

# Yellowknife Condominium Corporation #6

## Board Meeting

July 20, 2017

### Agenda

Scheduled Attendees: Chris MacNaughton, Greg Irvine, Neil White, Colin Charlton, Chris Bertoli, Jamie Schaap, Ryan Schuler Terrilyn Hayden(Crowe Mackay) & Ryan Sundberg(Triton)

In Attendance: *Chris MacNaughton, Greg Irvine, Neil White, Ryan Schuler, Ryan Sundberg(Triton) & Terrilyn Hayden(Crowe MacKay)*

Regrets: *Colin Charlton, Chris Bertoli*

Scheduled Call to order 19:00  
Called to Order at: 19:05

Changes to Minutes for Month: June  
- *Under outstanding items & tasks - added the two reimbursement to Ryan Schuler for the total amount of \$358.99*

Approval of Agenda for Month: July  
Motion put forward: *Neil White*  
Second: *Ryan Schüller*

### Finance Report

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

## Maintenance Report

### New:

- Unit 65 - On July 11, 2017 an email was received wondering when their second floor deck will be replaced. They have developed soft spots. Email has been sent to Triton(Ryan) & Greg - *As of July 20, 2017 this has been completed.*
- Unit 41 - On July 11, 2017 an email was received wonder about two things Fencing Issue & Windows with compromised seal & crack - Same day I responded about the Fence that we will have to take a look at it. For the windows this is the responsibility of the unit owner in accordance with our by-laws - Same day Triton(Ryan) responded that Greg & himself will be inspecting the fences - Same day unit owner responded with some history, I forward it off to maintenance & Triton - July 16, 2017 Greg & Ryan(Triton) to meet on Tuesday about this issue - *As of July 20, 2017 the work on the fence will be starting the week of July 24-28, 2017.*

### Open:

- Unit 515 - On January 23, 2017 it was noticed that there seems to be some siding damage done to the building via an email from Ryan S. There is pictures looks like the trailer is to close to the building. Looks like this trailer is used for skidoos - The siding will have to be fixed come summer. However the person we have on record we are sure sold the unit. Therefore we do not know who the owner is. We also don't know if this unit is rented out or not. Colin C to find out this information - May 16, 2017 and email was sent to the person we have on file to help clear this up for us. Same day I got an email back stating that the unit was sold in October 2015 - May 18, 2017 we found out who the owners are their information has been updated - July 5, 2017 it was decided that the trailer needs to be moved in accordance with our by-laws. The siding still needs to be fixed should be completed by end of August - *Email sent to unit owner to please remove the trailer from the common area.*

- Main Water Pipes - It was discussed that we need to have Main Shutoff, Supply & Return lines looked into either install or replace. We are also wanting to get a Scope of Work before anything takes place - July 5, 2017 the Scope of Work and Map is done. Ryan to email the board with this info before Tuesday July 11, 2017 - *As of July 20, 2017 a copy of the SOW has been received & approved. This has been sent out for tender to three contractors. Wiseman Plumbing & Heating, Central Mechanical & Polar Ice Mechanical Plumbing & Heating*
- Unit 5 - Water pipes under this unit had a slow misty like leak. Left a very large ice hill behind. Triton knows about this. They fixed the issue however to get into the storage area they had to cut the door in half. They also have to wait for the ice to melt - July 5, 2017. The ice has melted the door will be fixed with a new sheet of plywood by July 14, 2017 - *July 20, 2017 To save some money since we are still replacing some decks & the door that we need is a small door we are going to reuse any good portion of the plywood that is removed. Expected to be done by end of August.*
- Paint - A few owners are looking for some paint - May 18, 2017 we discussed that we will look into the cost of hiring a painter to paint our decks, stairs, fences. Mean while we will still provide paint to owners who still want to paint for themselves. July 5, 2017 there was a few different views on this. We still would like those unit owners who want to paint their own deck, fence, stairs they by all means do so. For those who have raw wood still showing after one year and do not want to paint then the board will apply a levy to the unit owner for the cost of how ever much it cost to do the work. We are doing this so our property as a whole looks the same. An email will go out to unit owners to let them know the boards plan - *July 30, 2017 email sent out to all unit owners stating if they would like to paint their decks, stairs themselves they can do so by either asking for paint or getting the paint themselves & the board will reimburse their expense. Also mentioned about a levy for next year.*
- 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 tot he 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 - On October 8th someone came by to put in hot asphalt in multiple area's - Need to come back and add more however with the winter months upon us now not to sure if anything can be done until next year - Put under Seasonal On Hold until Spring/Summer - July 5, 2017 brought out of

seasonal on holds. Triton to get back me - *July 20, 2017 this is to be completed by end of August.*

- 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. Ryan(Triton) was unable to make the meeting so we don't have an update on this yet still on going - Put under Seasonal On Hold until Spring/Summer - July 5, 2017 brought out of seasonal on holds we will get a piece of flashing made up and put on due by end of July - *July 20, 2017 still on going due by end of August.*
- 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 - On October 8th someone came by to put in hot asphalt in multiple area's - Need to come back and add more however with the winter months upon us now not to sure if anything can be done until next year - Put under Seasonal On Hold until Spring/Summer - July 5, 2017 brought out of seasonal on holds triton to get back me - *July 20, 2017 this is to be completed by end of August.*
- 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 - On October 8th someone came by to put in hot asphalt in multiple area's - Need to come back and add more however with the winter months upon us now not to sure if anything can be done until next year - Put under Seasonal On Hold until Spring/Summer - July 5, 2017 triton to get back me - *July 20, 2017 this is to be completed by end of August.*
- Unit 509 - Main Floor Front Window Leak - Unit owner understands that the unit owner is responsible for windows however this situation speaks to the integrity of the outside of the unit as it allows rain water to enter into the wall - I replied back including Triton & Greg - Greg responded back to Triton to check with Diamond Glass as he had this issue in the past - Unit owner would like to

get this resolved before it hits below zero - A person by the name of Dave came by to assess the situation & said he will return on Monday. However Monday is a Stat Holiday so they must have meant Tuesday - Was looking for an update unfortunately I had none for Unit 509 - I emailed the unit owner on Nov 6 to find out an additional information. Unit owner said it hasn't been done, she is on vacation but does have a roommate there if access is needed. On the same date got an email back from Ryan(Triton) saying no leak found have to wait until spring to water test - Put under Seasonal On Hold until Spring/Summer - July 5, 2017 Triton is working on a schedule that works with the unit owner so we can test the window - *July 22, 2017 an email was sent to unit owner to try and narrow down a schedule.*

- Roofs - On June 12 due to the wind Storm that we had there has been significant damage to the roofs. The cost of replacement is high so we decided to go through our insurance and pay the deductible. As a whole we have a contractor working with the insurance adjusters to get this fixed - July 5, 2017 we are still waiting to hear back as to when this work is to be started as we also need to send out emails to Unit owners - *July 20, 2017 Claims Pro(adjuster) & Unico(Contractor) have gone through & put forward their recommendation to our insurance company. Our insurance company would like to send up an appraiser now.*
- Unit 46 - Deck & Siding - Although the email was sent back in late May their concerns never made it on the meeting minutes it was brought up again at the AGM. The first concern is the deck replacement. The second concern is the siding as it looks melted it has been that way since they bought unit - July 5, 2017 in late June the deck was being worked on & is now complete. The siding issue is still outstanding - *July 11, 2017 construction material from the replacement of the deck as been left in the back yard. Emails between Unit owner and Triton was said to have materials removed by July 4th however the material is still there - July 17, 2017 email received that the construction material has been removed.*

Closed:

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Emails

## New:

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## Open:

- Unit 501 - On April 12, 2017 Sheena E sent an email to Sue letting her know that she stepped down from the board in March, 2017 thus she was not charged the correct condo fee in April - I have not heard anything from Sue on this - In May we are in the transition period of moving bookkeepers. Treasure & Crowe MacKay will look into this as soon as they can - July 5, 2017 this is still on going. *July 20, 2017 still on going.*
- 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. There has been no movement on this still on going - Still on going - On March 25, 2017 and email was sent out to Sue and the current Unit Owner regarding this issue - Still on going - In May we are in the transition period of moving bookkeepers. Treasure & Crowe MacKay will look into this as soon as they can - July 5, 2017 this is still on going. *July 20, 2017*
- 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 - Still on going. This months statements did show the correct info still on going - This months statements did show the correct info still on going - Found some discrepancies in the monthly statement in regards to Unit Owner information. We the board has also decided that liens will be put forward on outstanding balances of more then six(6) months equating to the amount of \$2,700.00. Also the outstanding balances sheets are to be give by Triton to the unit owner in person provided they reside at the unit or are still in town if renting out the unit - Still on going - In May we are in the transition period of moving bookkeepers. Treasure & Crowe MacKay will look

into this as soon as they can. To be noted Triton was going to see about the aid of Douglas McNiven Law Office. We will also ask Crowe MacKay if they can provide any suggestions. *July 5, still on going.*

- Triton & Gold City - Contact Info Cross Reference - On the last meeting we discussed a cross reference of contact - I sent an email on October 4th with what I had in my contacts in gmail - I haven't seen anything come back however I did see that some of the outstanding statement info has been updated - Haven't heard back to confirm that we have the same info - Still haven't heard back to confirm that we have the same info - Still waiting - Nothing yet - I will send a new list to Triton for Contact Cross Reference - On May 15, 2017 I sent the information to Triton - July 5, 2017 there is about 20 more people that need to be verified. Triton to email the board by July 14 - *July 20, 2017 there is about 11 more people that need to be verified.*
- Unit 31 - Email came in from Paula Smith Triton Property Management as unit owners want the latest invoice copy. They are also hoping to waive some of the interest fees. Need to look into if they made attempts to pay outstanding fee - The board has agreed to waive some of the outstanding interest fees. An email was sent to the unit owner, Triton & Sue - Have not heard anything back as of yet - In May we are in the transition period of moving bookkeepers. Treasure & Crowe MacKay will look into this as soon as they can - July 5, 2017 still on going. *July 20, 2017 still on going.*
- Unit 511 - Received an email on March 11, 2017 stating that due to the flood damage on March 8, 2017 and at the same time of the remediation of the flood there were some items missing in the home owners Unit. This is under investigation by Triton and Yellowknife Police - On March 13 there is some concern of the qualifications of Triton's remediation team. There was talk about NDS doing the work. At the request of the unit owner Triton is to hold off on any work. Looks like NDS will be finishing the work - Ray Parker & Wilf's Renovations will be doing the copper piping replacement. It is important to note that this unit will be used as a base line for copper pipping replacement for all other units - On April 17 The plumbing and drywall has been completed however there seems to be an issue with the water pressure - Due to the water pressure not being adequate we the board have decided to redo this work. The wall's will be reopen, there will be a manifold put in. Copper pipe to the manifold. Pex from manifold to fixtures. Each a home run. There will be shut off valves put in place. A new base line for the cost of this work will be set. The condo board is going to take on the cost of the redo work - On May 15,

2017 we have received the invoices for both Unit 509 & 511 we are going through it to make sure all is correct - May 18, 2017 there are some question about the total labour hours & total amount but for the most part this is good - July 5, 2017 we are still unhappy with the amount of hours put forward for us to pay. We are asking NDS for the Labour, Material & Equipment sheets. (LME's) - *July 20, 2017 we are now waiting to speak a person by the name of Mark. Should know more by next meeting.*

- Email Bounce Back - I have seen two emails bounce back as "Failed to deliver" Unit 26 & Unit 59 - *July 5, 2017 I have left a VM for Unit 26. I spoke with Unit 59 we resolved the issue - July 14, 2017 I spoke with Unit 26 we resolved the issue.*

### Closed:

- Bookkeeping - There has been a few emails about various topics on the transition of bookkeeping from Sue, Ryan S(Treasure) & Crowe MacKay - May 18, 2017 Crowe MacKay was still waiting for all the records to come in from Sue - *June 1, 2017 this has been completed. We are now completely with Crowe MacKay.*

### Website:

- It was mentioned at the AGM that all unit owners should be notified of a monthly meeting. I have added a calendar to the bottom of the main website page to show when the next board meeting will be & any other significant events - *July 20, 2017 it was suggested to also send out an email about a week prior to the board meeting asking if their is any concerns to let us know so we can add it to the agenda.*

### Outstanding Items & Task:



## New:

- Unit 55 - Reimbursement for the purchase of Paint in the amount of \$40.73. Greg I put forward & Neil W second. Expense Claim form filled out, email sent to Crowe Mackay and Unit 55.
- Unit 521 - Concerns about the appearance of the front part of the building. Yellow stain from old garage heater. Email will be sent to unit owner.
- Unit 7 - Concerns about not respecting the rules of the condo association. In particular the rules of the road. This is a one way system. Email will be sent to unit owner.
- Unit 515 - Concerns about the appearance of the front part of the building. The Yellow stain from the garage heater. Email will be sent out to unit owner.

## 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 - I thought I had a copy of the latest Contract Draft but I do not - We may need to start from scratch on this one. Still on going - No real movements on this as of yet still on going - Triton has a Draft that he would like to share with us. Triton to send a copy to Colin - July 5, 2017 Triton to send a copy to Colin by July 15 - *July 20, 2017 a copy was sent and is being looked at.*
- Community Garden - It was brought up that perhaps we need to beautify the little land scape we have & if possible have a community garden - *July 5, 2017 this was brought up via the AGM but would like to keep it in the monthly*

*meeting minutes. An general email will go out to all unit owners to see who is interested in some beautification project.*

- 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 - July 5, 2017 brought out of seasonal on holds before the end of the summer we are looking to get a small shed or tool box for the Toys to be put in - *July 20, 2017 as this was good intentions it was decided not to spend money on this box.*
- Maintenance/Finance Separation - It was discussed that there will be a separation between Triton & Crowe MacKay for Finances. Dropbox at the shed to be closed off. An email before the end of the month to be sent out to all unit owners. Everything can be dropped of at Crowe MacKay. Also would move the key for the mail from Triton to Crowe MacKay. All finances is to be done through Crowe MacKay - July 20, 2017 the mail key will be dropped off with Neil.
- Reimbursement - To Ryan Schüler in the amount of \$315.00 for the Post Construction Cleaning. Neil W put forward & Greg I second. To Ryan Shculer in the amount of \$43.99 for the door bell that went missing during the construction. Neil W put forward & Colin C second - *July 20, 2017 although approved last meeting I forgot to send this into Crowe MacKay. Email has been sent.*
- Appointed or elected Board Member Positions;
  - *President - Colin Charlton - 1st Ryan Schuler, 2nd Chris MacNaughton*
  - *Vice-President - Chris MacNaughton - 1st Colin Charlton, 2nd Greg Irvine*

- *Treasure - Ryan Schuler - 1st Colin Charlton, 2nd Neil White*
- *Maintenance - Greg Irvine - 1st Colin Charlton, 2nd Ryan Schuler*
- *Secretary - Neil White - 1st, Ryan Schuler, Jamie Schaap*
- *Director - Jamie Schaap - 1st Neil White, 2nd Colin Charlton*
- *Director - Chris Bertoli - 1st Neil White, 2nd Jamie Schaap*

As of July 11, 2017 The above Board Members have been updated on the website.

### Closed:

- 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 - They may have been cleaned but there are lots around that need to be replaced. Will put in seasonal on holds until next year. Looking at UNICO for a quote - *July 5, 2017 due to unforeseen wind storm and due to that fact that we will be going through insurance to fix the roofs we will be doing the eaves drops at the same time. The lower eaves drops will be cleaned out by Triton.*
- Condo Board Member Stipend - We the board have agreed to increase the stipends amount in the start of the new Board Members after the AGM with a more stringent attendance record (about 75%). It was also decided that it is best to have a 7 seat board (subject to Condo By-Law check) - According to the current by-laws the board shall consist of not less than three nor more than eleven members. In order to change this we will need to bring this up in the AGM agenda - May 18, 2017 we fall well into what we consider a better number for the board no need to make any changes - *June 22, 2017 this was confirmed during the AGM*
- Crowe MacKay - Our current treasure has stepped down from the board as of March. The board had to come up with a solution. A while back the board

approached Crowe MacKay in for a solution. Crowe MacKay has responded with a proposal. We the board felt the proposal was fair with a few minor changes - As of May 1, 2017 the board has approved the proposal of Crowe MacKay and we are in the transition of bookkeeping - May 19, 2017 Sue dropped off all the books & records to Crowe MacKay - *June 1, 2017 this was completed.*

- Reimbursement - To Colin C in the amount of \$128.00 for the copy of Land Titles. Neil W put forward & Chris M second. Email of approval sent to Crowe MacKay for payment - *This has been completed.*
- Expected to have an AGM in May - Due to the transition of bookkeeping we have decided to extend this to June - May 18, 2017 a date of June 22, 2017 has been set. Pending Church of Christ Availability - *On June 22, 2017 this was done.*
- Insurance By-Law - We are looking to change the By-Laws when it comes to insurance because right now it is very vague. Due to the past few insurance claims our insurance went up and it should not have. Triton to find out the correct wording - *July 5, 2017 this was brought up via the AGM and therefore will leave this in the AGM minutes.*

### Seasonal On Holds:

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### Adjournment:

- 20:40