needs of the building.

Status Certificate

Received by the board

Clarification for Item 12 relating to increased costs is a generic comment and does not indicate that there will be increases in the condo fees this year.

Management Report from CIPM

Maintenance update and Management report received by the board.

Maintenance Update- comments and questions

Item 2 – HVAC water pressure. The problem was noted as part of a 2 year warranty. In addition the vendor advised that settings can be adjusted to hopefully correct this problem. It remains listed as a Tarion item.

Item 3 – Garage walls and floors – The walls continue to have water leaks. It is still under warranty. It is anticipated that the treatment used to correct the leak will eventually work. There is no immediate concern by CI as this is an item that will be addressed by the builder (or Tarion item)

Item 4 – Garage cleaning – the cleaning this year was not properly done and not satisfactory. It has not yet been completed. The vendor (Spot) will not be hired again. The garage may need to be cleaned again. TBD.

It was noted that one of the problems was the fact that not all cars were removed during the cleaning process. Owners were given approx. 10 days notice through email/portal notification. For future cleanings, it was agreed that paper notices would be placed on the Notice boards. The board also agreed that fliers should be delivered to each unit in order to ensure that the vehicles are moved. This will be implemented at the next cleaning period.

Item 5 – Landscaping – It was noted that certain areas around the building are not irrigated. Back yards on the first floor are provided with spouts but do not have irrigation. Michael agreed to get a quote for irrigation that might be considered next year.

For future landscaping, Carol noted that she could donate a few hosta plants if they are required for flower beds.

Item 6 – Luminex The installation of the bulbs is nearing completion. Luminex could not access some of the storage lockers. Three options were discussed:

- Getting access to the lockers with appointments with individual owners
- Reviewing how to obtain access to replace the bulbs
- Accept a \$1200 credit for the bulbs that would not be replaced

It was decided that further investigation would occur to determine if the bulbs could be accessed. If not, the \$1200 credit would be accepted and the bulbs would not be changed.

There were complaints received regarding the new lighting (Luminex). It appears one owner thought the bulbs were too bright while others felt the halls were dim. Michael agreed to follow up to ensure the specifications of the bulbs and fixtures were met and were complete. It was agreed that the halls should not be significantly darker. For example, if there were 2 bulbs in the fixtures, there should be 2 of the new bulbs. Follow up required at the next meeting.

Management Update

Board received and accepted management update.

- A/R was on track
- Tarion had few outstanding items
- Acknowledged resignation of David Keay

Regular Items

Parking-good

Cleaning-good

Garage door – working properly but dirty. Michael to see if it can be cleaned

Elevator – no issues

Landscaping – discussed above

Other

AGM and Audit – audit has begun and the schedule for AGM and audit results should be confirmed at next meeting

Code of Ethics – The forms will be provided, discussed and signed off at next meeting

Document Review – A routine review of the documents for ccc994 will be scheduled as a separate meeting in the fall.

Outstanding Items – Carol to list any outstanding items and provide them at the next meeting

Tarion – nothing new to report

Garage sale – A garage sale was proposed. No date was set.

Coffee with the board – An event was proposed but no specific details have been confirmed. Carol to confirm if she has a coffee urn.

Real Estate signs – Carol to see what City guidelines are regarding the number of real estate signs on the front lawn.

Michael to confirm. Signs are not permitted on condo property.

Squeaky floor – It was agreed by the board that complaints within each unit are not the responsibility of the board and the board will not pay for these costs or repairs. This is the responsibility of the owner

Next meeting(s)

August 22, 2018 - Dymon Storage

Adjournment