



# MEETING MINUTES

Condo. Corp. No. 0614475

March 21, 2019

## CALL TO ORDER

A meeting of the Board of Directors was held at the Small Owners Lounge of Condominium Corp. NO. 0614475 on March 21, 2019 at 18:30.

As there was seven (5) Board of Directors in attendance for the meeting quorum was constituted as reached and Wanda Hogg chaired the meeting and called the meeting to order at 18:00

### NOTE:

- *All votes were conducted on formal seconded motions by show of hands and majority recorded as "approved".*
- *Supporting documentation for the Board of Directors is recorded in the Manager's Report and does not form part of the minutes in order to meet the needs of current privacy legislation.*

## ATTENDEES

Andy Gregory (Vice President)

Dennis Locking (GM Liaison)

Mona Soyland (Secretary)

Steve Lawrence (Member at Large)

Corey Baker (Member at Large)

Wanda Hogg (General Manager)

## MEMBERS NOT IN ATTENDANCE

Ryan Locking (President)

Doug Kalin (Member at Large)

## GUESTS

JRS Engineering - Project Contracts

RSM Canada - Audit

March 21, 2019

## APPROVAL OF MINUTES

1. February 21, 2019 General meeting minutes approved. *Motion to approve, seconded, approved*

## EMAIL RATIFICATIONS – as summarized in Manager Report

Confirmation of Email Ratifications as presented to the Board; *between February 22, 2019 – March 20, 2019.*

1. Parkade Bid Package
2. Legal Communication re:2202
3. Endorsement of 2017 approval for 2018 budget
4. 2018 CAON invoicing re: transition from C-Era
5. 2018 Barricade invoice re: transition from C-era
6. Closure of TD “Rental” Acct
7. CAON quote SB443-chemical balance of heating
8. JRS - Contract admin Roof/Scupper

## REVIEW OF FINANCIALS (BTG) – February 2019

1. Arrears -active process-summary in Manager Report As of March 12 Balance \$39,791.56 down from \$41,466.09. 5 Units currently in Legal Collections.
2. Discussion had to defer reserve fund transfers for February, March, April & May from operating account and review during June. Another three months may be added (TBD in June) to build a larger balance in the operations account.  
*Motion to approve, seconded, approved*
3. Approval Required Caveat/Legal Collections 1 Caveat/Demand
  - a) 3006 - c/b dispute re: Emergency Access
  - b) 3501 - emailed caveat warning due to no response
  - c) 4614 - emailed caveat warning due to no response
  - d) 5414 - multiple NSF-stopped EFT  
*Directions given to GM on follow-up's*
4. 2018 Financial Audit approved & signed - *Motion to approve, seconded, approved*

## REVIEW OF MANAGEMENT REPORT

Reviewed as presented - no concerns.

## ACTIVE ITEMS

1. Bylaws - Approvals/Revision/Communication to Owners od revision and reminder to submit
2. AGM - April 25,2019

## **NEW BUSINESS**

1. Bid for parkade repairs awarded to Place-Crete via. JRS Engineering - *Motion to approve, seconded, approved*
2. Discussions of proper Succession Planning and Risk Management was discussed. GM will put a strategy plan.
3. Motion to raise GM's spending limit to \$5000.00, with proper due diligence - *Motion to approve, seconded, approved*

## **ANNOUNCEMENTS**

None

## **ADJURNMENT**

March 21, 2019 at 20:32

## **DATE OF NEXT MEETING**

April 25, 2019 – Post AGM (Position Assignments)