

Gateway South Centre  
CCN 0614475  
Board of Directors Meeting

April 11<sup>th</sup> 2017

**Board Members:**

<b>Name</b>	<b>Role</b>	<b>Present</b>
Ryan Locking	President	N
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	N
Mona Soyland	Member-at-large, On-site Assist	Y

**Property Management:**

A. Beka	Community Manager, C-Era Property Management & Realty (Outgoing)
S. LaGreca	Community Manager, C-Era Property Management & Realty (Incomming)
S. MacGregor	Assistant Community Manager/Secretary, C-Era Property Management & Realty
C. Hauser	Vice President of Operations, C-Era Property Management & Realty

**Guest(s):**

Roof Hospital

**AGENDA**

<b>1.0 Call to Order:</b>
<p>➤ Andy Gregory called the meeting to order at 6:53 PM.</p> <p>All in favor, motion carried.</p>
<b>2.0 Adoption of Minutes from February 21<sup>st</sup> 2017:</b>
<p>➤ Doug Kalin made a motion to accept the Minutes of March 14<sup>th</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>➤ Swiss Solar Tech quote has been matched by Caon</p> <p>➤ Board would like to look into the removal of solar panels. If it is possible and what other items like the boilers will it affect.</p>

### **3.2 Lighting Incentive:**

- Projected annual savings of \$33,000.00 in electrical costs by replacing light bulbs.
- C-Era to obtain 3 quotes for light bulbs and installation.
- Proceed to change common area light bulbs as recommend in the report immediately once quote is chosen.
- C-Era attempted to make contact in regards to the Alberta Efficiency project but it was stated that a resident within the building must call and inquire.
- Andy will be looking into registering.

### **3.3 Video Management Software:**

- 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.

### **3.4 Unit Repairs:**

- Owners should be responsible for arranging Unit repairs with licensed and insured contractors.
- Anticipated challenge of getting contactors to agree to direct bill Owners.
- 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.
- Opens risk for liability.

### **3.5 Upgrading Guest Suite Amenities:**

- Patricia to source comfortable sleeping solution for suite.

### **3.6 Fire Inspection Reschedule:**

- Decision is to be made on whether to repair or replace damaged doors.
- Expected completion by next Board Meeting.

### **3.7 DBD Lawsuit:**

- Working with Candace and Dwight getting bills together then ready to proceed with statement of claim.

### **3.8 Break-In Repairs:**

- Repairs have not yet been completed, C-Era to work with Chris to make alternate arrangement to have work completed a.s.a.p.

### **3.9 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.

### **3.10 “T-Rack” for Gym:**

- Sourcing options to bolt in to the concrete.

### **3.11 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.

### **3.12 Guest Suite Bookings/Errors:**

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

**3.13 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.

**3.14 2017 AGM:**

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

**4.0 New Business:**

**4.1 Library in Lounge**

- The books in the owners lounge are not being used the Board sees no issue in removing the current books and cassette tapes and donating them accordingly.
- Doug will remove them.

Doug

**4.2 Parkade Door Timer**

- The Parkade door is open for 15 seconds which is too long.
- C-Era to look into the parkade door timing and have it adjusted accordingly.

Shannon

Tyler

**4.3 Gym Equipment**

- The ropes will be arriving for the gym approx. Wednesday April 12<sup>th</sup>.

**4.4 Composting**

- In regards to the new composting policy the Board is discussing how much they want implement.
- C-Era has recommended and offered having Blu Planet come to a Board meeting in the future to explain the whole new composting program, as well perhaps to have Blu Planet do a presentation to homeowners at the building.
- The Board is to let C-Era know if they would like to follow through with the requests for these 2 presentations and C-Era will set it up.

Shannon/Board

**4.5 Invoicing from vendors**

- Board of Directors is concerned in regards to the delay of invoicing from contractors. They would like to remind their contractors of invoicing in a timely manner to keep financials accurate.

Shannon

**4.6 Parking Violations**

- A visitor disputed the parking ticket they received as they state they were not parked there during that time
- The Board has double checked the parking authority machine and the time is correct.
- The appeal has been denied by the Board. Mona to notify visitor.

Mona

**4.7 Newspaper**

- Residents have been wondering about newspaper distribution and if companies can be given access to the building to deliver.
- The Board has denied this request as they think the only outside contractors that need access to the building are the contractors offering essential services.

**4.8 Newsletter**

- Due to the recent changes at the building, the Board believes it would be a great idea to put out a summer/spring newsletter.
- Mona is offering to produce something to distribute.

Mona

<p><b>4.9 Roof</b></p> <ul style="list-style-type: none"> <li>➤ Roof Hospital gave a presentation on the current state of the roof.</li> <li>➤ Trouble areas were pointed out and the different solutions were presented to the board in a package. Each Board Member received a package detailing this work.</li> <li>➤ C-Era to look into how much Gateway Southcentre has currently spent on fixing leaks in the past while.</li> </ul>	<p><b>Shannon</b></p>
<p><b>5.0 Action items:</b></p>	
<ul style="list-style-type: none"> <li>➤ C-Era to obtain 3 quotes for light bulbs and installation.</li> <li>➤ Patricia to source a comfortable sleeping solution for guest suite.</li> <li>➤ C-Era to work with Chris to make alternate arrangement to have all break-in repairs completed a.s.a.p.</li> <li>➤ C-Era to proceed with quote from Crack Hunters to repairs cracks in parkade.</li> <li>➤ Doug to remove books from lounge and donate accordingly.</li> <li>➤ C-Era to look into the timing of the parkade door and adjust accordingly.</li> <li>➤ C-Era to talk to vendors about invoicing and delivering them in a timely manner.</li> <li>➤ Mona to reply to visitor that has been denied his appeal in regards to the parking ticket he has received.</li> <li>➤ Mona to put together a spring/summer newsletter</li> <li>➤ C-Era to coordinate with Roof Hospital to see a general overview of the past charges on repairing leaks on an individual basis.</li> </ul>	
<p><b>6.0 Meeting Adjournment:</b></p>	
<ul style="list-style-type: none"> <li>➤ A motion was made by Tyler Stappleton to adjourn the meeting, this was seconded by Mona Soyland.</li> </ul> <p>All in favor, motion carried.</p> <p>The meeting was adjourned at 7:49 PM.</p>	
<p><b>Next meeting: May 9<sup>th</sup> at 6:30 p.m.</b></p>	