



# MEETING MINUTES

Condo. Corp. No. 0614475

May 23, 2019

## CALL TO ORDER

A meeting of the Board of Directors was held at the Small Owners Lounge of Condominium Corp. NO. 0614475 on May 23, 2019 at 18:30.

As there was seven (7) Board of Directors in attendance for the meeting quorum was constituted as reached and Dennis Locking chaired the meeting and called the meeting to order at 18:30.

### NOTE:

- *All votes were conducted on formal seconded motions by show of hands and majority recorded as "approved".*
- *Supporting documentation for the Board of Directors is recorded in the Manager's Report and does not form part of the minutes in order to meet the needs of current privacy legislation.*

## ATTENDEES

Dennis Locking (President/GM Liaison)

Ryan Locking (Vice-President)

Mona Soyland (Secretary)

Andy Gregory (Treasurer)

Steve Lawrence (Member at Large)

Doug Kalin (Member at Large)

Andres Guaqueta (Member at Large)

Wanda Hogg (General Manager)

## MEMBERS NOT IN ATTENDANCE

Corey Baker (Member at Large)

## APPROVAL OF MINUTES

1. May 2, 2019 General meeting minutes approved. *Motion to approve, discussed, seconded, approved*

## EMAIL RATIFICATIONS – as summarized in Manager Report

Confirmation of Email Ratifications as presented to the Board; *between May 3, 2019 – May 23, 2019.*

1. May 8 – Extra Waste

## REVIEW OF FINANCIALS (BTG) – April 2019

1. April 19 as distributed to the Board May 17, 2019. - *discussed*
2. Arrears -active process-summary in Manager Report - - *discussed*
  - a. As of May14 Balance 31,189.13 up from 22,863.48
    - I. Active collections and NSF work completed May 14, 2019
3. GM review Owner Chargebacks procedures and get Board approval to continue as outlined in Managers report - *discussed*
2. GM to request approval for Caveats and/or Legal proceedings for the Units in Manager Report, May 23, 2019 - *Motion to approve, discussed, seconded, approved*

## REVIEW OF MANAGEMENT REPORT

- A. Reserve Project Updates
  - I. CLP – finishing work to be done
  - II. Roof/Scupper – Phase 1 complete
  - III. Parkade – Phase 1 in finishing stages
- B. Operations
  - I. Parkade Cleaning - complete
  - II. Window Cleaning – First 2 weeks of June
  - III. Landscape/Hardscapes
  - IV. Chargebacks re: Furniture Dumping. – GM to investigate

## ACTIVE ITEMS/CARRY-OVER ITEMS

1. Bylaws – (35%) – Communicate to owners
2. CLP – Retro-fit contract in place-active-Contract scope review and final action items in review.
3. GSC – Board On Line (Ryan to walk us through accepting the invite sent in November) “OneDrive”
4. Board Position Descriptions – Vote via Email

## **NEW BUSINESS**

GSC – Human Resources (CA & EA)

Fob & Booking Policies Reviewed - Carry Over to next month

## **ANNOUNCEMENTS**

Acceptance of Board Member Resignation - Sima Thanawki (Member at Large)

## **ADJURNMENT**

May 23, 2019 at 20:40

## **DATE OF NEXT MEETING**

June 27, 2019 – Project Summary & Priorities