

# Yellowknife Condominium Corporation #6

## Board Meeting

January 18, 2018

### 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(Crowe Mackay) & Ryan Sundberg(Triton)*

Regrets: *None*

Scheduled Call to order 19:00  
Called to Order at: *19:06*

Changes to Minutes for Month: December (Carried Forward no quorum)

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

### Finance Report

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

## Maintenance Report

### New:

- Unit 47 - Sewage leak New Years Eve - *As of January 18, 2018 due to the warmer weather we were able to have this pumped out and sprayed. Then laid down bio detergent.*
- Unit 45 - Sewage leak in Utilidor New Years Eve - At the same time that Unit 47 had the sewage leak it was noted that the ground shifted which moved the sewage pipe in the utilidor enough to leave a small opening at the joint that during the warm weather there was a complaint made of sewage smell. *As of January 18, 2018 due to the warmer weather we were able to have this pumped out and sprayed. Then laid down bio detergent.*
- Unit 24 - Pipe Freeze Up - On January 2, 2018 the furnace died & the house got cold thus freezing up the pipes. All regular maintenance to the furnace was done. The part that failed is hard to test. Once the part was replaced the furnace started again - *As of January 18, 2018 Siemens plumbing replaced all the pipes and Triton's Crew is repairing the dry wall.*

### Open:

- 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 - As of December 1, 2017 all crawl space has been done with the exception of the one with Cir pumps. Job took longer then planned due to unforeseen landscaping below units. The main road is going to be done in the spring. The ones at the top of the loop has been done - *As of January 18, 2017 this will be moved to close and a note put under Seasonal On Holds to get the Range Lake Road portion done in the spring.*

### Closed:

- 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 or 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 gong 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 - *As of December 14, 2017 this has been completed.*
- 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 - As of December 1, 2017 Triton(Ryan) says it's repaired and back in place they area is none heated, this unit sits up on piles - *As of December 14, 2017 this has been completed.*

### Emails

## New:

- Unit 68 - This unit sold. The new owners take possession January 24, 2018.

## 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 - *As of December 1, 2017 this has been completed.*
- Unit 41 - Letter of Demand - Over a month ago we got this letter due to a leaking chimney and directed Triton(Ryan) to have said repairs done by NDS. As of November 30, 2017 a gentleman showed up with a letter for Greg about the repairs that needed to be done to Unit 41. We thought it was done and was removed from the minutes but apparently it wasn't. Greg followed up with Colin & Jacques(unit owner). Greg will follow up with NDS to get this work done ASAP - *As of January 18, 2018 this has been completed.*

## Closed:

- 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 - *As of November 25, 2017 this has been resolved. We are locked in at 0.615 cents per litre. An email was sent out to all unit owners with comments from Richard Miller our Superior Propane representative.*
- 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.*

- 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.

### 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 - 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" - *As of January 18, 2018 we haven't looked further into this.*

### Outstanding Items & Task:

#### New:

- Copper Pipe Replacement Plan - We have discussed that we are only reactive to the copper pipe replacement but not preventative as we would have liked to have been. Although when there is a problem we know what needs to be done

& can narrow it down to a two week process. We need to take a closer look at our financials then come up with a plan.

- Water Insurance - It was brought to our attention that we are all paying the same water insurance amount per individual unit, however we figure that this amount should be divided by 56 units or water main services. As far as we know we only get 4 water main services from the city.

### 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 - *As of January 18, 2018 we are in the final stages of getting this done.*
- 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 than 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 - As of December 14, 2017 the new PAD was posted but it seemed to be corrupted so I removed from the website for now - *As of January 21, 2018 this has been corrected & reposted. You will find it on our website under the financials tab.*

- 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 - As of December 1, 2017 will get this done ASAP Triton(Ryan) overlooked this item - As of December 14, 2017 some of these items need to be done in the spring/summer time. Noticed that one of the “No Parking” signs is hanging upside down just need to correct that - *As of January 18, 2018 Ryan(Triton) will take care of the upside down sign as for the faded signs we will redo those in the spring/summer time.*
- 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 - *As of January 21, 2018 this has been completed.*
- 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 - *As of January 18, 2018 no real movement has been done on this however we are thinking this should be a policy instead.*
- 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 - *As of January 18, 2018 this will actually be on the top of the monthly condo statements. Also noted in all monthly statements sent out in January that the stated interest is happening.*
- Parking - We seem to be having an issue with parking again - As of December 14, 2017 this sort of worked itself out chocking it up to holiday season time - *As of January 18, 2108 found out that this is not the case. There are people still*

*leaving their vehicles where ever they want for as long as they want. It was also noted that there are vehicles that seem to have mechanical issues that are parked in our common parking space. An email will be sent to all reminding everyone about our by-laws & courtesy for all.*

- 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 - As of *January 18, 2018* waiting to hear back from one of our board members on what he found out so I can share with everyone.

### Closed:

- 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 - *As of December 1, 2017 as per Triton(Ryan) this has been taken care of in October. Looks good now. Email has been sent to Unit owner.*
- 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 - *As of December 14, 2017 still ongoing however we have got most of the big items out of the way. We are down a lot from where we started.*

### 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 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.*
- 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.*
- Main Water Pipes - It was discussed that we need to have Main Shutoff, Supply & Return lines looked into either install or replace. The majority of this has

already been taken care of. Refer back to January 18, 2018 meeting minutes. The only remains is the Range Lake Road portion of this project.

- 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 - *As of December 1, 2017 as per Triton(Ryan) it is to late in the year to do a flood test. Will need to revisit this in the summer. To be put under seasonal on holds.*
- Unit 75 - Back Door Stairs - Received an email on September 6, 2017 stating that in the past they sent and 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 - *As of December 1, 2017 as per Triton(Ryan) looks like it just needs a coat of paint will re-evaluate in the spring with our annual inspection. To be put under seasonal on holds.*

## Adjournment:

- 21:50