

YELLOWKNIFE CONDOMINIUM CORPORATION #6

Minutes of Board Meeting

April 14, 2009

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**1. Call to Order**

Meeting called to order at 7:40 PM

Present: Elizabetha Alaga                      Steve Bedingfield                      Ron Bujold                      Carolina Fleury  
                    Greg Irvine                                      Tracey Robertson

Absent: Robert Galipeau

**2. Approval of the Agenda**

Agenda was approved as presented

*Moved by Tracey Robertson, seconded by Ron Bujold*

**3. Approval of Minutes**

Minutes of the March 17 were meeting approved as presented.

*Moved by Steve Bedingfield, seconded by Ron Bujold*

**4. Follow-up Items**

a. Unit 72

Ron checked under the unit. There were two heaters running. Both are CSA approved. They are in place while waiting for a circuit board for the propane heater.

b. Pellet Stove/Propane Furnaces

Discussion is deferred. Greg and Ron are waiting for information to come in.

c. Revised Information for New Owners

Tracey has reviewed the document and requested feedback from the board regarding how extensive the revision should be as this is a well prepared detailed document. Board suggested a summary of information contained in the original document, referencing where further information is found, as appropriate.

**Action: Tracey to draft a new document and bring to the board for the next meeting.**

**5. Presidents Report**

i. Deferred as Bob was away sick.

**Question: Who provides insurance to the condo association?**

## 6. Treasurers Report

- i. Financial statements were presented to the board.
- ii. Steve noted that Mackenzie Management has a key for the mail box in the common area and will check it.
- iii. Steve asked for quarterly reports on units from Mackenzie Management.
- iv. There was a suggestion from Mackenzie Management that the board consider a financial review versus an audit this year. It will still be completed by a chartered accountant.
- v. There are 32 units with outstanding balances ranging from 10.50 to 7 508.00. Mackenzie Management will issue a letter to owners informing them of their outstanding balances. Steve indicated he will follow up directly with unit owners as required.
- vi. There continue to be discrepancies in the propane reconciliation and it is anticipated that owners will once again be charged for balances exceeding their monthly payments. Steve noted that propane reconciliation is not stated as a duty in our by-laws. It was a service provided by the board in an attempt to keep rates low. However, it has proved frustrating for the board as well as unit owners. There was discussion regarding giving propane billing back to unit owners. Steve and Bob are scheduled to meet with Superior Propane and this will be revisited at our next meeting.

**ACTION: To be listed as a follow-up item at the next meeting.**

- vii. Currently the board does not charge interest on accounts receivable. Board discussion suggested that this had occurred previously but not while under Mackenzie Management. There was also discussion as to the interest rate.

**Question: Does the board have a policy regarding interest rates on outstanding balances?**

- viii. Mackenzie Management indicated that they feel the duties they are providing exceed their contractual obligations. Steve indicated he would review our contract with Mackenzie Management.

**Action: Board members asked to research alternative property management options and bring to the next meeting.**

## 7. Maintenance Report

- i. Unit 72- A burnt out pump was replaced. It was then discovered that they were attached to a dry line. They are now shut down. In addition, a log book has been placed under unit 72 and anyone who goes in is required to fill it out.

ii. Suggestion put forward to discuss the fireline at the next meeting.

iii. Road Clearing. General Discussion. Due to thawing and refreezing and the temperature on the date of plowing, the plow was not able to get under the ice. A grater is not able to negotiate the narrow roads. On the Easter weekend, when the roads thawed again, Greg called in a plow as there were several vehicles that became stuck. Board discussed the possibility of more frequent road clearing next year if there is a comparable snowfall.

## **8. New Business**

### i. Unit 72

Previously discussed under follow up items and maintenance report.

### ii. Unit 27

Letter sent from Unit Owner indicated that they called in Superiour Propane due to a propane smell in their unit. Superiour propane indicated that the meter needed to be replaced and the unit owner asked who is responsible for this cost. Response is that it is the responsibility of Superiour Propane.

Action: Information to be communicated to Unit Owner.

Action: When Steve and Bob meet with Superior Propane, they will ask why unit wasn't replaced.

### iii. Snow Removal

Suggestion was made to schedule snow removal for the second week in April before companies become too busy.

**Action: Greg to contact ACE Enterprises re: snow removal (including piles)**

### iv. Propane Reconciliation

Discussed in Treasurer's Report

### v. Memory Stick Purchase

Tracey asked the Board to consider purchasing a memory stick in order to centralize and organize document. Board members authorized this purchase.

### vi. Questions to the Board

Tracey asked for clarification on the process for responding to e-mails that are sent to the board. The direction from the board was that if it is a general question to all members, Tracey will respond and forward it to the appropriate board member, ccing the rest of the board for information purposes.

### vii. Website Development/Information Sharing

When e-mails were sent out regarding road clearing, a question was sent by a board member asking if the board was still considering a website in order to share this information. Currently board has a g-mail address and current information can be distributed through this address. Board felt that dollars had been designated for website development. Ron indicated there was a person he could ask.

**viii. Propane Reading**

To be completed on the afternoon and evening of April 26<sup>th</sup>. Board will also check Unit keys at that time. Mackenzie Management will provide a print out of previous years reading. All board members are available and will be sent out in teams of two.

**Action: Tracey to get envelopes and organize information for teams *Team members were asked to bring flashlights.***

**Action: Tracey to send notice to unit owners indicating that this will be completed.**

**Action: Place issue of what to do with Unit Keys on agenda for next meeting.**

**9. Board Travel**

April 18 - 25, May 4-7 Steve Bedingfield

April 23 – May 8, Tracey Robertson (will be here after 3:00 on April 26<sup>th</sup> to assist with propane reading)

Last week of May and first week of June- Lynn Bedingfield

Last week of May, Second week of June- Greg Irvine

**10. Next Meeting**

Tuesday May 12, 2009 at 7:30 PM.

Unit 29 (Tracey Robertson)

**11. Adjournment**

Meeting adjourned at 9:20 PM.

***Moved by Steve Bedingfield, seconded by Ron Bujold***