

**YELLOWKNIFE CONDOMINIUM CORPORATION #6**  
**Minutes of Board Meeting**

**June 2, 2010**

**43 Gold City Court**

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**Present:** Stephen Bedingfield      Lynn Bedingfield      Kate Cannell  
                  Ron Bujold                      Robert Galipeau      Chris MacNaughton  
                  Tracey Robertson              Greg Irvine

**Regrets:**              N/A

**1. Call to Order**

Meeting called to order at 7:05 PM

**2. Approval of the Agenda**

Agenda was approved with the following additions.

4v. RFP on Audit

4vi. Contact ByLaw regarding parking

**Motion: to approve agenda**

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

**Motion Approved**

**3. Approval of Minutes**

**i. Motion: to approve minutes from May 5, 2010 as presented.**

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

**Motion Approved**

**4. Follow-up Items**

**i. Review of Board Priorities**

<b>PRIORITY</b>	<b>LEAD</b>	<b>COMPLETION DATE</b>	<b>UPDATE</b>
Website- including a reflector	Kate Cannell	March 31, 2010	Site continuing to be developed. Over the last month site crashed and Kate had to get it back on line. Bob is re-working his letter to owners and will have it finished with the week. He will incorporate notice of the website into his letter to owners. Letter will be finished within the week.
Bylaw Review	Bob Galipeau (with input from Mackenzie Management)	December 1, 2010	Ongoing
Roofs	Greg	Summer 2010/2011	One four plex and one two plex have been completed. Some owners had been notified that the whole unit will be completed this year. This is not the case.

Inspection/Maintenance of Sewer Lines	Greg	September 2010/2011	<b>Completed.</b> Greg provided an excel sheet of inspections (attached) and any concerns that need to be addressed. All repairs are minor and will be completed as a part of the fireline repair.  Board recommended that this continue to be completed yearly.
Lighting	Greg	June 2010	<b>Completed.</b> Greg has the estimates for lighting. Information will be factored into budget and discussed with owners at the General Meeting where the budget will be discussed.
RFP for Property Management	Stephen	June 2010	Ongoing. Stephen has two copies. One forwarded by Bob and one provided by Mackenzie Management. Steve will be reviewing these with Dave at Mackenzie Management.
Review of old Records	Ron, Lynn and Chris	Ongoing	Ongoing. Ron went through the box provided by Cathie Harper. There were several documents and the filing system was not clear, so it took a significant amount of time.  <b>Action: Tracey to contact Steve Schuab for records as he was the secretary prior to Bob and is still holding documents.</b>
Ensuring Owners are aware of individual responsibility re: water	Tracey (assistance Mackenzie Management)	July, 2010	Nothing to report. Ongoing.
Spring Clean Up	Lynn	May 2010	<b>Completed.</b> There were some tasks that weren't completed including painting the front fence and sweeping out front.

ii. Owner Update from the Board- Bob

Bob is now working on re-working this document to outline current issues. This document will be ready to be shared with owners within the week. Bob will also include information on the website for owners.

**Action: Bob to e-mail the letter to Tracey by Tuesday, June 15 for distribution to owners.**

iii. Retaining Records Document

Stephen is still awaiting written notice from Mackenzie Management that we are required to maintain all records for seven years. He will follow up with Dave McCann.

iv. Pellet Stoves and Outside Doors

Greg has inquired with local businesses and is waiting for estimates to come in.

Tracey did not contact suppliers for doors.

**Action: Tracey to contact local suppliers for estimates.**

v. RFP on Audit

The RFP for the audit has gone out and we are waiting to hear back.

vi. Can Bylaw ticket parking violations within the Condo?

**Action: Greg will contact Bylaw for more information**

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

i. All updates covered under 4i (review of board priorities)

6. **Treasurer's Report (Presented by Stephen Bedingfield)**

i. Financial Statements

Current balance sheet was reviewed with the board. Board noted that there have been improvements in summary sheet. When we are under new management will ensure that we meet to ensure the reporting lines and organization of the document are in place right from the beginning.

**Moved by Bob Galipeau, seconded by Stephen Bedingfield**

**Motion Approved**

ii. Special Assessment

There are three units who have yet to submit payment to Mackenzie Management.

**Action: Stephen to follow up Units 45 and 73 regarding Payment. Tracey to follow up with Unit 24.**

iii. Payables

Receipts submitted for the following items

Rock Solid- \$10 638.60 for stair/deck repair.

**Motion: To authorize payment to Rock Solid.**

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

**Motion Approved**

iv. General Meeting

Proposed is a board meeting on July 22 to review the tentative budget. Followed by a general meeting on August 10, 11 or 12<sup>th</sup>.

**Action: Bob to determine if he is in town for July 22 meeting.**

**Action: Bob to review Act and Bylaws re: notice for a general meeting and information to be included.**

**Action: Bob to report this information to Tracey who will then distribute information to owners.**

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

i. Fire Line Update

Work will be completed by the end of June.

ii. Stair Requests for Units 35, 15, 48 and 77

Work on these stairs has already begun and rock solid has begun painting.

Ron indicated that Unit #11 also requires stair repair.

**Action: Greg to add Unit #11 to the list for repair**

iii. Water Damage – Unit 49

Owner reports damage to her wall from a leaking roof (damage done prior to roof replacement)

**Action: Greg to follow up with Unit Owner**

iv. Door to Shed

The frame of the door is broken and requires repair.

**Action: Greg to will have Rock Solid complete the repair.**

v. Information on Levelling Units

Mackenzie Management is able to complete this project.

**Action: Greg to will ask Mackenzie Management to begin levelling front units on piles**

vi. Painting Stairs completed by Rock Solid

**Action: Tracey to notify owners that Rock Solid will be painting the stairs for the stairs they have replaced.**

vii. Front Fence

There is still one board that required replacement. Fence was not completed during Spring Clean up. The work that was completed was not done well. Using stain makes it difficult to get adequate coverage.

Action: Ron to purchase oil based paint to complete this project.

**8. New Business**

i. Complaint Regarding Cleanliness of Unit

The neighbour has complained that the front and rear of the Unit are unsightly. The front garden is overrun with ants and photos were submitted.

**Action: An article in the Bylaws relating to this complaint was identified. Bob to follow up with Unit Owner. Tracey to inform complainant of this action.**

ii. Picnic Table

Our picnic table is becoming dangerous and needs to be replaced

**Motion: to replace current picnic table with a pre-built table from Home Hardware.**

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

**Motion Approved**

**Action: Greg will ask roofers if they will toss in with their debris  
Tracey to purchase new picnic table.**

iii. Lawn Mower and Lawn Trimmer

Current lawn mower and garden trimmers are both in disrepair and hazardous to use. Purchase of a new lawn mower was authorized last season, but it was the end of the season and a suitable mower could not be purchased.

**Motion: To purchase new lawn mower and lawn trimmer. Lawn mower should be electric and not exceed \$150. Lawn trimmer should be gas powered and not exceed \$100.**

**Moved by Stephen Bedingfield seconded by Kate Cannell**

**Motion Approved**

**Action: Tracey to purchase new lawn mower and lawn trimmer.**

iv. Door to Shed

Covered under maintenance report.

v. Garage Sale

The garage sale will go ahead on June 12 from 8:30 to 12:00. Approximately 10 units expressed interest.

**Action: Tracey to notify owners of the garage sale and let them know we block access to units during this time. Garage salers will be pedestrian traffic.**

vi. Front Fence

Covered under maintenance report.

vii. Paint for front fence

Covered under maintenance report.

viii. Flowers?

We don't have regular access to water and that area requires a lot of weeding (and not just once)  
Discussed putting in wild roses- transplanted from wilderness.

**9. Board Travel**

Ron: June 26 – August 10  
Lynn & Stephen: June 6 -18  
Stephen: July 4-15, July 26-30  
Tracey: June 20-June 24, July 10-18

**10. Next Meeting**

July 21, 2010 at 7:00 PM  
To Be Announced

**11. Adjournment 8:35 PM**

**Motion to Adjourn**

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

***Motion Approved.***