

CONDOMINIUM CORPORATION NO. 0614475

Gateway South centre

Board Directors Meeting

Tuesday September 12 2017 at 6:30 PM

BOARD MEMBERS:

Name	Role	Present
Ryan Locking	President	Yes
Andy Gregory	Vice-President	Yes
Doug Kalin	Member-at-large	Yes
Tyler Stapleton	Treasurer	No
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

Ryan Locking called the meeting to order at 6:25 pm.

2. Approval of Previous Minutes – July 2017 & August 2017

Mona Soyland motioned the approval of July 2017 Board Meeting Minutes, motion seconded by Doug Kalin. All in favor, motion carried. Doug Kalin has motioned that the August 2017 Board Meeting Minutes be approved as amended. Motion seconded by Mona Soyland. All in favor, motion carried.

3. Approval of Management and Financial Report- July 2017

Moyna Soyland motioned the approval of July 2017 management and financial report, motion seconded by Doug Kalin. All in favor, motioned carried.

4. Hurdman Wealth Management – Presentation to the Board:

Representatives from Hurdman Wealth Management were present at the board meeting. They presented each Board Member with a presentation on their recommendations on services that they can provide Gateway South Centre. The Board will reflect on the presentation and will discuss later with the presence of the treasurer.

Old Business

1. Elevators:

Steve has met KJA and is in discussion and reviewing the current situation. He is still reviewing with two other companies and working on a time to meet with them.

2. Fire Inspection: Working on Schedule with Panther:

C-Era Property Management has reported that Panther could get savings on the lighting-era is coordinating with Panther to do all deficiencies. It is looking like this will take place in October due to how busy Panthers schedule is currently.

3. Tenant Damage Deposit:

C-Era has reported that the approx. \$158,000.00 that is in the bank from tenant deposits, can be returned to homeowners without returning interest. Dennis Locking motioned that it be moved that we return the tenant deposit money to homeowners immediately. Motion seconded by Steve Lawrence. All in favor, 1 Board of Director opposed, 4 Board of Directors for. Motion carried. C-Ear recommended non-refundable move in/move out fee. Board denied.

4. By-Laws:
By-Laws are at Steve Mack Lamarsh for reviewing. C-Era Property Management sent them as the condominium act has changed since the By-Laws were done and believe that it is a better to have someone review.
5. Auguring Quotes:
C-Era Property Management presented the quote from Caon Services. It would be beneficial to the Corporation move forward with a quote obtained to avoid further back ups and costs of damages. The Board of Directors would like the auguring added to the preventative maintenance contract for the following year. C-Era to obtain quote from Caon services for the preventative maintenance. Moyna Soyland has motioned that Caon Services quote for one-time line auguring. Andy Gregory seconded the motion. All in favor, motion carried.
6. Heat Pump Inventory:
C-Era has let the Board know what Caon's process is for heat pumps, they keep 14 small units on site (replacing 8-10 a month) and the larger 60-80 units are typically ordered in and not kept in stock. The heat pumps that were purchased by Concept for Gateway South Centre were left on-site after contract was terminated as per past meeting minutes.
7. Window Washing:
C-Era Property Management has provided quotes to the Board Members for the 2017 Annual Window Washing. It was the choice of the Board to leave window washing till the construction was finished. The Board of Directors have asked that C-Era see if Men in Kilts can meet the budget amount.
8. Geo thermal System
Ryan Locking mentioned conversation with Caon regarding geo system not cooling when it goes underground. Board and Caon are working on a solution.

New Business

1. Audit:
C-Era Property Management has provided the Audit to the Board of Directors. The Board of Directors will be reviewing and discussing at the next Board Meeting on October 10th 2017.
2. AGM- October 18th 2017
C-Era has advised the Board of Directors can host their Annual General Meeting any time till December. The Board of Directors has confirmed 6:30 pm sign in 7pm start on the 18th on October. They have also discussed
3. Budget Meeting – October 10th 2017
Next board meeting will be the budget meeting.

4. Hurdman Wealth Management – Directors and Officers liability side a)
Dennis spoke about how the Board of Directors makes financial decisions to their best ability. He spoke about Directors and Officers insurance and specifically a Schedule A) of the insurance. Schedule A is a saved portion that will be saved in the defense of each individual Board Member. C-Era to make sure that insurance has a schedule a. in the Directors and Officers liability.
5. Landscaping/Construction Concerns.
Dennis has reported that there were issues with the concrete construction. There was some subcontracted work that was not reported or known. Dwight's recommendation was to have a timeline next time and ensure that no sub contract will be done. The Board does believe that they can replace the dying shrubbery until the spring and can be accounted for in the next year's budget. Dennis will consider the railing.
6. Break in Insurance Claim:
Board not satisfied with insurance letter with regards to security software. Ryan Locking to reach out to Crawford.
7. In house Adjuster
DS Cook has engaged. Process is working. On-site Manager has been trained on procedures.

Action Items

1. Tenant Deposit
C-Era to coordinate the distribution of the tenant deposit cheques.
2. Line Auguring
C-Era to obtain quote from Caon to add annual line auguring of main stack. C-Era to also coordinate with Caon Services in regards to the one-time auguring that has been approved by the Board of Directors.
3. Heat Pump Inventory
C-Era to discuss with Candace in regards to the heat pump inventory that was obtained during concepts contract.
4. Window Washing
C-Era to discuss with Men and Kilts and see if they can adjust quote to fit in with the budgeted amount.
5. AGM
C-Era to finalize mail out package and distribute to all homeowners by Monday September 18th 2017. C-Era to ask Jim from DS Cooke to attend the 2017 AGM.
6. Insurance
C-Era to look into the insurance policy specifically the schedule an in regards to directs and officers
7. Sound Wall
C-Era to obtain paperwork from City for the sound wall.

Adjournment

Monya Soyland motioned for the meeting Adjourned at 8:34 pm, motion seconded by Dennis Locking. All in favor, motion carried.

Date of Next Meeting: October 10th 2017 6:30 pm.