

Yellowknife Condominium Corporation #6

Board Meeting

May 19, 2016

Agenda

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

In Attendance: *Neil White, Greg Irvine, Erin & Ryan Sawatzky, Collin Charlton, Dan Knox, Chris Bertoli, Sheena Embodo & Chris MacNaughton(on the phone).*

Regrets: *Stephen Bedingfield, Dale Crouch, Ryan Sundberg(Triton)*

Scheduled Call to order 19:00
Called to Order at: 19:10

Approval Minutes for Month: March
Motion put forward: *Neil, second Colin*

Changes to Minutes:

- *Need to add Unit 22 & Unit 46 Sink hole developing*
- *Need to add Unit 25 email change*

Finance Report

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

Maintenance Report

New:

- 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. Move to open next month*
- 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. Move to open next month.*
- Unit 22 - Developing a sink hole by front planter. *On May 19th this was added to the repair list. Move to open next month.*
- Unit 46 - Developing a sink hole by garage. *On May 19th this was added to the repair list. Move to open next month.*

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.*
- 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.*
- 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.*

- 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.*

- 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.*

- 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 thought 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.*

- 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. Move to close next month.*

-

Closed:

- *Unit 511 - Power Line/Telephone Line - On April 2 Ryan sent an email asking to get a power line fixed that was going to this unit - On April 2 Neil forwarded the email to Greg and Triton - On April 3rd Greg got Northland Utilities to check it out turns out it was not power but a telephone line - On April 4th a Northwestel trouble ticket was issued and MTR is 48 hours - On April 8th cable was fixed. Remove from close next month.*

Emails

New:

- 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). Move to open next month.*
- 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. Move to open next month.*
- Unit 25 - Would like her personal email changed. *I have completed this and replied back saying I did so. Move to close next month.*

Open:

- 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. Move to close next month.*
- 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.*
- 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.*

- 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. Move to close next month.*
- 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. Move to close next month.*
- 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. - *Move to close next month.*
- 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.*

Closed:

- Unit 53 - This Unit has sold, the new owners to take possession March 30, 2016. *Remove for next month.*

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.*

Outstanding Items & Task:

New:

- 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.*
- Appointed or elected board member positions;
 - *Colin Charlton for President - 1st Neil White, 2nd Greg Irvine*
 - *Ryan Sawatzky for Vice-President - 1st Greg Irvine, 2nd Colin Charlton*
 - *Sheena Embodo for Treasurer - 1st Colin Charlton, 2nd Neil White*
 - *Greg Irvine for Maintenance - 1st Neil White, 2nd Colin Charlton*
 - *Neil White for Secretary - 1st Greg Irvine, 2nd Dan Knox*

- *Dan Know for Director - 1st Chris Bertoli, 2nd Neil White*
- *Chris Bertoli for Director - 1st Ryan Sawatzky, 2nd Chris MacNaughton*
- *Chris MacNaughton for Director - 1st Chris Bertoli, 2nd Neil White*

The remainder of the board was not able to make the May Meeting so they were appointed to the role of Director

- *Dale Crouch*
- *Erin Sawatzky*
- *Stephen Bedingfield*

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*
- 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. Move to close next month.*

- 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.*
- 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.*
- 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.*
- 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.*

Closed:

-

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:

- 21:00