

## Minutes of Meeting

Meeting of Board of Directors  
River Grande Estates  
Condominium Plan No. [9911158](#)  
Tuesday, Sept 15, 2015

### Attendees:

Brian Mills - Chair	Sandy Dougall
Matt Clark	Stephen Cassady
Murray White	Neil Fawcett M-Y

### Absent:

Gina Finstad	Richard Grainger
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### 1.0 Call to Order

A Quorum was determined present and the Chairman called the meeting to order at 6:00 PM

### 2.0 Approval Of Minutes

Minutes of the BOD meeting of July 21, 2015 were approved.

### 3.0 Treasurers Report

- 3.1 Sandy reported that financial statements were not yet available but expected to be circulated around Sept 21
- 3.2 There has been a substantial reduction in the number of units in arrears. M-Y continues to follow up on those remaining outstanding.
- 3.3 Neil outlined M-Y process for pursuing collection of outstanding fees and fines.
- 3.4 RGE has accumulated \$159K in the security deposit account. Sandy has identified \$114K to identified owners, \$7K to unidentified owners the balance is accrued interest.

**Motion:** "That \$37K plus \$7,703 be transferred to the operating account.  
Approved with the understanding that at the end of the fiscal year operation account excess resulting can be transferred to the reserve fund.

- 3.5 The board authorized M-Y to rebate a portion of security depositions on proof that a rental rate has decreased.

### 4.0 Managers Report

- 4.1 Neil reviewed the M-Y manager's report for the month.
- 4.2 Elevator Contract: Contract for maintenance for 5 years has been signed with Schindler, the contract contains a clause that allows either party to end the contract with 90 day notice.
- 4.3 Final Kone invoices are OK

## 5.0 Unfinished Business

5.1 The Board was notified of additional scope to Brick Wright contract as a result of the discovery that 2 sections of retaining wall behind the brick fascia were not full height and the need to add additional cap stone work on the East side for aesthetic reasons. The board accepted that this work needs to be done and a price will be obtained from Brick Wright.

**Action:** Murray to discuss with Alvin action to be taken on water proofing on the back side of the retaining walls that sticks above the new cap stones. Should city Green be contracted or can Abba handle this

5.2 Sierra Stone: Finalizing repairs at 2390 entrance were scheduled to have been completed but work is still outstanding, Neil is following up regularly.

5.3 Reserve Fund: Matt is working on the revision of the new reserve study with M-Y.

**Action:** Matt to circulate a draft for review and comment

5.4 Parkade Insulation: The Board was brought up to date on the issue of parkade insulation failing to meet fire and building codes and the status of obtaining regulatory approval for Contego coating to bring the work into compliance.

**Action:** M-Y to discuss the situation with a lawyer and determine the best option for the board to pursue in regards to dealing with the lien placed against the corporation and financial responsibility between ARK and RGE

5.5 The Board discussed the issues of painting and repair of exterior wood work and repair of hail damage on balconies:

5.5.1 The need for painting was agreed, as was the likely need for scaffolding being erected in the courtyard to do this work.

**Action:** M-Y will provide quotes for the work and a decision on the scope of formal tender to be let this fall will be made.

5.5.2 The cost estimates to replace damaged trim strips is \$400-500 per balcony. The board discussed the logic of replacing balcony membranes at the same time and whether all membranes should be replaced or only those affected by hail damage. The exterior west side can be easily reached with a man lift however the courtyard west side may require scaffolding. More information is required to make a decision on how to proceed.

5.6 Package Lock Box: Canada Post has offered to install lockboxes to receive packages delivered to tenants who are not at home in lobbies. The board agreed that these would benefit residents.

**Action:** Brian to follow up.

5.7 Security: Locks and Handles on all exterior doors have now been replaced.

5.8 Building Security: Samantha has been trained by convergent and entry fobs and passes have been transferred from Nel

## 6.0 New Business

1.1 Noise Fines: 411 II has paid their fines but there has been another complaint. The Board approved a subsequent fine of \$1000

**Motion:** "M\_Y to provide a letter of notice of future actions the board will take if the violation of by-laws continues."

Approved

1.2 Bylaw Infractions: Ted Trainor has volunteered to monitor and report on bylaw violations related to balconies. The Board accepted this offer.

1.3 Landscape and Snow Removal:

**Motion:** "That the Snow removal Contract for Winter 2015-2016 be signed and that work for the following 3 years be tendered."

Approved

**Motion:** "That City Greens quotation for tree pruning and shaping-Option 2 (1 full day) be accepted.

Approved

1.4 AGM Planning:

1.4.1 Brian to Clean up minutes from the last AGM for distribution

1.4.2 Discussed the need to identify and solicit candidates to stand to fill vacant board positions.

## 7.0 Next Meetings

7.1 Next BOD.

October 20, 2015

7.2 Date for the AGM October 27, 2015.

## 8.0 Adjourned

The meeting was adjourned at 8:25 PM

Chairman

Secretary