

CONDOMINIUM CORPORATION NO. 0614475

Gateway South Centre
Board of Directors Meeting
Tuesday December 12, 2017 at 6:30 PM

BOARD ATTENDANCE:

Steve Lawrence (Member at Large)
Ryan Locking (President)
Doug Kalin (Member at Large)
Andy Gregory (Vice President)
Mona Soyland (Secretary)
Corey Baker (Member at Large)
Dennis Locking (Member at Large)
Tyler Stappleton (Treasurer)
Adrian Serban

PRESENT:

No
Yes
Yes
Yes
Yes
Yes
Yes
No
Yes

C-ERA ATTENDANCE

Shannon LaGreca (Community Property Manager C-Era) Yes
Samantha MacGregor (Assistant Community Manager C-Era) Yes

AGENDA

1. Call to order/Quorum Established

As there was seven (7) Board of Directors in attendance for the meeting quorum was constituted as reached and Ryan Locking the Chairman of the meeting called the meeting to order at 6:34pm.

2. Approval of Previous Minutes

The Board has reported that the approval of previous minutes had already been approved during the November budget meeting. NO minutes were taken for November as it was a budget board meeting.

3. Approval of Management & Financial Report

The Board has reported that the approval of management & financial report of October 2017 was approved at the Board budget meeting. Tyler not in attendance. November's financials to be approved in January.

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4. Caon Services Representative

Travis, a representative from Caon Services attended the meeting to discuss current business and on-going preventative maintenance. Board of Directors were provided a new preventative maintenance quote and could provide their questions and concerns. Based on the provided questions and concerns Travis will provide an amended quote to the Board of Directors. He also provided information regarding ongoing issues within the building (i.e. plumbing & heat) and providing time for questions and answers at the end.

OLD BUSINESS

1. Elevators

Steve Lawrence was unable to attend the Board Meeting. This item will be put forth to the next Board Meeting.

Action Item: Steve Lawrence to report for next meeting.

2. Fire Inspection

C-Era Property Management reported that the Fire Inspection was in its final stages of being completed with Panther Integration completing the in-suite deficiencies. This will conclude the 2017 Fire Inspection until the following year.

3. Tenant Damage Deposit

C-Era Property Management reported that all tenant damage deposits that were on file with C-Era Property Management & Realty had been returned. These reimbursements were provided via Canada Post with the final batch being mailed on Thursday December 15th, 2017. C-Era has provided there is fifteen (35) accounts that are being invested to ensure proper ownership of deposit.

Action Item: C-Era to investigate fifteen (35) accounts ensuring correct person is provided the tenant deposit back. If the person no longer resides at Gateway South Centre and cannot be found the money will be provided to Recca.

4. By-Laws

C-Era Property Management is currently checking in with the Smith Mack Lamarsh to see where the by-laws are at. C-Era will provide update to Board of Directors when communicated.

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5. Fob System

Ryan Locking has provided an update on the fob system status. He has reported that they have currently ran into some issues with regards to the fob system. He has communicated that he has spoken to the Paladin and provided the Boards expectation of the time line of the current repairs needed. They have confirmed dates December 13th & December 15th to be on-site to handle certain repairs.

Action Item: Ryan Locking to follow up with contractors and keep C-Era and the Board updated.

6. Camera

A camera status update was already provided to the Board of Directors. It was reported that a discount on the current cost was given due to the purchase of certain additional equipment.

7. Awning

C-Era Property Management reported that the awning quotes are coming and will be provided to the Board when received. C-Era Property Management requested from the Board which color they would prefer and if a logo is wanted. Board of Directors asked that the C-Era request the color burgundy and fit the awning not to disrupt the windows of the units surrounding.

Action Item: C-Era to follow contact contractors for quotes and provide details of spec, including if it is possible not to cover any unit's windows. Board will discuss a plan of action if the awning would cover the windows of units.

8. Other:

Mag Lock Doors

All mag lock doors that were not installed have been completed.

Action Item: C-Era will follow up to ensure that it is completed.

NEW BUSINESS

1. Building Envelope Study

C-Era Property Management reported that there are collecting building envelope studies. JR Engineering was on-site to review and provide a quote to C-Era Property Management. Advanced Building Science have provided a quote. The Board of Directors will be provided the quotes when all have been received.

Action Item: C-Era will provide the Board with the quotes when all have been received.

2. Reserve Fund Study

C-Era Property Management has reported that they have gone to Clear Path, Normac and Reliance and asked for reserve fund study quotes. The Board of Directors will be provided all three (3) quotes when received to make their final decision.

Action Item: C-Era to provide Board all three (3) quotes when all have been received.

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3. Reduce parking tickets

As per the 2017 Annual General Meeting, it was brought up the request to align the visitor parking violations with the City of Calgary. The Board of Directors denied with the request.

4. Secure Park

Ryan Locking has reported that the signs have arrived for Secure Park. Residents will be able to register off their phones. The pads have not been received yet. The Residents will be able to have a visitor park two (2) times a week for 24-hour period. If visitors attempt to register over the allocated time, they will be denied. The Board has asked if any Board of Directors will be willing to handling visitor parking when the On-Site Manager is not on-site.

Action Item: Ryan Locking to advise when pads have been received and update on secure park when available.

5. Vent Cleaning

C-Era Property Management reported that they have spoken to Caon Services in regard to vent cleaning. Caon Services will provide instructions regarding how to clean the in-suite vents. After received, C-Era Property Management will put together a document to provide to Residents. A quote has been requested to get the rest of the common property vent's cleaned. The Board of Directors has requested that for the next annual fire inspection, they check the vents and report which units who have not maintained this item. It is a fire hazard.

Action Item: C-Era to provide document for Residents and provide quote to Board when received in regard to vent cleaning.

6. Ice build up

C-Era Property Management has reported that this item was brought up regarding the installation of awning and the Board does not need to discuss further.

7. Auditor

As per the 2017 Annual General Meeting, a motion was passed by Home Owners to approve the Board of Directors to choose the auditor for the year. C-Era Property Management asked the Board of whom they would prefer. The Board of Directors is to provide the auditor by February 1st 2018 to ensure enough time for audit.

Action Item: Board to provide C-Era with their decision on the auditor by February 1st 2018 or earlier.

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8. Other:

Electricity & Gas

Due to that the electricity and gas contract that is up in February 2018, to ensure the best possible deal the Board would want to ensure that they review the possibilities of the electricity and gas contracts before the renewal rolls over. The Board has discussed the best options to save approx. \$23,000.00. The best option currently is a floating rate contract that will allow the Board to cancel the contract at any time without any penalties and issues if they choose to move to a fixed contract at some point. The Board will continue to consider this.

Action Item: Board to review and think about and investigate further if needed.

Adjournment:

Ryan Locking called for a motion to adjourn the meeting at 8:06 PM. Doug Kalin made a motion to adjourn the business. Corey seconded the motion. All in favor, motion carried.