

Yellowknife Condominium Corporation #6

Board Meeting

June 30, 2016

Agenda

Scheduled Attendees: Chris MacNaughton, Greg Irvine, Neil White, Erin & Ryan Sawatzky, Colin Charlton, Dan Knox, Chris Bertoli, Dale Crouch, Sheena Embodo & Ryan Sundberg(Triton)

In Attendance: *Chris MacNaughton, Greg Irvine, Neil White, Erin Sawatzky, Colin Charlton, Dan Knox, Chris Bertoli, Dale Crouch*

Regrets: *Sheena Embodo, Ryan Sundbert(Triton)*

Scheduled Call to order 19:00

Called to Order at: *19:40*

Approval Minutes for Month: May

Motion put forward: *Agreed*

Changes to Minutes:

- *Outstanding payment for Meho Bunger under Outstanding Items and Tasks.*

Finance Report

- Account Receivable -
- Insurance Claims - None
- Reserve Fund -
- Maintenance Estimates -
- Loans - None
- Note -

Maintenance Report

New:

- Unit 72 - There was an email sent to Gold City Board on May 25 about the red light flashing on the side of Unit 72. Email was forwarded to Triton on May 25. We got a reply from Triton on May 25 saying they will look into it. Never heard back on what was found if anything. Light was not flashing by the time Unit 72 owner came home. On June 7 same thing happened. Same results as before. *Found out that the first time the red light was flashing and this was the sump pump which has been taken care of. The second time the red light was solid and that was the flow switch which was changed out last week..*

Open:

- Unit 49 sink hole developing in front of garage - No updated on this issue - Turns out this slipped through the cracks. Will have to get this checked out - This is on hold until Spring. On May 19th this was added to the repair list. *Scheduled to be fixed for the week of July 4-7 and/or 11-15.*
- Unit 11 Hand Rails, Stairs and Back Deck Pickets - Scheduled for this summer - Still on going - Hand Rails have been completed still on going - Waiting for a completion list from Triton - Hand Rail was completed however spindles and stairs did not get done - Come this spring/summer will replace the entire front steps. On May 19th this was added to the repair list. *Still on going no date as of yet.*
- Unit 43 concerned about blue siding between the two garages - Still on going but as far as I know we have replaced this a few times & for some reason it still comes off - There has been more blue siding purchased and we will get this replaced - This is on hold until Spring. Heard that there should be more blue siding under unit if not then there should be some under Unit 5-11. On May 19th this was added to the repair list. *We do have siding scheduled to be fixed for the week of July 4-7 and/or 11-15.*

- Unit 61 - Siding near back deck - This was just brought to my attention during this meeting this is on hold until Spring - This will be looked at in the spring. This is not siding it is a J-Channel which goes around the back patio door. On May 19th this was added to the repair list. *Still on going no date as of yet.*

- Unit 15 - Street Lights - I have noticed that the street lights around 13,15 and 21 at gold city are out, they need to be looked at asap. There is no lighting on our corner. I also noticed that our website is at least two years behind, who is responsible for updating this website and when will it be updated. - Yes I noticed this the other day to. But last I checked it was working. I'm not to sure if anyone did anything. I didn't see any other emails about it. I've been out of town for the last little while here. If it's still happening let me know. Either way I will add this to the meeting minutes. As for the website we are the ones that look after it however it has been sort of abandoned we are looking for people who can do this for us. The prices seem to be high so we were hoping to take care of this in house. Either way if I get elected to be on the board again next year I think we need to allocate funds to have our website taken care of via third party. Best to have something then nothing - Dan Replied Neil, What did you find out about the lights?, as well, do we have the blankets on those tanks yet, if so, sign me up to help. Cheers - Neil Replied Hi Dan, Well I didn't find out much except for the key that I have doesn't seem to open up that lock on the shack. I thought it was frozen so I put a blow torch on it to warm it up a little but it still didn't turn. So I have to rely on Triton to get back to me on this one - Looks like some breakers were shut off and the other two have a sensor or wiring issue. This will be looked at in the Spring - Unit 22 has requested that these lights be turned off as they are strobing and keeping them up at night. Ryan(Triton) replied saying he will take care of it and noted that they should be fixed by end of next week. Turns out we are having a difficult time finding the correct blast for our street lights. We are looking into replacing the light heads with New LED Directional type. This is part of a bigger repair. Greg sent the board a Quote from A Hanna Contracting for the LED type lights. The board to review. *The board has read through the quote there was some initial question in which Greg got answered. The answers were then sent out to all the board members. The board then approved the quote with a minimum of 5 approvals for the total quoted amount of \$6825.00 via email. Approved by Neil W, Greg I, Colin C, Dan K & Chris B.*

- Unit 15 - Water leaking in through the old Chimney. This unit replaced their old furnace with a new furnace which vents to the back and no longer uses the old

chimney that goes to the roof. Although it was capped in the house it wasn't until the warmer weather that water was leaking through this old chimney. The only reason for this is because at one point in time the cap to the top of the chimney is missing so the chimney collected snow which eventually turned to ice then water. The unit owner Dan took care of the water that was leaking through however come summer the top of the chimney needs to be taken care of. fixed, capped or removed. Because of this we are going to inspect all chimneys while on top of the roofs. The capping of chimneys that have the new units will be done and we will check the state of the other chimneys. This will be part of a bigger repair. *Scheduled for the week of July 4-7 and/or 11-15 CMS will be doing the work.*

- Unit 61 - Roof Shingles - On May 10 an email was sent to the board stating that on May 8th during the wind storm shingles fell off the roof. Contacted Triton by cell on May 9th. Shingles that fell off are near the peak facing Unit 59. - On May 10 an email was received from Triton they went to inspect and will be on the list of repairs. On May 19th this was added to the repair list. *Scheduled for the week of July 4-7 and/or 11-15 CMS will be doing the work.*
- Unit 48 - Flashing above master bedroom is falling off. This happened during the wind storm. I spoke with Greg about it no update as of yet. On May 19th this was added to the repair list. *Scheduled for the week of July 4-7 and/or 11-15 CMS will be doing the work.*
- Unit 22 - Developing a sink hole by front planter. On May 19th this was added to the repair list. *Scheduled for the week of July 4-7 and/or 11-15.*
- Unit 46 - Developing a sink hole by garage. *On May 19th this was added to the repair list. Scheduled for the week of July 4-7 and/or 11-15.*
- Utilidor 46,48 & 66, 61-63 still need to be done.

Closed:

- Unit 29 - We received a call from the City stating that we have a sewage leak coming from under Unit 29. As Greg was out of town Ryan(Triton) and Colin

went to check this out. Ryan Checked inside Unit 29 and found nothing out of the ordinary. However when he checked under the units he found that a support member made of wood inside the utilidor holding one of the steel clean outs had deteriorated and the steel clean out dropped and pulled the pipe out. The clean out has been removed and the pipe repaired. Only the crawl space under two units require cleaning out and sanitized also along the back side of the unit and will be completed tomorrow. *Near the end of April this was completed.*

- Unit 501 - Siding was done
- Utilidor between Units 21-23, 29-31, 37-39 were all redone

Emails

New:

- Unit 501 - Would like to have stairs built from the top back balcony to the back deck this summer. Looking for input from the board and approval. They will finance the project. *The board has approved this project. Approved by Neil second by Greg.*
- New Board Member - On June 10 the board received an email from Zeb stating that she would like to join the board. Would also like to know if we are having a community garage sale. *The board has the correct members right now but we will keep Zeb in mind if a position opens up.*
- Crowe MacKay LLP - On June 20 the board received an email from Bassam Haidara who works at Crowe Mackay LLP about the Voluntary Disclosure Program. Email was forwarded to the Treasure but I think this needs to be looked at from everyone on the board. *This is something that the old Treasure Andrew and New Treasure Sheena along with our book keeper Sue needs to look into.*
- Unit 43 - On June 23 the board received an email stating that Stephen has formally resigned from the board. *The board honoured Stephen's request.*
- Crowe Mackay LLP - On June 24 there was an email sent to the board from Fred Deschenes who works at Crowe Mackay LLP about our Finical

Statements. *This is something that the old Treasure Andrew and New Treasure Sheena along with our book keeper Sue needs to look into.*

- Paint Email - On June 25 the board received an email stating what they would charge for painting. Not sure what this was all about. The board has not replied to this email yet. *Received more information from Colin and email went out asking for a quote for painting. Email will be sent asking more detail like actual cost and a Scope Of Work (SOW)*
- Copper Pipping - It was suggested that we put one years worth of copper pipping towards the completion of the decks

Open:

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- Unit 26 Moving would like to make sure that the December Condo Fees do not come out of current Unit holders account - Still on going - This was going back to November of 2014. We did end up taking out Decembers condo Fees, I am awaiting confirmation if this was resolved. *On going.*
- Unit 25 Condo Fees has set up time table with Triton to pay off outstanding condo fees and fill out a Direct Payment Authorization form - Still on going - Awaiting confirmation if this was resolved. Turns out the owner thought this was resolved but according to our book keeper it is not. Email chain involved Owner, Sue, Sheena and Gold City. *On going.*
- Unit 46 & 48 - Last Years Sewage Upgrade and Hatch Doors being left open - As a result of the upgrade there was a significant discharge of sewage left under both units. A few days ago Unit 46 water pipe was freezing up they called Triton to investigate only to find that the Hatches were left open and to find that Unit 46 Heat Tape has failed. It was speculated that it was left open to dry out but no one returned and consequently the hatches were left open When this was discussed with Triton they knew about the problem and someone would be around in the spring when the sewage thawed to pump it

out and then spread bio disinfectant over the rocks - Unit 48 has indicated health concerns, responsibility concern - Greg I is going to chat with Ryan(Triton) to find out what exactly happened. Ryan S is going to touch base with Unit 48(Dale). Internal the board is going to have to come up with a plan to make sure the crawl space under units are in good condition at least twice a year - Still on going - This has been completed twice and disinfection has been spread out underneath the units. *We still need to confirm this with Triton.*

- Unit 501 - Interested in Hosting, Maintaining & rebuilding website - Replied saying sound like a good idea would suggest they put their names forward at the AGM to be part of the Board - Earl has been nominated to join the board waiting to see if they are willing to take this on. - Sheena has joined the board and her new role is Treasure. Sheena is the wife of Earl and she will ask Earl to see if he is interested in looking after the website. - *The quote from Earl is approximately \$100.00 per year to host our website. Earl will look after the maintenance and upgrades for free. The board had a few question. If Earl leaves who take responsibility for the website.*
- Unit 517 - Concerns about Raid that took place at Unit 519 - On April 12 an email was sent to the owners of Unit 519 and cc'd the board explaining what happened & some general concerns - The owner then contacted Triton who is managing the property rentals for them. There has been several emails between all four parties as of yet there has not been a resolution to this issue however a process has been started by Triton before this came to the boards attention. The question was raised on if the condo board can or can not aid in any way in accordance with NWT Condominium Act under section 19.5(1) which follows the Residential Tenancies Act. As of right now the Owners and Property Managment Company are taking care of the situation. The board will not be putting forward any part of the NWT Condominium Act Section 19.5(1). *From what we can tell the old renters are now gone and there are new renters in their place. An email was sent to the owners to confirm.*
- Unit 71 - Would like the Parking Blocks put back to it's original spot in the common parking area along with the two rocks that used to be just behind the Parking Blocks. There was no actual email they just happened to mention it to me. I have sent an email to Triton to have these moved back. This was never done. Owner of Unit 71 moved one block. Will still need to move the other block when the red truck is not in the way. *The owner and myself have moved the other parking block back.*

Closed:

- Unit 25 - Would like her personal email changed. I have completed this and replied back saying I did so.
- Unit 519 old unit holder over charged condo fee goes way back to March 2013 - Still on going. - Found the email looks like this was resolved back on February 26, 2015.
- Unit 68 - Pellet Stove Install - Greg wanted to know if he can get a Pellet stove installed even though he is an inner unit. - On March 10 this request was approved by the board - On March 12 I replied back to Greg stating our decision.
- Unit 17 Condo Fees same sort of deal as Unit 519 somehow roped into that email instead of a separate email - Still on going. - This has been sorted out. The old unit older issue was resolved a while back.

Website:

- Website - Colin and Andrew looking into. Website vs Facebook vs Gmail or perhaps all - There has been no movement on this - For the last few months I have been trying my website creativity as I am no expert but the website has changed a little. Not one hundred percent correct as of yet but better then what it was still on going - Neil has been working with Kellett Communications and is now able to upload and arrange content onto the website. Would like to present a 100% working website by the next AGM - Still on going. - I didn't get this working 100% we may have a possible person to look after our website. I got a reply from Unit 501 stating that he can look after the website will pass around to the board to make a decision on. - *The quote from Earl is approximately \$100.00 per year to*

host our website. Earl will look after the maintenance and upgrades for free. The board had a few questions. If Earl leaves who takes responsibility for the website.

Outstanding Items & Task:

New:

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Open:

- Maintenance Contract - Draft found and given to Greg for review - Neil to pass out draft contract to the board members to refine - Done - A Maintenance Draft Form between YKCC6 and Triton was sent out amongst the board members to fine tune before we go into another year agreement was asked by Triton(Ryan) to provide a copy of last years Maintenance Agreement however I do not have a copy of this - *This is still in a draft format due date unknown at this time also there is another draft contract that needs to be compiled for the bookkeeping itself*
- Jersey Barrier - Greg to order some up - There has been no movement on this - Half a dozen has been ordered will deploy these in the spring - We are just awaiting the arrivals of these units. - *The barriers are approximately 8 feet long by 1 foot high.*
- Garbage Bins - The cost of our Garbage bins are costing us a large enough sum that we looked into purchasing two garbage bins vs renting. Doing the quick numbers on this it looks like the purchase of two garbage bins would pay for itself in 3 years. Our current garbage bins has lasted 20 or so years with a lid replacement of one bin. More needs to be done to determine if we will move forward with this - Last few meetings didn't happen still on going - Colin to get back to me on exact details and cost as getting the Garbage Bins up here cost more then we thought - The cost for purchase is approximately \$7000.00 for two bins. Will bring this forward at the AGM. - This was not brought forward to the AGM. Colin to double check the figures and the board to make a final decision on if we purchase these garbage bins or put this on the back burner for now. - *It*

was stated that Kimberlite court wanted to get rid of one of their garbage bins. Dan to ask for a price.

- Crawl Space Responsibility - Look at getting this added to the Maintenance Contract or in house responsibility - *Still on going*
- Pre-Authorized Payment vs Credit Card Authorization or both - Suggested that we allow people to pay the condo fees via credit card to try and eliminate non-payment of condo fees by owners - Still on going - This was brought forward at the AGM it was determined that this is a good thing. There will be cost to this onto the individual who is paying by Credit Card. The amount on what the individual pays depends on what company they have their credit card held in. Ryan S to check to see if that can be done via our book keeper. - *Still on going.*
- Eaves Troughing repair and replacement - No schedule as of yet Triton has been in contact with them - Looks like some of these will need to be replaced and some just re-aligned - This has been brought back up from Seasonal On Holds. We have already started the process on and it is on the repair list. Triton is going to clean the lower eaves troughing next week. - *Greg to follow up with Triton.*
- Unit 72 - Receipt for Paint and Tim Hortons for the AGM. - Unit 72 Brought forward the receipts for the to be reimburse. \$62.48 for paint approved, second by Dan & \$42.65 for Tim Hortons approved second by Greg. Total amount of \$105.13. I never sent the recipe to Sue on this will do after this meeting. - *The receipt was emailed to sue just waiting for cheque to show up.*
- Unit 503 Meho Bunger - There is outstanding payment for the ground work that he has done from 2014, 2015 & 2016. This is in review by the board. - *Still on going*

Closed:

- Parking Passes - As we still need 2/3 of the condo association to sign this a Notice of change to By-Laws draft has been written up and will be emailed out to Unit Owners. It has not been determined yet how we are gong to get these

signatures - This was brought up during the AGM. The new by-law was approved and will be put forward.

Seasonal On Holds:

- Playground needs sand and grass cut. Repairs to equipment as needed. Also check into price of new playground equipment - Andrew raked the playground area. Linsey to look into the cost of a new playground. Linsey to show Triton the possible dangers of the playground so this can be fixed - Haven't heard any outcome on this issue yet. - Triton & Linsey never got a chance to get together this past summer. However Linsey did look up a comparable play structure from BlueImp. Cost of replacement Approximately \$20,000.00. We may be able to get used play structure equipment from downtown daycare. - *Still on going*

Adjournment:

- 21:05