

# Meeting of the Board of Directors

River Grande Estate  
Condominium Plan No. 9911158  
Tuesday May 29, 2018

## Attendees:

- Brian Mills
- Tiffany Dyck
- Emily Struck
- Bob Millsap (new member as per minutes below)
- Michael Hay
- Murray White
- Kyla Cox

## Regrets:

- Chris Scrupa
- Sherry Ponych (MY)

1. Call to Order
  - A quorum was determined present and the meeting was called to order at 6:34pm
2. Review and approval of the minutes from the April 24th meeting.
  - Motion to approve was carried.
3. Resignation from the Board of Murray White and selection of a replacement.
  - Motion to bring Bob Millsap (phase 3, unit 407) onto the board until the end of the term to replace Murray was carried.
  - Legal filings to be updated by Sherry to reflect changes in board composition
4. Property Management Report – Magnum York (include status update on all requested Bylaw letters/fines and follow-up recommendations)
  - The board reviewed the previously distributed management report which included a number of complaints related to bylaw infractions where notices or fines were issued.
5. Maintenance Report
  - Murray reviewed the previously distributed maintenance report, including various repairs that have taken place over the last month.
  - All leaks on the 4<sup>th</sup> floor of phase 1 are related to roof issues that will be repaired (see roof replacement discussion below)
  - We have been invoiced for elevator inspection work that was done by AEDARSA but we have not received a final report – Sherry to follow-up and provide to the board
  - Replacement of the lighting in the courtyard needs to be investigated and quotes requested. This should be done at the same time as the courtyard walls. – Michael to follow-up

6. Financial Update – Michael Hay

- Overall YTD expenses \$49,226.45 below budget, confirming the board’s decision to carry over 2017/18 budget surplus to the 2018/19 fiscal year
- Budget accruals for insurance are not being accrued properly by MY – to be resolved by Sherry

7. Building Safety & Security

- Fire code compliance, safety & security risk assessment, and development of site specific fire plan
  - Quotes were received for risk assessments and a fire safety plan
  - Kayla to summarize quotes and services so the board can make a decision regarding commencement of work at the next meeting
- Fire panel repair and code compliance
  - Contracts with Convergent were signed to bring fire panels up to code and meet compliance. Work is being scheduled.
  - Telus needs to be engaged once the locations of the new boxes are known.

8. Unfinished business

- Courtyard
  - Quotes from two vendors to repair courtyard walls were reviewed. Services between the two vendors were similar but prices were different by \$7K. There was no concern around the quality of work with the cheaper vendor, Ananda.
  - Ananda quote needs to be revised to specify inclusion of weeping tile pipe and maintenance of irrigation systems. To be followed up by Murray.
  - As such, a motion was made to execute a contract with Ananda and proceed with courtyard wall repairs. Motion carried.
- Phase 1 Balcony Fire – Repairs
  - The quote provided by MY appears very high. Additional quotes have been requested and will be discussed at the next meeting.
  - These repairs will be paid for by the renter’s insurance
- Ongoing bylaw infractions – Bikes, Dogs, BBQ’s etc.
  - None discussed

9. New Business

- Contracting flat roof replacement on south side of Phase 1.
  - Patches that were done 3 years ago to the Phase 1 roof that are leaking again into unit 410, 408 and some common areas. As such, the board believes that a full replacement is prudent at this point rather than continuing to patch the roof.
  - Murray prepared an initial analysis of the quotes received so far and noted that the quotes are significantly different in the services offers, materials specified, methods of replacement, etc.
  - Additional analysis is needed to compare the quotes in more detail and generate comparative pricing by vendor. The board considered use of a

consultant to help us assess and compare the quotes received since none of the board members are roofing expert.

- Follow-up to be made by Murray and Bob to review quotes and/ or find a consultant to help.
- ABBAS contract(s) renewal
  - Motion to renew the existing maintenance and cleaning contract with ABBAS with an inflationary raise of 2.3% (for an annual total \$66K per contract) was carried.
  - The scope of work under the existing maintenance contract have been expanding due to the number of repair projects in an aging building. A change order may be required to compensate ABBAS for these services which are not currently covered under the existing contract. Follow-up will be made by Brian to draft this change order.
  - Succession planning was briefly discussed and needs to be considered in future years.
- Visitor and Owner Parking areas monitoring
  - Continued monitoring is needed in the visitor parking to ensure residents are not using it improperly.
  - A schedule will be made for Stampede to ensure resident's visitors can use the parking.

***Subsequent Meeting Date set for Tuesday June 26 at 6:30pm.***

Meeting adjourned at 8:41pm.

  
Secretary

  
President