

Yellowknife Condominium Corporation #6

Board Meeting

November 16, 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, Colin Charlton, Chris Bertoli, Jamie Schaap, Ryan Schuler, Terrilyn Hayden. Special guest Unit 503 Elizabeta*

Regrets:

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

Changes to Minutes for Month: October

Approval of Agenda for Month: November
Motion put forward: *Neil White*
Second: *Greg Irvine*

Finance Report

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

Maintenance Report

New:

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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 - 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 sent 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 - *As of November 16, 2017 units 45-47 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 - *As of November 16, 2017 this will need to be looked at in the spring. Put into Seasonal On Holds.*
- 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 - (This was going to be closed however as of October 23, 2017 this unit owner lost water again due to unit 519 shutting of the water. Unit owner needs to be talked to) - As of November 16, 2017 not to sure if any one talked to the Unit owner but there has been emails stating how the plumbing and water shut off is laid out.
- 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 - *As of November 16, 2017 the this is still on going.*

Closed:

- 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.
- 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.*

Emails

New:

- Unit 503 - Had some concerns about AirBnB. Wanted to know if this went against our current by-laws or not. Also wanted to know how this would effect our insurance. As of November 16, 2017 there has been a lot of dialogue between Unit 503 & the condo board. We have come to a conclusion as well as resolved the situation. Elizabeta came to the meeting to express her concerns in person.

Open:

- 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 - *As of November 16, 2017 as far as we know this has been done. Will confirm with Triton.*

- 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 - As of October 31, 2017 I was unable to find this email so I emailed this unit owner and they forwarded me the email. Turns out the questions was imbedded in another email with a different title. An ways I forwarded this information off to Greg & Triton - *As of November 16, 2017 Triton(Ryan) was going to look into it. When Greg got back from Norman Wells he was going to follow up.*

- 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 - As of October 31, 2017 I was unable to find this email so I emailed this unit owner and they forwarded me the email. Turns out the questions was imbedded in another email with a different title. An ways I forwarded this information off to Greg & Triton - *As of November 16, 2017 Triton(Ryan) was going to look into it. When Greg got back from Norman Wells he was going to follow up.*

- 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 - *As of November 16, 2017 this is still on going*

- 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 - *As of November 1, 2017 this has been completed.*

Closed:

- 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 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.*

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:

- AirBnB - Due to recent events we are looking to refine the by-laws when it pertains to AirBnB. This includes long term rentals vs short term rentals vs business rentals.
- Interest - We are going to start charging interest to any new outstanding debt. The amount will be 24% per annum. We will have this on the bottom of the statements that go out every month to everyone.
- Parking - We seem to be having an issue with parking again.
- Propane Meter - Found out that there seems to be a discrepancy in the propane meters. The certified meter on the inside vs the display on the outside.

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 - *As of November 16, 2017 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 - *As of November 16, 2017 there has been a slight delay in this and will be sent out mid December will also be put on the website.*
- 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 - *As of November 16, 2017 not to sure if this was fixed.*
- 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 - *As of November 16, 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 - As of November 16, 2017 still waiting for a better picture from Igloo along with part number before I send out to all.*

Closed:

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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. As of September 19, 2017 the quote for all 56 units including GST is just over \$96,000.00 - As of November 16, 2017 wanted to add the pony wall and come up with a plan at the AGM.

- 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 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 painting 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.*

Adjournment:

- 21:50