

Minutes of Meeting

Meeting of Board of Directors
River Grande Estates
Condominium Plan No. [9911158](#)
Tuesday, June 16, 2015

Attendees:

Brian Mills - Chair	Sandy Dougall
Matt Clark	Stephen Cassady
Richard Grainger	Murray White
Gina Finstad	

Absent:

Neil Fawcett M-Y

1.0 Call to Order

A Quorum was determined present and the meeting was called to order by the Chairman at 6:05 PM

2.0 Approval Of Minutes

Minutes of the BOD meeting of May 28, 2015 were approved subject to a change of wording to 6.4.9 regarding insulation application.

3.0 Review of Current Finances

3.1 Sandy reviewed the latest financial reports indicating that subject to audit adjustments the year ending March 31 the corporation will have over spent the operating budget by approximately \$60,000.

3.2 Ron Hampton's duties in regard to accounting have affectively been completed and M-Y have taken over this function for the corporation and are dealing with minor hand over issues still outstanding.

3.3 Work on a new Reserve Fund Study needs to be commenced in the near future

Action: Sandy and Brian with Neil.

4.0 Managers Report

4.1 Brian reviewed the M-Y manager's report for the month.

4.2 A proposal by M-Y to have Samantha perform administrative duties for RGE that could not be completed during onsite hours done in M-Y office for up to 8 hours per week at a rate of \$25 per hour without RGE BOD specific approval was discussed. The BOD agreed that this was a reasonable proposal given the needs of the corporation in regaining controlling some processes. The BOD further recognized that this need would not be expected to be required on a long-term basis.

5.0 Old/Unfinished Business

5.1 Security Camera: One exterior security camera can not be made functional

Action: M-Y to arrange that the failed camera be removed.

5.2 Kone is still on a month-to-month basis.

Action: Neil to ensure that Kone addresses the long outstanding issues with elevators in Phase III.

Action: Neil to provide a recommendation to the BOD on selection of a new contractor as no recent progress has been made on this issue.

5.3 Parkade Insulation: Work is expected to be complete mid next week.

5.4 Air Vent Covers: The air vent inlet covers on the North side of the building require repair and resetting and should have the expanded metal replaced with heavier material. These covers currently present a potential safety risk to landscapers.

Action: Murray to follow up with Alvin to move this forward.

5.5 Grohe water lines: There is a shortage of replacement lines in stock.

Action: Murray to follow up with Alvin and Ted to move this forward.

5.6 Air Compressor and Wash Bay Hoses: It is noted that the air compressor for tire filling has a pressure switch problem that needs to be corrected and that the garden hoses at the wash bays are leaking.

Action: Murray to follow up with Alvin to move this forward.

5.6 Bike Racks: Racks need to be reinstalled following insulation work and assignments and charges to users registered and organized.

Action: Murray to discuss reinstallation with Alvin and Brian to discuss organization and charges with Samantha

5.7 Perimeter Brick Wall Repair: Balance of the work can commence in July and is expected to be completed this summer.

Motion: That :We approve the West, North and South walls as per the quotation from Brickwright Masonry for \$102,779.69 plus GST. This will include the removal of railings and brick caps to be replaced with concrete caps. This expenditure to be funded from the reserve fund.
Seconded and Approved.

5.8 Railings and Extra Bricks: The railings and extra bricks removed should be retained as the railings have salvage value and the bricks are no longer available.

Action: Murray to discuss storage with Alvin.

5.9 Extraordinary Meeting: Confirmed for Saturday June 20th, 2015 at 11:00 AM to approve auditors with social lunch to follow.

Action: Stephen and Brian to pickup supplies for lunch.

6.0 New Business

6.1 Insurance: The BOD is still reviewing options

Action: Neil to provide input for decision.

6.2 Night call Response: Clarification of contacts related to night and weekend calls is required to minimize calls to Alvin.

Action: Neil to work out procedures with Alvin in a manner that will ensure true emergencies are addressed in an expedient manner and others are addressed during business hours.

6.3 Window Washing:

Motion: That "We approve the annual washing of exterior windows in July as per quotation for the amount of \$8200 including GST.

Seconded and Approved

Action: M-Y to coordinate contract and provide appropriate notices to owners and residents of timing and the need to remove screens.

7.0 Next Meetings

7.1 Dates for future BOD meetings were tentatively set as follows.

July 21, 2015 (if required)

August 18, 2015 (if required)

September 15, 2015

October 20, 2015

7.2 **Extraordinary Meeting: Saturday June 20th, 2015 at 11:00 AM**

7.3 Date for the next AGM was tentatively set as October 27, 2015.

8.0 Adjourned

The meeting was adjourned at 8:10 PM

Chairman

Secretary