

YELLOWKNIFE CONDOMINIUM CORPORATION #6

Minutes of Board Meeting

December 7, 2009

29 Gold City Court

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<b>Present:</b>	Stephen Bedingfield Robert Galipeau	Ron Bujold Greg Irvine	Tracey Robertson
<b>Regrets:</b>	Elizabeta Alaga	Lynn Bedingfield	Carolina Fleury

**1. Call to Order**

Meeting called to order at 7:05 PM

**2. Approval of the Agenda**

Agenda was approved with one addition  
Under 8.2- e-mail from Unit 72.

**Motion: to approve agenda**

**Moved by Stephen Bedingfield Ron seconded by Greg Irvine**

**Motion Approved**

**3. Approval of Minutes**

**Motion: to approve minutes from November 17, 2009 as presented.**

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

**Motion Approved.**

**4. Follow-up Items**

i. Information Sheet- Tracey

A final draft has been presented to the board for feedback.

ii. Web Page-Carolina

Deferred until next meeting

iii. Confirmation of AGM Date

The people conducting the reserve fund study are currently in Yellowknife and may have it completed as early as December 18, 2009. The yearend financials are complete and are ready to present. As a result, the AGM date is confirmed for February 8, 2010.

**Action: Tracey to book the location for 7 PM on February 8, 2010.**

## 5. Presidents Report (Reported by Bob Galipeau)

### i. Unit 70-

The people renting Unit 70 have requested permission from the board to run a home business. A letter outlining this request was submitted to the board. This will be covered under New Business.

### ii. Propane Blankets

Propane blankets have been placed on the tanks. When Bob went to open the storage space the key did not work and the lock had to be cut. Suggestion from the board that a master lock with the same key be placed on all three storage/access points that currently have padlocks.

Action:

### iii. Unit 28

There was an inquiry from Unit 28 regarding payment for a previously submitted vet bill (which was forwarded to the contractor), a request for a copy of insurance (Bob referred her to Lakeshore Insurance) and an inquiry on whether attendance is kept at board meetings and if the board members are required to attend to qualify for reduction of condo fees. (Bob indicated that this is covered in the By-Laws).

### iv. Keys for Storage Units

Ron suggested a set of master locks to be placed on the storage shed, the crawl space under Unit 72 and the crawl space Under unit 5. They could all be accessed with the same key.

**Action: Ron to get locks.**

### v. Labels for Crawl Space under Unit 72

Bob suggested that all parts under Unit 72 be labelled. Ron indicated that he has access to a labeller.

**Action: Ron to get labeller to use under Unit 72.**

## 6. Treasurers Report (Presented by Stephen Bedingfield)

### ii. Financial Statements

Financial statements as of November 30, 2009 were presented.

It was noted that our operating account is health at 95 555.35

A net income deficit of 8500 is because we paid the cost of the propane meters but we haven't done entry from propane credit.

### iii. Propane

Mackenzie Management had to order in cheques to send refunds to orders. Cheques are now prepared and will be mailed out in December 2009. Improvements in account receivables and collections should be noted on next month's financial statements as a result.

iv. Year End Financial Statements

The yearend financial statements have been completed and the books were found to be in good order. There is a 16 000 deficit noted due to an adjusting entry of 39 000 to the reserve fund.

**Action: Stephen will further review the audit and recommendations and present them at the next meeting.**

**7. Maintenance Report (Reported by Greg Irvine)**

i. Leak out front

This was a sewage leak coming from the manhole. Pick's steam indicated it was caused by a build up of grease. We will need to determine if it is the City of Yellowknife's responsibility or if it will be managed under Condominium Insurance.

ii. Unit 75 and 77

The backed up sewer line resulted in damage under Units 75 and 77 as well as a collapsed Utilidoor. They will both need to be cleaned then repaired.

iii. Snow Plough

Ploughing will have to be done to remove the contaminated snow caused by the plugged sewage line. Once this is complete, they will plough the roads.

iv. Phone for Maintenance

Greg has the maintenance phone forwarded to his phone. His phone number is 445-1991 and he gave permission for the board to use it and provide it to home owners as necessary.

**8. New Business**

i. Home Business Request- Unit 70

The renters in Unit 70 has requested board approval for home business. There should be no extra traffic as it is where management will reside and also for storage of cleaning supplies. Greg indicated that the list of supplies is safe to store in a home. Board indicated conditional approval as long as the following requirements are met:

A Material Safety Data Sheet is provided for all substances.

That we run it past our insurance and they approve.

That they grantee all storage will be inside the Unit.

That they ensure that their liability insurance covers any spills.

That they provide the board with a copy of their Business License.

**Action: Tracey will draft a letter outlining these conditions and will forward it to Bob.**

ii. E-Mail from Unit 72

Board replied to questions from Unit 72. There are some maintenance concerns which Greg will address and then get back to the owner.

He also requested permission for his roommate to park on the street. The Board declined as there is no parking on roadways to allow for safe passage of emergency vehicles as required.

**9. Board Travel**

Steve: January 7 – 19; 23 -26

Lynn: January 7 - 19

Greg: As required.

**10. Next Meetings**

Tuesday, January 5, 2010 at 7:00 PM.

Unit 29 (Tracey Robertson)

Tuesday, February 2, 2010 at 7:00 PM

Location to be determined.

**11. Adjournment**

Motion to Adjourn

***Moved by Ron Bujold, seconded by Tracey Robertson***

***Motion Approved.***

Meeting adjourned at 8:20 PM.