

Yellowknife Condominium Corporation #6

Board Meeting

July 19, 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, Ryan Schuler, Jacques Broberge, & Ryan Sundberg(Triton)*

Regrets: *Greg Irvine, Chris Bertoli, Ambar Naveed, Terrilyn Hayden(Crowe Mackay)*

Scheduled Call to order 19:00
Called to Order at: 19:02

Changes to Minutes for Month: June

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

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 503 - Sewage Smell - After it rains a lot unit 503 get a sewage smell at first we figured it was from the manholes but lately it has been smelling in their basement. They went to check it out but found out that the access point has been blocked off - As of July 18, 2018 Greg sent an email to Triton to check on this - *As of July 19, 2018 found out that the hangers for the sewage lines have broken thus the sewage line have pulled away from the units. The sewage line & hangers have now been replaced. Chemicals have been sprayed, need to air out underneath for 1 month in which chemicals will be sprayed again. The pipes need to be insulated.*
- Unit 11 - Birds Nesting - On June 30, 2018 it was noticed that there are birds nesting in unit 11 dryer vent - As of July 3, 2018 Ryan(Triton) said he will check it out & he found that the vent cover is missing thus the birds can get it. This needs to be replaced - *As of July 19, 2018 we have scheduled Unico to come in & check this out. They may have a latter tall enough if not then they will have to use a man lift.*
- Unit 70 - Multiple Question about Crawl space, chimney vent & Flower bed - *As of July 03, 2018 email was forwarded to Maintenance & Ryan(Triton) - As of July 12, 2018 Ryan(Triton) answered his questions.*
- Unit 29 - Front Steps - As of July 4, 2018 unit owner letting us know that their front steps are pretty soft - As of July 8, 2018 I have forwarded the information off to Greg & Ryan(Triton) - *As of July 10, 2018 Ryan(Triton) responded stating this is on the list of repairs.*
- Unit 5 - Back Deck - As of July 19, 2018 it was noted that work still needs to be done on this.
- Unit 28 - Front Steps - As of July 19, 2018 it was noted that work still needs to be done on this.

Open:

- 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 - *As of July 19, 2018 expected to be started in early August.*
- 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 - *As of July 19, 2018 expected to be started in early August.*
- 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 - *As of July 19, 2018 I have spoken with unit owner & this has not happened since.*
- 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 - *As of July 19, 2018 expected to be started in early August.*

- 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 - *As of July 19, 2018 there is only the recirculate pumps that still need to be done at the top of the hill.*

Closed:

- 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 - As of June 14, 2018 brought this out of Seasonal On Holds - *As of June 14, 2018 this has been completed.*

- 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 - *As of July 15, 2018 this has been completed.*

Emails

New:

- Unit 11 - Vehicle in Backyard - As of July 9, 2018 it was brought this to my attention - As of July 8, 2018 Colin said he will ask Ryan(Triton) to talk to the unit owners - *As of July 19, 2018 Ryan(Triton) to speak to unit owner.*
- Mountain Aven - I received an email from one of our neighbouring units wanting to cut down some trees on our side of the fence - *As of July 19, 2018 we will look into this.*

Open:

- 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 - *As of July 19, 2018 Capital Transit Mix has yet to cast the smaller barriers for us yet.*

- Unit 27 - Eavestrough - As of April 30, 2018 Unit owner asked who takes care of the cleaning of the eavestrough. 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 - *As of July 19, 2018 Ryan(Triton) to send me a list of completed eavestrough cleaning. Email sent to unit owner to check it out.*

- 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 - *As of July 8, 2018 I sent out a "Beautification/Pain/General appearance" email to all unit owners. I explain where to get paint & that we are still looking to get someone to paint.*

- 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 - *As of July 8, 2018 I sent out a "Beautification/Pain/General appearance" email to all unit owners. I explain where to get paint & that we are still looking to get someone to paint.*

- 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 - *As of July 8, 2018 I sent out a "Beautification/Pain/General appearance" email to all unit owners. I explain where to get paint & that we are still looking to get someone to paint.*

- Unit 41 - Painting Decks - As of June 14, 2018 unit owner wanted to get some paint also - As of June 14, 2018 still ongoing - *As of July 8, 2018 I sent out a "Beautification/Pain/General appearance" email to all unit owners. I explain where to get paint & that we are still looking to get someone to paint.*

Closed:

- 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 thee 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 - As of July 18, 2018 this has been completed.*

Website:

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Outstanding Items & Task:

New:

- Parking Lot Line & Disability spot - As of June 14, 2018 it was brought up that we paint lines so it is clear on where to park. Also would get a Disability sign on a stick in a bucket so we can move it around for those who may need to use this in the common area - *As of July 19, 2018 we have decided to remove the disability idea simply because each unit has two parking spots, one inside the garage & one outside the garage.*
- Meeting Times - It was brought up that we should try & keep the meeting times to a max of 1.5 hours instead of 2 hours.
- Reserve Fund Study - As usual we will be teaming up with other condo's to save money, we plan on having this done before the fall.

Open:

- 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 - *As of July 19, 2018 we are now looking into Douglas McNiven to help us.*

- 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 - *As of July 19, 2018 still ongoing.*
- 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, TEL Contracting & we are waiting for a third quote - *As of July 19, 2018 we have received three quotes.*
- 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 - *As of July 19, 2018 we still have not received any volunteers for this. We have decided to move this to Seasonal On Holds and bring it up again next year.*
- 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 - *As of July 19, 2018 this will be starting next year. To be put into Seasonal On Holds & brought back out in April.*

- 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.*

Closed:

- 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.*
- 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.*

- Appointed or Elected Board Member Positions - *As of June 14, 2018 the following took place*
- 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.*
- 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.*

- *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.

Seasonal On Holds:

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Adjournment:

- 20:30