

Minutes of Meeting

Meeting of Board of Directors
River Grande Estates
Condominium Plan No. 9911158
Tuesday, September 19, 2017

Attendees:

Brian Mills - Chair	Chris Scrupa (call in)
Michael Hay (call in)	Emily Struck
Bob Millsap	

Absent

Matt Clark	Sherry Ponych (MY)
Murray White	

1. Call to Order
 - A quorum was determined present and the Chairman called the meeting to order at 6:34 PM.
2. Additions to Agenda
 - Few additions were made to the agenda.
3. Approval of Minutes
 - Motion to approve minutes of the BOD meeting of August 22, 2017 (Struck/Mills)
Carried.
4. Manager's Report
 - Sherry Ponych is on vacation and no report was presented.
 - Jessica Davies has replaced Erin Corrigan as the MY Property Administrator
 - Arleen is working on the bicycle registration
5. Maintenance Report
 - Backflow check valves have been tested and repaired.
 - Window sill grout to be replaced on additional units. Alvin to call Brick Master.
 - Fire Inspection by PDS are to be scheduled for October.
 - Realtors delivering staging furniture are considered a move-in. Owners should book the elevator and security with ABBAS.
 - Unauthorized AC. Nel provided a list of historically approved AC units. Non-approved units will be enforced.
 - Unit 411-2 resolved.
 - Unit 303-3 removed
 - Unit 204-2 grandfathered
 - Unit 106-2 not approved

6. Finance Report

- Overall, YTD expenses of \$295.7k is \$35.4k below budget of \$331.1k. All GL Categories lower than budget except for cleaning expense.
- Notable variances on budget categories for the month of August are increased Repairs and Maintenance (\$1.9k), offset by lower Cleaning (-\$0.6k), Admin (-\$0.9k), Grounds keeping (-\$1.0k), Life Systems (-\$2.5k), Utilities (-\$5.8k) and Insurance Deductible budgeted but not expended (-\$2.5k).
 - Admin expenses lower (-\$0.9k)
 - Insurance Deductible budgeted but not expended to date (-\$2.5k)
 - Grounds keeping lower; due to lower than budgeted tree pruning & replacement (-\$1.0k)
 - Cleaning expenses lower (\$0.6k)
 - R&M costs higher (\$1.9k). Higher Building R&M from window washing expense taken Aug but budgeted monthly (\$7.4k), offset by lower than budgeted expenses in all other R&M subcategories.
 - Utilities lower (-\$5.8k). Electric and gas lower due to new contract rates (month by month) and lower recycling offset by higher than budgeted water (\$0.4k) due to irrigation and pool evaporation. As weather cools and days get shorter, expect to see electric and gas expense increase.
 - Life Systems lower (-\$2.5K) due to no repairs to systems in Aug and no security expense taken.
 - Owner of 1-109 has outstanding condo payments more than 60 days.
 - RGE appears to owe owner of 1-203 more than \$2.2k, >90 days outstanding. Insurance issue?
 - Over \$5.5k owing to owner of 1-401? Is this an insurance issue as well?
 - Owner of 2-410 is now >\$2k in arrears over 60 days. Was the letter sent by MY last month as requested? Repeat offender.
 - Owners of 2-503 and 3,115 and 3-116 falling behind; MY to send letter to owners.
- No activity in/out of the investment portfolio. Operating fund cash sits at \$114k, reserve fund cash sits at \$130k. Cash will remain in bank accounts pending further updates on courtyard redevelopment.

7. Security

- One camera was to have been replaced by 4 head model. This is resolved with software.
- Convergint warranty documents received.

8. Elevator Contract

- Meeting with Schindler to review letter issued.
- Schindler presented Dashboard software and signed up Alvin, Murray and Bob with login credentials.
- Clarification received on outstanding issues. Schindler to submit AEDARSA directives.
- Callout for September 17 was resolved. No overtime will be charged. Owners in Phase 1 are reminded to carry their access keys.

9. Courtyard

- MY has forwarded the scope of work and other details to Morrison Hershfield and asked them to submit a proposal to engineer the courtyard project

10. AGM

- The confirmed date for the AGM is November 2, 2017. Repsol Centre booked
- MY has solicited nominations to run for vacant positions.
- MY to solicit proxies from absent owners.
- Audit by Donald Hyde in progress.
- President's report to be issued with owner package.
- Brian to approach S. Cassidy for chairman.

11. Unfinished Business

- The request for a meeting with LPCA has been unresponsive. Annual Membership dues will be deferred until a meeting takes place.
- Social functions
 - Deferred until 2018
- Intercom fee
 - Emily to draft a proposal for new tenants.
- Charging for electric vehicles
 - Various options to be considered in owner and visitor parking.
 - Feasibility and maximum load to be determined.

12. New Business

- Garage Doors
 - Alvin to investigate replacement options
 - Kydrid quote received for alignment upgrades – deferred.
- Garbage
 - The owner of unit 112-3 has been fined for leaving garbage on his deck
- Garage Access
 - Brian to obtain a quote from Convergent for the fob access.

13. Next Meeting

- October 17, 2017 agenda and time to follow.

14. Adjourned

- Meeting adjourned at 7:48 PM



President



Secretary