

CONDOMINIUM CORPORATION NO. 0614475
Gateway South Centre
BOARD OF DIRECTORS MEETING
TUESDAY, October 10, 2017 AT 6:30 PM

BOARD MEMBERS

Ryan Locking	President	Yes
Andy Gregory	Vice-President	Yes
Doug Kalin	Member-at-large	Yes
Tyler Stapleton	Treasurer	Yes
Dennis Locking	Member-at-large	Yes
Mona Soyland	Member-at-large, On-site Assist	Yes
Steve Lawrence	Member-at-large	Yes

AGENDA

1. Call to Order/Quorum Established
Andy Gregory called the meeting to order at 6:40pm.
2. Approval of Previous Minutes – September 12, 2017
Tyler Stapleton motioned to the approval of September 2017 Board Meeting Minutes, motion seconded by Dennis Locking. All in favour motion carried.
3. Approval of Management and Financial Report – August 31 2017
Andy Gregory motioned the approval of August 2017 management and financial report, motion seconded by Tyler Stapleton. All in favour, motion carried.

OLD BUSINESS:

1. Elevators
Steve Lawrence sent out proposal form KJA for board to look over. Board briefly went over the options from KJA. There was 3 in total. First one was re-contract, second one was review of all maintenance completed to date and the third option is a monthly review of Maintenance reports. Bamford and Associates has now sent in a proposal but it did not get sent out to board. Steve Lawrence to gather more information and send out via email. Board will continue with current contract in place.
2. Fire Inspection
C-Era coordinating fire inspection deficiency. Will happen mid- November. Constant contact to go out. Heather to post signage and collect keys.
3. Tenant damage deposit
C-Era working on the security deposit return. Will be completed by the end of the year. There will be an explanation letter. Will be sent out in chronological order of suite number.

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4. Bylaws

Law Firm (Smith Mack Lamarsh) reviewing, commenting and providing feedback. Once C-Era receives feedback, it will be presented to the board.

5. Window Washing

Just got confirmed dates and Schedule. C-Era to coordinate. Board has requested the window cleaning to be done late fall as the windows actually stay cleaner longer.

6. AGM

Everything sent out. Reminder next week and everything is coordinated. Board to give 3 free condo fees as last year. Auditor will be in attendance.

7. Composting

Rolling out to homeowners on November 7, 2017. C-Era will be sending out all documentation with regards to composting.

8. Insurance

Board has approved the quote from BFL to continue coverage from October 15, 2017 – October 14, 2018. Must have cyber insurance.

NEW BUSINESS:

1. Budget

Board has asked for budget to be prepared with no increase. Board will review proposed drafted budget from C-Era and November's board meeting will be strictly a budget meeting. Board to review budget and be prepared to discuss every line item. Any questions should be sent to C-Era in advance.

2. Reserve Fund Study

Quotes have been requested. Reserve study cost to come out of the reserve fund. Once the quotes come back, board to award.

3. Meg Locks doors

C-Era manager was not included on the replacement door email in May. On-site manager supplied the email trail for door replace. Kydrid has been asked quote. Paladin requires the door to be fixed in order to complete fob system.

4. Security System

Talk to legal firm with regards to protocol for the police obtaining footage when required. Disclaimer/release form that has to be signed off by Police when they come to collect the footage. Ryan Locking to see if software has this type of option and provide any documentation to be sent to Law Firm.

5. Wealth Management Group

Board met with Hurdman Wealth Management – Raymond James. Board reviewed presentation with regards reserve fund and with the TD loan. Ryan Locking asked for a motion to engaging with HWM and set-up a committee to work out numbers.

Tyler Stapleton motioned to engaged, motion seconded by Steve Lawrence. All in favour, motion carried.

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ACTION ITEMS:

1. Composting
C-Era to send out documents to homeowners via constant contact. Will provide site office with documents for distribution as well.
2. Meg Lock Doors
C-Era to get doors quoted and repaired.
3. Security System
C-Era to look into legal disclaimer letter from Law Firm.

ADJOURNMENT:

Doug Kalin motioned for the meeting to adjourn at 7:50pm, motion seconded by Steve Lawrence. All in favour, motion carried.

DATE OF NEXT MEETING: November 14, 2017 at 6:30 – Budget Meeting only.