

Yellowknife Condominium Corporation #6

Board Meeting

June 14, 2018

Agenda

Scheduled Attendees: Greg Irvine, Neil White, Colin Charlton, Chris Bertoli, Ryan Schuler, Jacques Broberge, Ambar Naveed, Terrilyn Hayden(Crowe Mackay) & Ryan Sundberg(Triton)

In Attendance: *Neil White, Colin Charlton, Chris Bertoli, Jacques Broberge, Ambar Naveed & Greg Irvine (called in)*

Regrets: *Ryan Schuler, Terrilyn Hayden (Crowe Mackay) & Ryan Sundberg(Triton)*

Scheduled Call to order 19:00
Called to Order at: 18:46

Changes to Minutes for Month: May - *None*

Approval of Agenda for Month: June
Motion put forward: *Colin Charlton*
Second: *Jacques Broberge*

Finance Report

- Account Receivable - *Available upon request*
- Insurance Claims - *None*
- Reserve Fund - *Available upon request*
- Maintenance Estimates - *Available upon request*
- Loans - *None*
- Note -

Maintenance Report

New:

- 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 Hold - As of June 14, 2018 brought this out of Seasonal On Holds. *As of June 14, 2018 expected to be started in early July*
- 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 - As of June 14, 2018 brought this out of Seasonal On Holds - *As of June 14, 2018 expected to be started in early July*
- 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 - As of June 14, 2018 brought this out of Seasonal On Holds - *As of June 14, 2018 this has been completed.*
- 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 - As of June 14, 2018 brought this out of Seasonal On Holds - *As of June 14, 2018 I spoke with the unit owners as the week before our garage sale it rained all week. They didn't notice anything.*

- 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 - 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 - As of June 14, 2018 brought this out of Seasonal On Holds - *As of June 14, 2018 this work is planned to be done by end of June. Weather depending.*
- 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 - As of May 3, 2018 wiseman will continue on these there are 7 recirculated pumps on the main road to be done. All 2 inch piping has been done - *As of June 14, 2018 the 7 recirculated pumps still need to be done. There is about 7 or 8 interior valves at the top of the hill that needs to be done. Wiseman plumbing has the list.*

Open:

- Unit 43 & Unit 45 - Both these units had a freeze up do to one of the units leaving the door open. This will be taken care of by the unit owners insurance. The condo's insurance will not be impacted - As of May 3, 2018 confirmed with Ryan(Triton) that this was completely paid for by owners insurance - As of May 10, 2018 email was forwarded to me between Triton & the insurance adjuster. I will touching base with them on Friday May 25, 2018 - As of May 18, 2018 email was sent to Triton copied the board as Unit owner is displeased with the lack of work from contractors. Triton did reply saying they are having issues with the contractors saying one thing but then putting it off for whatever reason. Also the insurance took a little to get started in order to approve the work that needs to be done - As of June 13, 2018 the final stages of the work has started in Unit 43 - *As of June 14, 2018 nothing else to report.*

Closed:

-

Emails

New:

- Unit 25 - Painting Decks - As of May 20, 2018 Unit owner wanted to get contractors in to paint their decks & stairs - As of May 23, 2018 I let the unit owner know that the board is looking into getting a contractor to paint our entire complex - *As of June 14, 2018 still ongoing.*

- Unit 41 - Painting Decks - As of June 14, 2018 unit owner wanted to get some paint also - *As of June 14, 2018 still ongoing.*

Open:

- Unit 509 - After the issue between Unit 509 & 511 there was damage done to Unit 509's garage wall. Unit owner wanted it replaced to original state which in this unit's case is stucco - Greg to get a hold of Triton to see whom can do this work to get this resolved & find out a price - As of May 3, 2018 Gold City to take care of the bill, Triton to find someone to do the work we hope to have this done by the end of the month. The temperature in the garage needs to be at least 10 degrees Celsius - As of May 23, 2018 email was sent asking if this has been started or completed. Received an email back later that same day stating that his has not been started & would like a letter drafted up to give to the realtor for potential buys if they have questions about it - *As of June 14, 2018 still ongoing.*
- Unit 05 - As of March 4, 2018 complaint stating that a vehicle is too close to his back steps essentially in their back yard. On a side note would like to put up a fence for their back yard - As of March 29, 2018 the board has approved the fenced in back yard but with some stipulations an email will be sent to unit owner. The vehicle in question has been moved & we feel that the fence will take care of the parking situation - As of April 03, 2018 a few more emails have been sent back & forward it was agreed upon that jersey barrier will be put up instead of a solid fence with doors - As of May 3, 2018 will need to speak with Capital Transit Mix to determine when barrier is ready. Most likely a couple of weeks - As of June 14, 2018 two has been ordered for this unit
- Unit 27 - Eavestroughing - As of April 30, 2018 Unit owner asked who takes care of the cleaning of the eavestroughing. I replied stating that some unit owners do their own if it is the lower ones however Triton did some last year. Greg replied stating that this is in the new maintenance agreement between YKCC6 & Triton - *As of June 14, 2018 this is back on schedule. It was noted that some of them need to be adjusted & supported, some need to be replaced completely.*
- Unit 43 - Paint - As of April 4, 2018 unit owner sent in an email stating that they would like to start the painting ASAP weather depending - Will reply to unit owner saying they can pick up paint from Unit 57 anytime - As of May 23, 2018

I also let the unit owner know that the board is looking into getting a contractor to paint our entire complex - *As of June 14, 2018 still ongoing.*

- Unit 25 - Paint - As of May 20, 2018 unit owner sent in an email stating that they would like to start the painting ASAP weather depending was also looking at getting contractors to do the work - As of May 23, 2018 I let the unit owner know that the board is looking into getting a contractor to paint our entire complex - *As of June 14, 2018 still ongoing.*
- Unit 21 - Paint - As of June 11, 2018 unit owner sent in an email stating that they would like to start the painting ASAP weather depending - As of May 23, 2018 I let the unit owner know that the board is looking into getting a contractor to paint our entire complex - *As of June 14, 2018 still ongoing.*

Closed:

- Unit 15 - As of March 14, 2018 due to the warmer weather an email was received stating that “last night the roof started leaking. I assume it is due to a quick patch job that was done late last fall. I need you to take a look into getting this fixed asap” - As of March 18, 2018 Greg nor I have heard anything back from Triton or the unit owner. We have a few more questions in which I will send to unit owner via email - *As of April 5 I happen to see the unit owner Triton did come by & it was determined that it was just the condensation inside the old furnace exhaust pipe that was dripping but not leaking from the roof to the inside. Perhaps we should be removing these pipes as to not cause any more issues.*

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" - As of January 18, 2018 we haven't looked further into this - As of March 29, 2018 a question came forward about our insurance to be available to all on the website & it was deemed that we can post this information - As of April 24, 2018 this information has not been posted as of yet - As of May 23, 2018 this has been completed - *As of June 14, 2018 we are to remove this as we have completed the items above. A new 2018/2019 Website comments will be posted starting July.*

Outstanding Items & Task:

New:

- Appointed or Elected Board Member Positions - *As of June 14, 2018 the following took place*
 - *President - Colin Charlton - 1st Chris Bertoli, 2nd Jacques Broberge*
 - *Vice-President - Chris Bertoli - 1st Colin Charlton, 2nd Neil White*
 - *Treasure - Ryan Schüler - 1st Neil White, 2nd Colin Charlton*
 - *Maintenance - Greg Irvine - 1st Colin Charlton, 2nd Jacques Broberge*
 - *Secretary - Neil White - 1st Chris Bertoli, 2nd Colin Charlton*
 - *Director - Ambar Naveed - 1st Neil White, 2nd Jacques Broberge*
 - *Director - Jacques Broberge - 1st Neil White, 2nd Colin Charlton*

As of June 14, 2018 the above Board Members have been updated on the website.

- Reimbursement - To Neil White for the AGM Snacks in the amount of \$39.40 - *As of June 14, 2018 Chris Bertoli and Colin Charlton as approved of this expense.*
- Approval of the 2017 Financials - *As of June 14, 2018 this was approved by all parties at the meeting. Colin got approval from Ryan Schuler prior to the meeting. I sent an email to Greg Irvine & received an approval on June 17, 2018.*

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 - As of March 29, 2018 this is still ongoing however we have finalized a LME sheet - As of May 23, 2018 this has been completed we have agreed to a two year maintenance contract with Triton - *As of the May 31, 2018 the date of the AGM this was completed.*
- 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 - As of March 14, 2018 Collection Letters were drawn up - As of April 10, 2018 Collection Letters were sent to Colin to send out. Later that same day it was noted that there needed to be some changes to the letters. This was corrected and sent back to Colin on April 11, 2018 to send out - On April 26, 2018 Collection Letters were mailed & we have tracking numbers - As of June 14, 2018 all copies of the Collection Letters & signatures from the Registered Letters was emailed to Colin for him to look further into getting a lawyer on the remaining delinquent accounts. Suggestion has been made for Denroche & Associates in particular Geoffrey P. Wiest.

- 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 - As of March 29, 2018 the sign that is upside down is still not fixed. The board hasn’t seen an invoice for new signs, Greg to follow up with Triton to get these ordered - As of May 3, 2018 the sign that was upside down is now fixed. Other signs have been ordered - *As of May 28, 2018 the new signs have been posted.*
- 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 - As of January No email was sent out and no plan has been put in place as of yet. However there has been some that would like to get this done during their convince - As of March 29, 2018 an email will be sent out stating what we would like to do, acquire a list of unit owner whom would like to get this done with a time line. We will take that information based on our budget we will determine when & who get this done - As of May 3, 2018 we figured we should also bring this to the AGM as it does effect everyone in our complex - *As of May 31, 2018 as planned we brought this up at the AGM, details will be in the AGM meeting minutes.*

- 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 - As of March 29, 2018 still ongoing - *As of June 14, 2018 still ongoing.*
- Need to set date & Agenda for AGM - As of May 3, 2018 Request email for the dates of May 31, 2018 and the back up date of June 14, 2018 has been send to Church of Christ - As of May 17, 2018 I got a reply back with a rental agreement attached - As of May 23, 2018 I filled it out & sent it in - *As of May 31 this has been completed.*
- Receipt for Registered Mail - Colin (President) sent out the registered mail to those whom are behind in condo payments & other. The total comes to \$63.00 - As of May 3, 2018 Neil White & Greg Irvine has approved this expense - *As of May 18, 2018 the cheque was signed by Neil White & Greg Irvine.*
- Paint for the condo - As most can always get a can or two from Unit 57 we are looking at getting the entire complex painted this summer. Looking for a quote - Unit 57 doesn't have any right now. Unit 47 does. Unit owners can get paint from Triton(Ryan). Still looking into a quote for the entire complex - *As of June 14, 2018 Unit 57 now has 4 grey & 4 white cans, unit 47 has 4 white & 2 grey cans. We did some quotes, this is for green wood or unpainted wood this is not including any out dated wood. We got a quote from NDS emerald, TL Contracting & we are waiting for a third quote.*
- 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) - *As of June 14, 2018 an email will be sent out to all with details before the end of June.*
- 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 - As of March 29, 2018 the board is thinking that perhaps we should have a levy put on this - As of May 31, 2018 as planned we brought this up at the AGM - *As of June 14, 2018 Motion put forward by Colin Charlton, 2nd Chris Bertoli. We will be moving forward with this. The board is to still get some additional quotes but we have decided that the funds will come 50% out of the reserve fund & 50 % out of the operating fund.*

Closed:

- 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 - *As of March 29, 2018 the board is still working out the details. To be clear of the boards decision at this time we do not condone an AirBnB due to insurance issues.*
- 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 - As of March 16 an email was sent to all unit owners - As of March 29, 2018 a reminder email that will extend the removal of the vehicles to April 3, 2018. It will also specify which vehicles we are talking about - As of May 3, 2018 this has been dealt with however there was another vehicle that belonged to renters who did not know about our By-Laws & seemed to be leaking fluid everywhere he parked - *As of May 15 the renters have moved out. The stains on the ground is something we are going to have to live with or clean up ourselves.*

Seasonal On Holds:

-

Adjournment:

- 21:22