

# Yellowknife Condominium Corporation #6

## Board Meeting

September 15, 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, Neil White, Colin Charlton, Dan Knox, Dale Crouch, Sheena Embodo & Ryan Sundberg(Triton)*

Regrets: *Greg Irvine, Erin & Ryan Sawatzky*

Scheduled Call to order 19:00

Called to Order at: 19:07

Changes to Minutes for Month: August

- *Under Maintenance Report Open - Item Unit 46 to be changed to Unit 43*

Approval Minutes for Month: September

Motion put forward: *Neil White*

Second: *All*

### Finance Report

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

## Maintenance Report

### New:

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### 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 - Filled with crush needs to be paved scheduled to be fixed by end of August. - *Now scheduled to be fixed by end of September*
- 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 - As of the date of this meeting this was completed however the condo board received an email from Unit 11 stating some concerns. Unit 11 wanted the following to be noted on the meeting minutes. 1) The work that was completed on the front stairs was poor & unsafe. 2) The hand rail that was in question is now secured. 3) The excessive waste of screws & scrap wood was unsafe especial because her children play & put their toys under the stairs. 4) The supports & risers are in good shape just need to be repainted. The remaining risers on the left is water damaged along with spindles being split with too many screw attempts. Several hand rails including on the landing needs to be replaced. Agreement between Unit Owner & Triton to have this work completed within two weeks as of the email dated August 24, 2016. - *I spoke with Unit 11 this is now complete.*

- 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 - This work has been completed had to get the siding paint matched. It was noted that there is also a hole in the driveway & need to repair a retaining wall. Scheduled to be completed by end of August.  
*- Now scheduled to be fixed end of September*
  
- 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 - The part is on order has not arrived yet. Scheduled to be completed by end of August. *- Looks like we actually missing some flashing. Central Mechanical to cut the right size piece. Now scheduled to be fixed end of September*
  
- 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 where 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 where 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 - Street light heads have not arrived yet but the electrical wiring to all lamp post are in good condition. Scheduled to be completed by end of August. - *On September 24, 2016 this was completed*

- 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 - We had to end up switching contractors due to date conflicts. J&R Mechanical will now be the ones doing this work. Scheduled to be completed by the end of August. - *Now scheduled to be fixed end of September*
  
- Unit 61 - Roof Shingles - On May 10 and 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 and 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 - We had to end up switching contractors due to date conflicts. J&R Mechanical will now be the ones doing this work. Scheduled to be completed by the end of

August. - *The problem is to get this fixed we would need to replace a larger section of shingles. It was decided that the board will not be doing this work. This shingle is not effecting the functionality of the roof. This is only cosmetic.*

- 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 - We had to end up switching contractors due to date conflicts. J&R Mechanical will now be the ones doing this work. Scheduled to be completed by the end of August - *Now scheduled to be fixed end of September*
- 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 - Filled with crush needs to be paved scheduled to be fixed by end of August - *Now scheduled to be fixed end of September*
- Unit 43 - 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 - Filled with crush needs to be paved scheduled to be fixed by end of August - *Now scheduled to be fixed end of September*

Closed:

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Emails

New:

- Unit 45 - Requesting to remove planter box in front of unit - *Brought this up to be voted on. Neil put forward Dan second. Email sent to unit owner stating approved.*

- Condo Boards Approval of the 2015 return through Crowe McKay - *This item to be removed as it is already under Emails Open*
- Decision to be made for the 2016 return through Crowe Mckay - *This item to be removed as it is already under Emails Open*
- Unit 71 - Concerns about Renters and Vehicle privileges - *The board discussed that a the vehicle in question has done what we have asked in the past. Doesn't seem to be violating any Condo-ByLaws.*
- Outstanding Balance Statements that was sent out - *Still on going on whom replied and whom didn't. Also noticed that the some unit information was not correct or even put in the statements*

### Open:

- 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 - *Need to follow up with the book keeper and treasure. Still 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 - *The board has been working with the all parties involved to resolve this issue. Still 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 where 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 was 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 - *As of this meeting confirmed that this is completed.*

- 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 - *After all said and done this is completed.*
- 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 Final Statements. This is something that the old Treasure Andrew and New Treasure Sheena along with our book keeper Sue needs to look into - *This is about the 2014/2015 Financial Statement. This has been completed & filled. Need to find out the cost of this*
- Copper Piping - It was suggested that we put one years worth of copper piping toward the completion of the decks. Correction looking to have one years piping funds differed to complete the rest of the decks - In order to move forward with this the board via email decided this was a good idea & approved it. Units 23,25,31,33,35 & 37 had both the tops & bottoms done. Half way done we still have Units 39,41,43,55,59,63 & 73 to do - Units 39, 41 & 43 is done. *Only 55,59,63 & 73 left to do.*
- Unit 11 - Paint Reimbursement - We finally finished painting the back decks. We had paint given to us by Chris and had to buy more (see receipts), and then Ryan from Triton told us Greg had some. We got 2 cans from him but it is a different colour grey. We used it for a first coat on the deck but in order to stay consistent with the already painted parts we did the second coat in the first grey (beauty tone silver grey from home hardware). Please submit the cost of the purchased paint (2 cans at 34.97 each for total of 69.94) for reimbursement to

the board - *Email sent to Triton and Sue to make cheque out to Unit 11 for the total amount.*

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### Closed:

- Church of Christ - Outstanding Payment of \$75.00 for the rental of the location for our April AGM. Cheque needs to be approved - Cheque was given to me I was going to hand deliver the cheque however every time I go no one seems to be there so will mail it out - Gave cheque to Chris M who said it was delivered.
- Paint Email - On June 25 the board received an email stating what they would charge for painting. Not too 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) - This is for Unit 521. Left with Colin & Triton - *This will be put out for tender next year. This is for people who wanted their decks, steps painted as they are already paying condo fee's.*

### 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 than 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 take responsibility for the website. - The board got a email response back, the board will look over this in our next monthly meeting - The board has agreed for Earl to look after the hosting and maintenance of the website. Email sent will work with Secretary to make sure all current functionality is still there - *Hoping to have the new website up mid October with a new domain name.*

### 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. - Still on going - *Right now Triton is on a month to month contract with us.*
- 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. - Still on going - Almost done. We distributed what was delivered to us. We are waiting for five(5) more Jersey Barriers to be casted and delivered - *Still on going.*
- 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. - Still on going - Colin working on this. Still on going - *We are still trying to work something out here. Still on going.*

- Crawl Space Responsibility - Look at getting this added to the Maintenance Contract or in house responsibility - Still on going - *It was discussed that a schedule will be set up with Triton & Maintenance to go through each Units crawl space, note what is there, what shouldn't be there, what if anything needs to be fixed. Once done there will be a sheet with stating Unit number, comments & date. If anything happens under the Unit after that date it will be Unit responsibility. Especially for the Units that have the crawl space access on the outside. ((email sent internally))*
- 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 - *This can be done. The preferred card choice is Visa or Mastercard. The cost is an additional 3% to the Card Holder. Triton will amend the EFT waiver form. Once this is completed then I will send it out to all Unit Owners.*
- 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. - Still on going - The cleaning of the troughing on the main street has been completed. The rest of the complex has not been done. We are going with Northern Eaves Troughing - *As per this meeting almost all cleaned. Should be done by end of September, 2016.*

- 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 - We had a new cheque ready but then was told that one of the older cheques was cashed. Not knowing how. Still on going - *This has been completed.*

### Closed:

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### 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 - The board has decided that we need to confirm if this structure is still sound. We need a person that is playground certified. Triton to follow up with the Schools in town - *It seems that we have address all the concerns with this playground. We do know that this is old and we do have it scheduled to be replaced entirely in the future.*

### Adjournment:

- 20:27