

**MINUTES**  
**Meeting of the Board of Directors**  
**River Grande Estates**  
**Condominium Plan No. 9911158**

Tuesday June 1, 2021

The meeting was held via Zoom conference call.

*Attendees: B. Millsap, AK Ross, B. Mills, C. Scrupa, W. Hunter, T. Dyck and Alex Casuga  
(Magnum York)*

1. Call to Order @6:31 PM
2. Additions/Changes to the Agenda – A revised agenda was circulated just prior to the meeting
3. Review and approval of the meeting minutes – May 4, 2021. – APPROVED (after two typos were noted and corrected)
4. Management Report and Bylaw Infractions – Presented by Alex Casuga
  - Introduction of Alex Cayuga – Attending on behalf of Sherry Ponych who is on a short-term leave.
  - Transition issues – new and temporary staffing at Magnum York resulted in some minor communications issues – now resolved.
  - M. Y. is tracking and managing arrears of varying magnitudes for five RGE units.
  - The new fiscal budget was distributed (late) with fees to be collected as of June 1. Some updates were required due to a few title transfers of parking stalls.
  - Parkade scrubber/sweeper. We are now set up on PAP for monthly payments.
  - Reserve Fund Study Report- an older version was circulated to ownership in error. A copy of the current study is lodged in the Owners area on the RGE website.
  - Bylaw related Fines and letters – no detailed update available.
  - #103-2 Visitor Parking abuse. So far, the Owner has not responded to a first fine levied because of the tenant’s personal use of visitor parking spaces. A notice will be affixed to the offending vehicle and consideration will be given to ticketing by the CPA and/or more fines if the situation is not quickly resolved.
  - An inquiry regarding possible air conditioning was received from the #212-1 Owner. A checklist of procedures to be followed was forwarded.
  - #410-1 ceiling repair status – no update from owner
5. Facilities and Maintenance Report
  - Leavitt maintenance proposal for garage scrubber/sweeper – the previously approved leasing contract did not include maintenance. The Board approved a supplemental maintenance plan amounting to approximately \$500/yr.
  - Oil on terrace of #105-2 – the oil-stained bricks have been steam cleaned by Kydrid and the owner’s table will be replaced by the Corporation with the old table cleaned and placed in the courtyard for general residents’ use. Monitoring of the area will continue

and residents in overlying suites have been spoken to, with hopes that no further oil will be jettisoned from above.

- The ground floor terrace rebuilding (Boyd Construction) has been completed and the worked signed off on.
- Retaining wall near Phase 2 south stairwell exit (above parkade entrance) was repaired May 28<sup>th</sup>.
- A small water leak was found & repaired in irrigation at south courtyard entrance off Erlton St. Currently monitoring for effectiveness.
- Garage #204 water leak update - Entuitive to investigate a possible membrane leak overlying the garage. The Board approved the motion to accept Entuitive's estimate of \$4150.00 for the evaluation. A cost of \$1500 for a limited excavation and walkway removal and restoration is anticipated.
- Column Repair/Deck Membrane - Fort Sands commenced trial work June 1 on membranes #s 203, 303 and 403 Phase 1. Column repair will be looked later.
- Mel's Lawncare will complete stump removal and planting trees outside Phase 3, is reworking south corner beds – (maintenance friendly & rabbit / dog resistant) and will revitalize dead grass due to dogs near Phase 2, Erlton Rd. entrance.
- Unit #202-3 toilet overflowed and leaked into unit below. ABBAS doing stain block on ceiling, with a charge-back to #202-3.

## 6. Treasurer's Report

- Mostly a quiet month for finances. Operating cash is healthy, and YTD overall expenses are about 2% under budget.
- Gas expenditures for the fiscal year were very high to budget estimates but general repairs and maintenance were substantially lower than budgeted so balance out to some extent.
- The reserve balance is healthy (slightly ahead of the annual target), and the 12-month rate of return has been just under 20%.
- The Board discussed potential Canada Revenue Agency issues if surplus revenues were too large or not directed appropriately towards reducing future operating budgets. The Board is satisfied that no difficulties will arise from current cash management practices.

## 7. Security

- Older electronic board failure imminent in security system – consider replacement after cost estimate is provided by Convergent.
- Convergent has taken over alarm monitoring alarm calls from Securtek and recently conducted system maintenance as it appears not to have been working reliably. Frequent false “forced door” signals are being generated and require some protocol arrangements that might trigger unnecessary phone/email alerts to RGE personnel.
- Visitor Parking #103-2 repeat offender – Brian to issue notice threatening ticketing/towing.

## 8. Unfinished business

- Bylaw approval progress – currently M.Y. has collected 6160 Unit Factors in favour of the Special Bylaw Resolution. 7500 or more required to pass the Resolution. The responses received to date have been overwhelmingly in favour of the Resolution. The

Board discussed ways to reach out to remaining Owners (both resident and non-resident) who have yet to respond.

- The President has investigated holding a possible ZOOM AGM but holding one is highly problematic. Considering current guidelines for easing Covid restrictions, we will initiate planning for an “in-person” AGM in mid-September to replace the meeting originally planned for December 2020 but forced to be delayed due to Covid rules.
- ABBAS contract and concierge duties – have gone back to 5-days per week on contracted cleaning and 4-hours per week of concierge time to manage storage space rentals
- Board responsibilities and Bylaw enforcement – A (virtual) legal seminar was held and sponsored by Magnum York in early May and several RGE Board members took part. The session was very helpful in outlining legal requirements and precedents for Condo Boards and Property Managers.
- Direct communications from tenants to Board/Corporation. This needs to be strongly discouraged. Communications, except in emergency, need to come from registered owners of suites to the Property Manager or to The Board.
- Intercom changes – There have been several requests for intercom changes recently, largely, because of rental turn overs, though a few units have had ownership transfers. In order to proceed with intercom change for any rental suites, proof of a new Tenant Undertaking must first be on file with the Property Manager.

#### 9. New Business

- Motorcycle parking in stall #223 - The Corporation owns Parking Stall #223 in the Owners Parking Garage. It is an irregular size however is suitable for a limited number of motorcycles. The Board approved subdividing the stall for four motorcycles and making spaces available for \$25.00/month per motorbike. ABBAS to administer.
- Pet application – an application was received to consider a small dog for approval on compassionate grounds. Although the Board members are sympathetic, unless the animal is a Licensed Service Dog, the Board can't currently approve any new dog for RGE residents. The new Bylaws will have to be first ratified to allow new dogs. The request will be denied.

#### 10. Upcoming Meetings

Next Board of Directors Meeting, July 6, 2021

**MEETING ADJOURNED @ 8:25 PM**



Secretary



President