

Gateway South Centre  
CCN 0614475  
Board of Directors Meeting

14 March 2017

**Board Members:**

<b>Name</b>	<b>Role</b>	<b>Present</b>
Ryan Locking	President	Y
Andy Gregory	Vice-President	Y
Patricia Cyr	Secretary	Y
Doug Kalin	Member-at-large	Y
Tyler Stappleton	Member-at-large, Gym	Y
Dennis Locking	Member-at-large	Y
Mona Soyland	Member-at-large, On-site Assist	Y

**Property Management:**

A. Beka            Community Manager, C-Era Property Management & Realty

**Guest(s):**

**AGENDA**

<b>1.0 Call to Order:</b>
<p>➤ Dennis Locking called the meeting to order at 6:32 PM.</p> <p>All in favor, motion carried.</p>
<b>2.0 Adoption of Minutes from February 21<sup>st</sup> 2017:</b>
<p>➤ Dennis Locking made a motion to accept the Minutes of February 21<sup>st</sup> 2017 Board Meeting; this was seconded by Mona Soyland.</p> <p>All in favor, motion carried.</p>
<b>3.0 Standing agenda items:</b>
<p><b>3.1 Solar panels hail damage claim:</b></p> <p>➤ Quote from Caon is delayed, they are waiting for a response from the City of Calgary in regards to crane cost. Rough estimate around \$34,000.00, which is high then Swiss Solar Tech. Board has instructed C-Era to have insurance adjuster order solar panel work and have it completed a.s.a.p.</p> <p><b>3.2 FOB System:</b></p> <p>➤ Installation of the new FOB system is complete and ready for go live on Monday, notices are posted. Removing code access to unlock doors.</p> <p>➤ Doug Kalin will attend afterhours to accommodate for residents who have not picked up their new fobs.</p> <p>➤ Will not be doing any FOB re-programming on Monday.</p> <p>➤ Extend Monday and Tuesdays hours to 8:00 PM.</p>

<b>4.0 New Business:</b>	
<p><b>4.1 Lighting Incentive:</b></p> <ul style="list-style-type: none"> <li>➤ Projected annual savings of \$33,000.00 in electrical costs by replacing light bulbs.</li> <li>➤ C-Era to obtain 3 quotes for light bulbs and installation.</li> <li>➤ Proceed to change common area light bulbs as recommend in the report immediately once quote is chosen.</li> </ul>	<b>Angie</b>
<p><b>4.2 Unit 4701:</b></p> <ul style="list-style-type: none"> <li>➤ Tenant as witnessed on surveillance pausing for 11 seconds after swiping his Fob before proceeding forward and the overdoor came down on his vehicle, damaging both his vehicle and the overhead door.</li> <li>➤ Owner has appealed chargebacks and requested that the Corporation pay for all damages caused to tenant's vehicle.</li> <li>➤ Ryan Locking made a motion to deny the appeal; this was seconded by Dennis Locking. All in favor, unanimous decision.</li> </ul>	<b>Angie</b>
<p><b>4.3 Video Management Software:</b></p> <ul style="list-style-type: none"> <li>➤ Recommends the purchase of upgraded video management software, licensing is \$149.00 US/camera and \$600.00/server/year. Life cycle for hardware and soft years is approximately 6 – 7 years. Estimated total cost for all 56 cameras would be \$12,000.000 - \$15,000.00.</li> </ul>	<b>Ryan</b>
<p><b>4.4 Heathers Return to work:</b></p> <ul style="list-style-type: none"> <li>➤ C-Era to arrange staggered hours with Chris and Heather for the first week Heather returns to work.</li> </ul>	<b>Angie</b>
<p><b>4.5 Unit Repairs:</b></p> <ul style="list-style-type: none"> <li>➤ Owners should be responsible for arranging Unit repairs with licensed and insured contractors.</li> <li>➤ Anticipated challenge of getting contactors to agree to direct bill Owners.</li> <li>➤ Propose that C-Era addressed and chargeback all costs associated to the emergency response and Owner to be responsible to address all restoration requirements with their insurance provider.</li> <li>➤ Opens risk for liability.</li> </ul>	
<p><b>4.6 Upgrading Guest Suite Amenities:</b></p> <ul style="list-style-type: none"> <li>➤ Patricia to source comfortable sleeping solution for suite.</li> </ul>	<b>Patricia</b>
<p><b>4.7 Increase for On-site manager:</b></p> <ul style="list-style-type: none"> <li>➤ At next renewal C-Era to provide an all-inclusive contract including on-site manager wage. C-Era should be managing the on-site manager, including wage.</li> </ul>	
<p><b>4.8 Fire Inspection Reschedule:</b></p> <ul style="list-style-type: none"> <li>➤ Decision is to be made on whether to repair or replace damaged doors.</li> <li>➤ Expected completion by next Board Meeting.</li> </ul>	
<p><b>4.9 DBD Lawsuit:</b></p> <ul style="list-style-type: none"> <li>➤ Working with Candace and Dwight getting bills together then ready to proceed with statement of claim.</li> </ul>	
<p><b>4.10 Break-In Repairs:</b></p> <ul style="list-style-type: none"> <li>➤ Repairs have not yet been completed, C-Era to work with Chris to make alternate arrangement to have work completed a.s.a.p.</li> </ul>	

**4.11 Advance Building Science Report:**

- Decide which recommendations to act upon based on urgency.
- Need to start maintaining the building from a water leakage point of view.
- C-Era to proceed with quote from Crack Hunters to repairs cracks in parkade.

**4.12 “T-Rack” for Gym:**

- Sourcing options to bolt in to the concrete.

**4.13 Roof Repairs:**

- Roof Hospital to attend next Board Meeting to discuss roof repairs.

**4.14 Building Envelope:**

- Direct realtors for prospective buyers to CondoPapers.com and/or C-Era
- Envelope study could be done before the next reserve fund study to address spot issues.

**4.15 Guest Suite Bookings/Errors:**

- Work needs to be done to improve booking processes. Possible FOB option.

**4.16 Fire Alarm Unit 3308:**

- Cancel chargeback to Owner and Angie to work with Dalroy for compensation for them not showing up for an emergency after hours service call.

**4.17 2017 AGM:**

- Start planning 2017 AGM, to be tabled for next Board Meeting.

**4.18 Board Expectations:**

- Board Members must attend all Board Meetings and be involved in email conversations.

**5.0 Action items:**

- Board has instructed C-Era to have insurance adjuster order solar panel work and have it completed a.s.a.p.
- C-Era to obtain 3 quotes for light bulbs and installation.
- C-Era to arrange staggered hours with Chris and Heather for the first week Heather returns to work.
- Patricia to source a comfortable sleeping solution for guest suite.
- C-Era to work with Chris to make alternate arrangement to have all break-in repairs completed a.s.a.p.
- C-Era to proceed with quote from Crack Hunters to repairs cracks in parkade.
- Angie to arrange Roof Hospital to attend next Board Meeting.

**6.0 Meeting Adjournment:**

- A motion was made by Doug Kalin to adjourn the meeting, this was seconded by Tyler.

All in favor, motion carried.

The meeting was adjourned at 8:43PM.

**Next meeting: April 11<sup>th</sup> @ 6:30 PM**