

CONDOMINIUM CORPORATION NO. 0614475
Gateway South Centre
BOARD OF DIRECTORS MEETING
TUESDAY, June 13, 2017 AT 6:00 PM

BOARD MEMBERS:

Name	Role	Present
Ryan Locking	President	Yes
Andy Gregory	Vice-President	Yes
Patricia Cyr	Secretary	No
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
Ryan Locking called the meeting to order at 6:06 PM.
2. Approval of Previous Minutes – May 2017
Doug Kalin made a motion to accept the Minutes of the May 9th 2017 Board Meeting. This was second by Andy Gregory. All in favor, motion carried.
3. Approval of Management and Financial Report – May 2017. The Approval of the Financial report is delayed to allow the Board more time to review.

OLD BUSINESS:

1. Insurance Claim Status

All invoices that C-Era has received have been sent to the adjuster. The Corporation is willing to wait until the end of all repairs to receive payment, as long as the entire amount is paid within the 30 days of the final completion.

2. Break-in repair updates

The Security software is almost complete and is the last item to be completed. Ryan Locking to send final invoice to C-Era for insurance claim.

3. **Lighting Incentive**

The Alberta lighting incentive was looked into, unfortunately there was no probable gain for the Property. Mona sourced 3 light bulb options for better lighting within the hallways. Andy Gregory volunteered to find out about obtaining the chosen lightbulbs offline. Dennis Locking made a motion to replace the hallway lightbulbs with the lightbulb discussed, motion was second by Doug Kalin. All in favor, motion carried.

4. **Upgrading Guest Suites**

Doug Kalin has volunteered to source the sofa beds.

5. **Fire Inspection**

C-Era presented two quotes for the annual fire inspection. The Board of Directors discussed approving the chosen company to fix minor deficiencies when found on the initial visit, instead of coming back for a second visit to fix. Motion to approve quote for Panther Integration to complete this year's 2017 Annual Fire Inspection made by Steve Lawrence, motion second by Mona Soyland. All in favor, motion carried.

6. **Elevators**

Steve Lawrence has contacted different consultants on this. Awaiting reply from 2 other companies.

7. **Building Envelope**

C-Era still awaiting quotes, this approximately takes 3-4 weeks.

8. **In-house Adjuster**

As agreed upon in the May 2017 Board meeting, DS Cooke has been selected as an in-house adjuster. Dennis to coordinate with C-Era a meeting with DS Cooke.

9. **Owners lounge**

The coffee tables in the Owners lounges need to be replaced. Upon further investigation, there is not money in this year's fiscal budget. This item will be re-evaluated in the next fiscal year with the next elected Board Members.

10. **Garage Door FOBs**

The current corporation policy on Garage FOBs is one fob per parking stall. Steve Lawrence motioned that each stall is allowed a second garage fob at a cost of \$150.00 and to only be purchased by the owner of the parking stall. Motion second by Doug Kalin. All in favor, motion carried.

NEW BUSINESS:

1. **Parkade Cleaning**

C-Era presented two quotes on parkade cleaning, which both included the cleaning of the parkade as well as line painting. It was discussed perhaps having 2 parkade cleanings a year in the future. Motion made by Ryan Locking to award Komodo Services for the 2017 Parkade Cleaning, motion second by Steve Lawrence. All in favor, motion carried.

2. **Window Cleaning**

Window cleaning scheduling has been suspended until concrete work has been completed.

3. **Line Auguring**

C-Era Presented quotes in regards to getting the lines augured within the building due to several main stack kitchen sink back-ups. Quote total was for \$48,677.00. The Board believes that the lines were augured approximately 2 years ago. Board denied auguring quote. C-Era to follow up on how long ago the auguring had taken place.

4. **Garburators**

With the composting program coming out in later 2017, C-Era offered an idea to the Board suggesting the removal of all garburators within the building to decrease the number of backups within in the units or clogged lines. The Board of Directors stated that they believe that Residents who purchased the unit would not be in agreeance with getting rid of this feature. Quote for garburators removal denied.

5. **Woodpecker decoys**

C-Era presented a quote for woodpecker decoys. The presented quote included the woodpecker decoys that the City of Calgary uses, the Board of Directors agreed that the purchase of one woodpecker decoy would be best to see if it solves the problem before purchasing more. Steve Lawrence made a motion to approve the quote for one woodpecker decoy. Motion second by Tyler Stapleton. All in favor, motion carried.

6. **Landscaping on Mcleod Trail:**

Mona Soyland brought to table the inquiry of landscaping on McLeod Trail in regards to the missing trees as well as a sound wall. C-Era to inquire of where the Corporation stands on a waiting list for a sound wall.

7. **Chargebacks/In Unit Maintenance**

The Board of Directors voiced their concern will allowing homeowners to book or use general contractors through C-Era for things that are homeowner responsibility. C-Era expressed that according to the bylaws, the corporation has a responsibility to maintain and repair units (still charging back homeowners for things that are their responsibility). C-Era to review By-Laws and report to the Board in terms to their responsibility.

Action Items

1. **Guest Suite**

Doug Kalin to source the sofa beds for the Guest Suites

2. **In House Adjuster**

Dennis Locking to arrange correspondence between C-Era and DS Cooke for a meeting.

3. **Parkade Cleaning**

C-Era to coordinate Parkade Cleaning with Komodo Services and ensure notices are distributed to the homeowners.

4. **Lighting Incentive**

Andy Gregory to inquire about ordering the chosen lightbulbs from the Costco website.

5. **Line Auguring**

C-Era to confirm the Properties last line auguring date.

6. **Woodpecker Decoy**

C-Era to purchase one woodpecker decoy and to evaluate it's efficiency

7. **Landscaping Mcleod Trail**

C-Era to obtain status of where the Property lies within getting a sound wall.

8. **Chargebacks/In- Unit Maintenance**

C-Era to confirm the bylaws around in-unit maintenance protocols.

Adjournment:

A motion was made by Tyler Stapleton to adjourn the meeting, this was seconded by Doug Kalin. All in favor, motion carried. The meeting was adjourned at 8:02 p.m.

Next Meeting:

The date of the next meeting is _____, in the small Owners Lounge at Gateway South Centre.