

MEETING SUMMARY
RGE Manager

Subject: Meeting request from RGE Manager
Condominium Plan No. 9911158

Date: Feb 3, 2015 11:30 AM

Place: Board Room 59-22 Ave SW

Attendees: Brian Mills – President
Sharron McIntosh – Manager
Murray White – Secretary

1. Invoice Approval Process
 - a. Sharron reported that Ron Hyde had returned invoices submitted for payment with instruction that BOD approval was required.
 - b. Sharron suggested that she was not aware that this was a past practice, neither was Brian.
 - c. Sharron further suggested that if this was policy of the corporation that some reasonable minimum value of invoice should be considered to prevent having the BOD review every payment.
 - d. Murray questioned the lack of written financial procedures for the Corporation and suggested that if one does not exist one should be created to protect the Board members and Manager.
 - i. Follow up search for a procedure will be done.
 - ii. If necessary the board will consider this matter at the next meeting.
2. Steve Cropper- request for rebate of locker Rental fee. He is giving up his locker following the Christmas break-in and locker being left unsecured while he was away.
 - a. Sharron originally declined this request and Mr. Cropper requested the matter be forwarded to the BOD for review.
 - b. No form of rental contract has been located in the office. The only locker rental sheet located is grossly inadequate.
 - c. Attendees agreed there should be a written contract for locker rental.
 - d. Sharron will look further in the office and follow up with Nel to determine how locker rental has previously been handled.
 - e. Murray offered to follow up with Mr. Cropper to see what if any documentation he has if it becomes necessary.
 - f. A final decision on a rebate will be made after all information on process and documentation is available.

3. Resignation of Manager
 - a. Sharron submitted written notice of resignation to Brian.
 - b. The notice is effective in 2 months as per contract.
 - c. Sharron will offer possible replacement candidates if possible and Brian will contact Ron to find additional candidates.
 - d. The previous search for candidates was done by Nel and Ron.

4. Guest Parking:
 - a. A vehicle has been in visitor parking for 6 days and does not appear to have been moved. It displays a tag for 310-III
 - b. Following the meeting Sharron contacted the owner of 310-III. They had never picked up guest parking tags and had no relation to the vehicle in question.
 - c. Sharron will follow up in an attempt to locate the owner or responsible unit and contact CPS in case the vehicle has been reported stolen or is otherwise of interest to the police.

5. Report of mechanical noise at night in 406-I
 - a. Suite owner reports late night mechanical noise interfering with sleep.
 - b. Brian and Murray determined the unit in question is adjacent to the mechanical room.
 - c. Brian and Murray inspected the mechanical room but found no problem.
 - d. Sharron will provide Murray's contact to the unit owner and will try to determine the source if it repeats tonight.