

Yellowknife Condominium Corporation #6

Board Meeting

October 19, 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: *Greg Irvine, Neil White, Colin Charlton, Chris Bertoli, Jamie Schaap, Ryan Schuler, Terrilyn Hayden(Crowe Mackay) & Ryan Sundberg(Triton)*

Regrets: *Chris MacNaughton*

Scheduled Call to order 19:00
Called to Order at: *19:15*

Changes to Minutes for Month: September
- *None*

Approval of Agenda for Month: October
Motion put forward: *Neil W*
Second: *Chris B*

Finance Report

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

Maintenance Report

New:

- Chimney Capping - As of October 11, 2017 Unico can come back in 2 to 3 weeks to cap some of the chimneys I'm going to have the caps brought in so we can cap off people's chimneys that have the new furnaces it'll be a rain cap on top so nothing can get inside, the chimney will not be removed as it's too extensive work to do that - *As of October 19, 2017 the caps will be removed, filled with foam & put back. Due by October 27.*
- Unit 45 - As of September 23, 2017 email sent to Triton to look after holes developing around unit & fallen shingles to be picked up - As of October 5, 2017 Triton says Yeah that and unit is on piles so the grounds just settling a bit around the foundation we can look at realigning the gravel and filling in the spring - *As of October 19, 2017 this to be moved to Seasonal On Holds.*
- Unit 511 - As of September 23, 2017 noticed the door missing to the crawl space to go underneath the unit - As of October 5, 2017 Triton says the doors inside once the plumbers are done the project completely we will do a full walkthrough inspect every door and ensure they're closed I will be doing this with the contractor and we will sign off on it - *As of October 19, 2017 this is still on going.*

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 too 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 - As of August 28, 2017 the trailer is still there - As of August 30 the siding has been fixed however the trailer is still in the same location. Another email will be sent to unit owner to remove it - As of Sept 20, 2017 the trailer has been removed however is still on common property. A general email will be sent out to everyone stating our by-laws of common property. Wait to see if trailer gets moved - October 18, 2017 I have yet to send an email but will be done before end of October - *As of October 29, 2017 general email has been send out.*

- 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 - July 31, 2017 the board received the quotes for doing this work - As of mid August this has been in progress with Wiseman plumbing - This project is still on going - October 18, 2017 we are down to the last few units. The ones that we need access to via the homeowner - *As of October 19, 2017 this should be done by end of November also expecting a check list from Triton.*
- Utilidor - Between unit 45 - 47 the top needs to be replaced along with units 63 - 69 - *As of October 19, 2017 utilidor between units 63-69 have been done.*
- Unit 505 - Skirting needs to be replaced - Supposed to be done the week of Sept 25-29th - *As of October 19, 2017 expected to be completed by October 27.*
- 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 - As of August 30, 2017 still ongoing - As of Sep, 21, 2017 still on going - *As of October 18, 2017 this has been completed.*

- 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 - As of August 30, 2017 this is still on going - As of Sep, 21, 2017 still on going - *As of October 18, 2017 this has been completed.*
- 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 - As of August 30, 2017 Triton to send me the report for me to share with all unit owners. Expected date of starting work is September 5 - As of Sept 21, 2017 the roofs were still not started - *As of October 18, 2017 the roofs have been completed. A roof inspection report has been shared with all unit owners.*
- Unit 71 - August 27, 2017. Unit owner developing sink hole behind front step. Is very concerned that it will cause a bigger hole, especially when it rains - August 29, 2017 hole was filled with gravel in hopes to keep from getting any bigger. Unit owner is not impressed with the results - As of Sept 21, 2017 unit owner came to board meeting to express his concerns of potential accident & potential damage to infrastructure. Unit owner would like it professionally looked at before winter shows up. Greg said we would need NWT construction or Tetra Tech to look into this - *As of October 2, 2017 we had Tetra Tech take a quick look for us on this and came up with two quick solutions for the winter but will have to address the issue again in the summer. Quick fix put gravel/sand in*

the hole. The second thing is to create a swale. We did both. Shared this information with the unit owner.

- Unit 521 - August 28, 2017. No shut off valve inside unit. Email sent to Triton and Greg - August 30, 2017 we feel the other unit owner beside this unit shut off the main water valve thus shutting off the water to this unit. There should be a unit shut off. Triton to look into this with Wiseman plumbing - As of Sept 21, 2017 still waiting to hear back from Triton & Wiseman plumbing on if there is a main shut off valve above the circulator pump and it's location and find out if there is a unit shut off valve inside each unit - *As of October 18, 2017 still on going.*
- Unit 511 - On September 11, 2017 unit owner had a few questions of the craftsmanship of deck replacement process. including left over material. Also felt that the process was flawed as according to pictures attached in the email new/good wood was put in around the bad wood. For example a new stairs, railing and banisters was put in but you can obviously see the decking itself is rotting - Sept 11, 2017 Triton replied to the above stating that normally the contractors would contact him if unsure but did agree that the bottom deck should have been replaced - As of October 1, 2017 either we fix it now or we let it run through the winter and deal with this next year - As of October 19, 2017 spoke with the unit owner and this has been fixed.
- Unit 69 - As of Sept 5, 2017 the access hatch going underneath this unit is broken. Well the wood frame that hold the door has come out of the concrete hole - *As of October 19, 2017 this has been completed.*
- Unit 41 - When it rains outside it rains inside. This unit owner came to the board meeting to express his concerns about the roof and to present us with a Letter of Demand - *As of October 18, 2017 a roof report was sent out to everyone. The roofs were completed.*

Closed:

- 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 - As of August 30, 2017 a new due date was set to End of September - *As of Sept 21, 2017 this has been completed.*

- 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 asses 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 - August 9, 2017 Triton asked for a date to get this work done - As of August 30, 2017 the test has been completed and No Trouble Found - *As of Sept 21, 2017 this has been completed*

Emails

New:

- Superior Propane Fixed Price Plan - As of September 25, 2017 an email was sent out to each unit owner about the fixed price plan renewal. There was lots of different prices. This confused us a little as we set up an agreement with Superior Propane last year - As of September 26, 2017 I sent out an email stating we are looking into this - *As of October 19, 2017 we have yet to hear any response.*

- Unit 41 - Removal of Chimney - As of October 2, 2017 this unit owner advised us that they will be removing the chimney as they do not use it anyways at full cost to the unit owner.

Open:

- Unit 48 - On July 23, 2017 unit owner wanted to know what units were damaged by the wind store then went through last month - As of August 30, 2017 I am awaiting the report from the insurance company whom gave it to Triton for me to share with all unit owners - As of Sept 21, 2017 no report was ever received - *As of October 18, 2017 the report was shared with all unit owners.*
- Unit 41 - Received an email on September 6 wanting details of the work that is being done for the water valve & shut off especially when it is going to involve unit 41 itself - Sept 17, 2017 I passed this question onto Greg & Triton - *Still on going?*
- Unit 521 - Dumpster Sign - Wanted to put up a better sign in front of the dumpsters as they have noticed items are left outside of the dumpsters & non-residents dump their garbage in our dumpsters or in front - Sept 17, 2017 replied back stating that I would bring this up during the board meeting - As of Sept 21, 2017 it was agreed that perhaps we need more signs on the dumpsters themselves - *As of September 22, 2017 there is actually already a sign at the dumpsters it is attached to the fence stating to "Please do not leave garbage on outside of bins take it back home and return it when bins are empty"*
- Unit 75 - Garage Leaking. Received an email on September 6, 2017 stating that the roof above their garage was leaking. Not gushing just dripping. Sept 17, 2017 I passed this onto Greg & Triton - As of Sept 21, 2017 still need to look into - *Still on going?*
- Unit 75 - Back Door Stairs - Received an email on September 6, 2017 stating that in the past they sent an email concerning their back door stairs as it seems

to be rotting - Sept 17 I passed this onto Greg & Triton - As of Sept 21, 2017 still need to look into - *Still on going?*

- Unit 15 - Crawl Space - Received an email on September 17, 2017 stating that he wants action taken in the crawl space of which the plumbing was done last year in 2016. There was some spillage along with left over material. You can still smell the raw sewage and would like it cleaned up ASAP. Also had concerns about the wall that was ripped out to put in the new pipe. When is that going to get fixed - As of September 22, 2017 I went to this unit to check things out took some pictures and sent it to Triton. The clean up was completed but the wall was not - *As of October 19, 2017 Triton was sure there was to be no wall there. Not to sure where the pink insulation has come from.*
- Unit 15 - Roof & Chimney Repair - Received an email on September 9, 2017 is concerned when the roofs will be done & wanted to make sure his chimney was capped as it leaked during the 2017 spring warm up - As of Sept 11 unit owner was concerned that Triton didn't know who's responsibility it was when it came to capping off the chimney - As of Sept 23, 2017 wanted action on the roof & chimney repair before Sept 25 - As of Sept 23, 2017 I replied stating that I will bring this up at our board meeting - As of Sept 25, 2017 sent an email out to everyone stating the roof repairs will start Sept 26, 2017 - *As of October 18, 2017 the roof report was sent out to all unit owners. The chimney will be a different email.*

Closed:

- 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 - Triton to send the estimate to everyone on the board to see if we approve the changes made - As of Sept 21, 2017 we have approved the changes Crowe MacKay to make a cheque out to NDS with the new amount.

- Unit 43 - Wanting to know if hand crank was part of owner or condo responsibility - As of August 30, 2017 Greg & Triton both responded stating that it is the responsibility of the unit owner.
- Unit 41 - Received an email on September 8, 2017 asking for a copy of the Condo Insurance Certificate - On September 11, 2017 I sent a copy as requested - Sept 12, 2017 was notified I sent last years however was able to get a copy from Triton.
- Unit 22 - Flower Bed Removal - Received and email on September 11, 2017 asking about the removal of the flower bed as potential buys would like it gone - Sept 11, 2017 replied back stating that and email should be sent to the board & that this would be voted for approval. Did state that the flower bed is the most important flower bed of the entire court as it forces people to slow down.
- Unit 27 - Crank Window Inquiry - Received and email on September 12, 2017 stating the issues they were having & asking who is responsible for fixing or replacement - *Sept 17, 2017 I replied stating that it is the homeowners responsibility.*

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 there is any concerns to let us know so we can add it to the agenda - August 30, 2017 it was decided to make the garage sale second week of June & July this will be put in the Calendar. Emails & Website will be updated accordingly. Would also like to add Frequently asked questions to website - As of Sept 21, 2017 I manually send out an email to everyone a week prior. I have also already added the garage sale date's to our yearly calendar. Still working on Frequently asked questions - *As of October 19, 2017 we are looking into a different type of system to better handle our Maintenance, emails & Financials. Currently looking into something called "condo communities"*

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 - 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 - As of August 30, 2017 this is still on going - As of Sept 21, 2017 this is still on going - *As of October 19, 2017 this is still on going.*

- 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 - August 28, 2017 I haven't received the mail key and the email still needs to be sent out. Need to check if the shed dropbox has been closed off - August 30, 2017 still haven't received the mail key. Email letting everyone know will be sent out in September - As of Sept 21, 2017 this has yet to be done - As of October 1, 2017 email was sent to all unit owners - As of October 18, 2017 we are going to finalize a new PAD to also be sent out to all unit owners - *As of October 19, 2017 the PAD has been finalized and will be sent out to all no later then mid November.*
- 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 - July 31, 2017 unit owner replied stating that they will take care of it. Unit owner was also asking about fixing the siding on the side of unit as the wind storm seemed to have pulled it off & was concerned about another storm taking it right off. Email was sent to Triton to take a look - Triton says they will fix it - *Still on going?*
- 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 - July 31, 2017 unit owner replied stating that they have tried to clean it up before with no luck. Was wondering if we knew of any kind of cleaner that they should use or if paining the area would be sufficient - August 23, 2017 email sent to maintenance to see if anything can be done or if paint is the only answer - Have not seen an answer if anything else can be used to clean the siding or if paint was okay - Sept 15, 2017 I received an email from another unit that read the minutes & had a solution for me to pass on to unit 515. On Sept 17, 2017 I passed this info on - *As of October 18, 2017 I think this will need to be re-addressed next summer put in Seasonal On Holds.*

- Finances - Email are going out to unit owners that owe us money. We are clearing these up slowly - *As of October 18, 2017 still on going.*
- Signage - Need new “no parking” signs as some are severally faded. Need to move the one way sign. Would like to get a “Gold City Court” sign put up on the front fence again - *As of October 18, 2017 most of the signs have been done just need to find out the remainder locations.*
- Doors - Found out through the last meeting that the Half Moon type door will no longer be manufactured. A new type door was approved by the board. We are awaiting to hear back from Diamond Glass on a cost for the Door, Door & Frame and finally Door, Frame & Screen door. Once we get this we will pass this information off to everyone - *As of October 18, 2017 we may be able to get the doors cheaper via Igloo.*

Closed:

- 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 - Another reimbursement for the purchase of paint in the amount of \$46.18. Greg I put forward & Colin S second. Expense Claim form filled out, email sent to Crowe Mackay - *As of Sept 21, 2017 cheque has been signed. Greg to personally hand it to Unit 55. This has been completed.*
- 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 - We have notice that the this person is no longer going the wrong way around the court - *September 10, 2017 have not noticed any more issues with this - As of Sept 21, 2017 we have not had any more issues. This has been completed.*
- Unit 515 - August 24, 2017 unit owner asked if the front door was condo corp or unit owners responsibility. I replied stating its the owners but we need to keep the same type of door the one with the half moon in it - *As pr Sept 17, 2017 During the last board meeting we found out that the half moon will no longer be*

made so the board came up with an approved door. Need to pass info to all unit owners but I let this unit owner know. This is through Diamond Glass.

Seasonal On Holds:

- 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 - *August 30, 2017 we didn't get the response we were expecting. Next year will send this out during spring time moving to Seasonal on holds. (bring back in March)*
- Vinyl on Decks - It was brought up that when the decks were replaced some of them still had vinyl on it. Some unit owners wanted this put back. However there was thoughts that this was done by individuals back in the day and not as group. So some had it and some did not.

Adjournment:

- 21:31