

CONDOMINIUM CORPORATION NO. 0614475
Gateway South Centre
BOARD OF DIRECTORS MEETING
TUESDAY, July 11, 2017 AT 6:00 PM

Board Members

Name	Role	Present
Ryan Locking	President	No
Andy Gregory	Vice-President	Yes
Doug Kalin	Member-at-large	Yes
Tyler Stappleton	Treasurer	Yes
Dennis Locking	Member-at-large	Yes
Mona Soyland	Member-at-large, On-site Assist	Yes
Steve Lawrence	Member-at-large	Yes

PROPERTY MANAGEMENT:

S. LaGreca Community Manager, C-Era Property Management & Realty
S. MacGregor Assistant Community Manager/Secretary, C-Era Property Management & Realty

AGENDA

1. Call to Order/Quorum Established
Andy Gregory called the meeting to order at 6:31 p.m.
2. Approval of Previous Minutes – June 2017
Doug Kalin moved that the approval of the June 2017 meeting minutes. This was seconded by Steve Lawrence. All in favor, motion carried.
3. Approval of Management and Financial Report – May 2017 and June 2017. After a brief review of the monthly financials and a few inquiries and/or preferences suggested , Dennis Locking made motion to approve the May 2017 and June 2017 management and financial reports. Seconded Tyler Stappleton. All in favor, motioned carried.

OLD BUSINESS:

1. Insurance Claim Status

C-Era to schedule meeting with insurance adjuster. The Board of Directors would like to settle this insurance claim and ensure that everything has been settled and all money has been received and nothing is missing.

2. Lighting Incentive

960 light bulbs were purchased from Costco for the common area hallways. The Board believes that the choice of light will provide a significant better well-lit hallway. The Board has discussed the implementation of the new light bulbs and will discuss further perhaps in September.

3. Upgrading Guest Suites

Doug had ordered the new sofa beds for the guest suites they will be delivered during the week of July 19th. The Board has discussed the purchase of a second bed for the other suite, they have decided at this time to wait. The on-site manager will be responsible for calling a charity to take the old bed.

4. Elevators

Adjourned till next meeting.

5. Building Envelope

C-Era has placed out 3 quotes. Awaiting quotes for next meeting.

6. In-house Adjuster

Dennis Locking to set up a meeting with DS Cooke and C-Era Property Management and C-Era to get ahold of the broker to ensure that they build this in with the next insurance renewal (making it a condition).

7. Fire Inspection

Fire Inspection has been approved, homeowners have been alerted. C-Era delivered the report and the quote that Panther Integration provided, certain emergency lighting were not up to code and failed. The board would like to know how many were replaced last year. C-Era to review last year's report and see what was replaced last year. Once the in-suite inspections are completed, the Board would like to see what the deficiencies are and then they will review the quotes. As stated within the By-Laws the smoke detectors are the responsibility of the Corporation to maintain and the Board will ensure to review how many smoke detectors to replace.

8. Board Member

Patricia Cyr has communicated with the Board via e-mail that she will be resigning from the Board of Directors effectively immediately. The Board asks that any open items that she was attending to that she provides that work to the Board.

NEW BUSINESS:

1. Tenant damage deposit

Tyler Stapleton has brought to the attention the rule and regulation in regards to the tenant deposit. The Board of Directors have decided to think about the tenant deposit and discuss at the next board meeting.

2. Air conditioning in Office

C-Era provided feedback about the quote for the air conditioning system in the office. The reason the quote is so high is due to the electrical issue and that Caon will have to have an electrician out and get the office re-wired. Dennis Locking put forth a motion to approve the quote for the air conditioning within the on-site office, Steve Lawrence second the motion. All in favor, motion carried.

3. Bylaws

The Board had asked Patricia Cyr to provide the documented work she did on the new By-Laws that the Board would like to review.

4. Deductibles

C-Era to consider the insurance deductibles and insurance receivables. Full account of what has been spent and what to expect to receive from the insurer.

Adjournment: The board is anxious to know what has been spent on deductibles to the year to date. C-Era to consider this and report back to the Board.

5. Annual General Meeting 2017

The Board of Directors and C-Era have agreed that the Annual General Meeting would be best suited for October 18, 2017, to allow the special resolution to be reviewed and prepared as well as the auditor.

Action Items

1. Insurance Claim

C-Era to meeting with adjuster and ensure everything is completed and all money and/or invoices have been received.

2. Lighting Incentive

Board to decide how they would like to go about implementing the new lightbulbs into the hallway.

3. Guest Suite

On-Site Manager to handle removing of the old sofa and donating to charity.

4. In House Adjuster

Dennis Locking to setup meeting with DS Cooke with C-Era.

5. Air conditioning in Office

Quote approved by the Board, C-Era to schedule and move forward.

Adjournment of Meeting

Steve Lawrence made a motion to adjourn the meeting, Mona Soyland seconded the motion. All in favor, meeting adjourned at 7:55 p.m.

DATE OF NEXT MEETING: _____