

## Minutes of Meeting

Meeting of Board of Directors  
River Grande Estates  
Condominium Plan No. 9911158  
Tuesday, July 4, 2017

### Attendees:

Brian Mills - Chair  
Emily Struck  
Michael Hay

Bob Millsap  
Murray White

### Absent

Matt Clark

Chris Scrupa

#### 1. Call to Order

- A quorum was determined present and the Chairman called the meeting to order at 6:30 PM.

#### 2. Additions to Agenda

- Several additions were made to the agenda.

#### 3. Approval of Minutes

- Motion to approve revised minutes of the BOD meeting of June 6, 2017 (Hay/White) Carried.

#### 4. Maintenance Report

- Backflow and Isolation valves in the north water inlet room need to be replaced.
- Baseboards in hallways need to be re-caulked.
- Flood barriers have been installed. Logs are stored in adjacent mechanical rooms until required.
- ARC repairing ceiling damage in 415-2 from window trim leak.
- Balcony drip edges need to be replaced.
- Pool table felt to be replaced.

#### 5. Manager's Report

- Not available due to resignation of Neil Fawcett.  
Outstanding action items were summarized and B. Mills was to contact the MY President.

#### 6. Finance Report

- Overall, YTD expenses of \$1,306,613 are \$16.7k over budget of \$1,289,885. This is primarily due to increased R&M Building (\$35.9k) and Utilities (\$40.8k), offset by lower Admin (-\$8.0k), Grounds keeping (-\$13.6k), Passthru (-\$9.8k), Cleaning (-\$3.5k), Life Systems (-\$2.9k) and Insurance Deductible budgeted but not expended to date (-\$22.2k).

- Owner of 1-410 is 6 months in arrears for condo payments. MY to provide an update on collection efforts.
  - Investment committee approved \$89,000 purchase of Canadian Financials Protected Purchase Note with BMO from proceeds of preferred shares that expired in May. Additionally, investment committee approved transfer of \$150,000 from Reserve Cash to BMO for investment considerations to be made in July. This transfer leaves \$72,700 in Reserve Cash. Monthly reserve fund contributions are \$26,200, ensuring that the upcoming courtyard redevelopment project and other reserve fund items (soil amendment, other incidentals) are adequately funded from the Reserve.
  - ABBA Contract to be renewed, as per budget, with 3% increase from last year.
7. Security
- The fob audit is approaching completion. Approximately 24 fobs are outstanding.
  - Convergent are to submit a schedule for the additional approved security cameras.
8. Courtyard
- Landscaping conceptual design plan complete. Need to remove some trees and part of the pond for access.
  - Krahn and Associates (original structural engineers) requested to confirm Genie S60 capacity with professional opinion and authentication.
  - Requests for Budget pricing sent to five contractors.
  - MY drafting general terms and conditions.
  - Additional scope for bridge, pond, lighting, irrigation to be discussed.
  - Pros/Cons required for cost benefit analysis.
9. Landscaping
- Topsoil replacement to proceed at \$10,395 including GST
  - Irrigation circuits to be adjusted
  - Trimming with power hedge trimmers should be deferred until blooms are finished.
10. Unfinished Business
- Elevator noise abatement – nearing completion
    - Drywall outstanding in Phase 2
    - Schindler complained about alterations. Thermometers show max 39C temperature on insulated tank.
  - Unauthorized AC in 411-2
    - Lawyers will prepare a consent order for the owner to sign. AC to be removed by July 31, 2017.
  - Elevator Service Contract
    - AEDARSA Elevator inspection repairs are outstanding since February 3, 2017. A follow up meeting was held with the new Schindler rep, Jen Ngo June 22, 2017. No action or response has been received.
    - MY to issue notice of cancellation of the contract effective August 31, 2017.
    - M. White to forward AEDARSA report to Fujitech for quote.

- Irrigation Water Meters
  - M. White noted the spikes in the water usage are from filling the pond due to evaporation. The pond drains to the sewer therefore it is not considered irrigation.
  - Payout to be recalculated.
- LPCA
  - Stampede passes were distributed to residents July 1 and July 4. Additional passes were requested for July 8 through the RGE office.
  - The request for a meeting with LPCA has been unresponsive. Annual Membership dues will be deferred until a meeting takes place.

#### 11. New Business

- Interior florescent lighting upgrade potential
  - Looking at options for parkade, emergency stairwells and hallways.
  - Motion sensors may be another option.
  - Decision deferred.
- Recent security issues
  - Late night delivery to phase 2 to be reviewed on tape.
  - Prowler in inner courtyard reported to police.
- Bylaw violations
  - Over length trucks in 341 resolved.
  - Noise complaints in 108-3. MY to issue letter.
  - Dogs in 109/2 still here. MY to issue next letter.
- Smoking on Decks
  - Anonymous complaint received. It does not violate our bylaws.
- Window Washing
  - MY to rehire contractor.
- Backflow Preventers
  - Murray to expedite requote from Caon.
- Power outage
  - Rescheduled to July 6 from 9-12
- Garage Line Painting
  - Last completed in 2013.
  - Quotes received. ABBA to requote for tee end only
- RGE drawings
  - ABBA to sort out one complete set
  - Western Canada Graphics to scan and save pdf to disc.

#### 12. Next Meeting

- August 22, 2017 agenda and time to follow.

#### 13. Adjourned

- Meeting adjourned at 8:30 PM

  
President

  
Secretary