

Yellowknife Condominium Corporation #6

Board Meeting

October 18, 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: *Greg Irvine, Neil White, Colin Charlton, Chris Bertoli & Ryan Sundberg(Triton)*

Regrets: *Jacques Broberge, Ambar Naveed & Ryan Schuler*

Scheduled Call to order 19:00
Called to Order at: *19:03*

Changes to Minutes for Month: September - *None*

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

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 39 - Roof Shingles - Received an email on September 29, 2018 saying that a section of shingles on the roof has loosened up more towards the front side(master bedroom roof). Wanted to know who to speak with & when it could be fixed - On October 1, 2018 replied back saying I have let Greg & Triton(Ryan) know - *As of October 18, 2018 this has been completed.*
- Unit 41 - Roof Shingles - It was noticed by Greg(unit 57) that the shingles on the roof has loosened up - As of October 1, 2018 Triton(Ryan) will look into this - *As of October 18, 2018 this has been completed.*
- Unit 37 - Hole in Crawl Space Area - Received an email on October 2, 2018 saying that there is light coming from the crawl space into unit - As of October 2, 2018 Triton(Ryan) said they will be doing the winter checks & will look into this - *As of October 18, 2018 all outside access to crawl space has been shut Ryan(Triton) to follow up with unit owner to find out where they are seeing the light.*

Open:

- 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. Anyway 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 - As of September 10, 2018 an email was received from unit owner wondering why this work has not been done yet - As

of September 14, 2018 email was forwarded to Greg & Ryan(Triton) - As of September 14, 2018 Greg said the back top deck is being replaced shortly & the stairs seemed fine however would like unit owner to point out any issues with the stairs that was missed - As of September 20, 2018 top deck is being fixed the back bottom stairs needs to be fixed also - *As of October 18, 2018 top deck is completed there seemed to be nothing wrong with the stairs.*

- 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 - As of September 20, 2018 the only remaining valves that need to be completed are the inside valves of some units. Ryan(Triton) to send me a list of these units - *As of October 18, 2018 this is still ongoing.*
- 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 - As of August 19, 2018 unit owner asked if this was done - As of September 20, 2018 more chemicals have been sprayed, will leave underside of unit open until end of September to help air out - *As of October 18, 2108 the opening to under the unit has been closed now. Still has a little bit of a smell will. May need to put more of that chemicals underneath again next year.*

- Unit 5 - Back Deck - As of July 19, 2018 it was noted that work still needs to be done on this - As of September 20, 2018 back hand rails & balusters need to be replaced. Seems like dry rot - *As of October 18, 2018 this is still ongoing.*
- Unit 47 - As of September 20, 2018 unit owner wants the plywood boarding on the fence between our units & homes behind us removed as this is a walk through - *As of October 18, 2018 this as been completed.*
- Unit 47 - As of September 20, 2018 would like the parking log blocks removed & replaced with 18" size barriers - *As of October 18, 2018 this is still ongoing.*
- Mailbox - It was brought up that we should remove the cobblestones by the mailbox as to not have them fall down the little hill & damage the new plywood skirting that was put in - *As of October 18, 2018 this as been completed.*
- Unit 47 - Parking - At the top of the hill we need to add the "No Parking" with lines as people are running over Unit 47 garden area to get to a non parking spot - *As of October 18, 2018 we can no longer paint on the ground so moving this to seasonal on holds.*
- Handicap Sign - As of September 20, 2018 that we should have at least one sign on a stick & to be placed the parking spot by Unit 5. A vote was put forward by Colin. All board members agreed at time of meeting agreed (Greg, Neil, Ambar, Chris) - *As of October 18, 2108 this has been completed.*
- Parking - As of September 20, 2018 it was brought up that we should have specific parking signs in all common areas - *As of October 18, 2018 this is still ongoing.*
- Road Work - It was noted that the road going around our complex had a few pot holes. Some cold patching work before winter needs to take place - *As of*

October 18, 2018 was unable to get this done before the colder weather will put this in Seasonal on Holds.

- Utilidors - As of September 20, 2018 there was as recommendation by the contractors to put some sort of roofing protection on the utilidors as to prevent damage like we had before - *As of October 18, 2018 was unable to get this done before the colder weather will put this in Seasonal on Holds.*

Closed:

- 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 - *As of September 20, 2018 this has been completed.*
- 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 - *As of September 20, 2018 this has been completed.*
- 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 - *As of September 20, 2018 Unico had a tall enough ladder about 200 feet. They removed the birds & replaced the outside dryer vent.*
- 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 - As of August 8, 2018 unit owner was happy that the

stairs was replaced but was wondering when the used material will be removed - As of August 9, 2018 Ryan(Triton) replied saying the contractors have more work in the are & will remove it when they are completed - *As of September 20, 2018 this has been completed.*

- Unit 28 - Front Steps - As of July 19, 2018 it was noted that work still needs to be done on this - *As of September 2018 this has been completed.*
- Eavestrough - Ryan(Triton) to let us know what was cleaned, replaced & still needs to be completed - *As of September 20, 2018 this has been completed.*
- Unit 51 - Tree - It was noted that there is a dead tree in the back yard of unit 51 that poses as a risk to the NWTEL line & Power Line in which we would like to have Ryan(Triton) cut down. An email was sent to the unit owner letting them know of our intentions - As of July 22, 2018 unit owner replied letting us know to go a head - *As of September 20, 2018 this has been completed.*
- Unit 72 - Smelled Burning Electronics - As of August 19, 2018 Unit owner went to search where the source of the smell was coming from. Turns out it was the sump pump under the unit. Breaker number 5 tripped which goes to the electrical socket for the sump pump. Breaker turned to the off position. Unit owner called Ryan(Triton) - As of August 25, 2018 Colin asked if Ryan(Triton) checked this out yet, what was the issue & does he have LME's - As of September 15, 2018 unknown status of sump pump - *As of September 20, 2018 turns out it was not the sump pump from unit 72 but the sump pump from unit 70. This was replaced.*
- Unit 041 - As of August 25, 2018 unit owner suggested to have their basement & sump pump also checked. Reflooded since last week - *As of September 20, 2018 this has been completed.*
- Unit 521 - Siding - As of September 7, 2018 received and email stating that the siding along this unit has come loose in one section. The lower part of the front of the building. Want's to know when someone can come by & fix this - As of September 14, 2018 Ryan(Triton) will come around & take a look this coming week - *As of September 20, 2018 this has been completed.*

Emails

New:

- All Units - Superior Propane - Received several email asking how negotiations where going between Superior Propane & us - As of October 1, 2018 I replied back saying that we have not heard or seen anything from Superior Propane as of yet - As of October 2, 2018 emails from Superior Propane has gone out to unit owners so far stating that this years contract would be set to \$0.6625. We feel this is a little to high - *As of October 18, 2108 Greg will work with Superior Propane to try & get a better deal for the condo.*
- All Units - Superior Propane - Propane blankets have not yet been put on. As part of our 2016 contract with Superior Propane one of the points are that they will install & remove all of the tank blankets & heaters as required.

Open:

-
- 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 - As of July 22, 2018 unit owner states that they still see a build up of debris on the front eavestroughs above the entrance door. There is moss that is causing the rain to spill over onto the steps instead of going through the pipes - As of September 23, 2018 email sent to unit owner to confirm that everything is clean now. No response as of yet - *As of October 18, 2019 I did get a response from the unit owner & passed this info onto Ryan(Triton) at the board meeting. They will take care of this.*
- Unit 061 - As of August 28, 2018 unit owner sent email stating that the shingle is peeling off right side of chimney near vent. Pictures was sent to Ryan(Triton) on August 22, 2018. Would like this fixed before weather gets worse - *As of September 20, 2018 this will be taken care of by end of September.*

Closed:

- 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 - *As of September 20, 2018 this has been completed.*
- 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 - As of August 19, 2018 vehicle is still in the back yard - *As of September 20, 2018 this has been completed.*
- 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* - As of July 21, 2018 we have taken down the trees that has spores, that was causing some issues with our neighbours. Waiting to hear back if they are ok with what was done - As of August 19, 2018 we have not received an email back so assuming that Mountain Aven is satisfied with the results - *As of September 20, 2018 still haven't received an email back going to move to closed.*

Website:

-

Outstanding Items & Task:

New:

- All Units - Cannabis - We need to find out the legal ruling on this and make decisions based on that - As of October 18, 2018 the Government of Northwest Territories shared a Condominiums & the Legalization of Cannabis page in which I will email to all unit owners. The board is looking into what we are going to do pertaining to the Condominium Act 7.1(2) & 7.1(3).

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 - *As of October 18, 2018 Secretary to build a package to send to the lawyer.*

- 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 - *As of October 18, 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 - *As of October 18, 2018 we will be putting this into Seasonal on Holds.*
- 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 - As of October 18, 2108 we are on track for this to be started on October 25th & 26th.

Closed:

- 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 - *As of July 26, 2018 cheque has been sent to unit owner.*
- Parking Lot Lines - As of August 8, 2018 email sent to all unit owners letting them know we are planning on painting out parking lot lines on August 10 weather depending - As of August 12, 2018 email sent to all unit owners that due to weather on Friday this will take place on Monday August 13, 2018 - As of September 20, 2018 this has been completed.

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) - 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.*
- Speed Bumps - As of September 20, 2018 it was brought up that we should have removable speed bumps instead of or in conjunction with the current speed bumps. Will look at this again in 2019.

- Unit 49 - Raspberry Bush - As of August 30, 2018 about the raspberry bushes being cut down for the second time & a mess being left behind. As of September 20, 2018 if the bushes does not grow back next year we Gold City Board will be replacing what was lost. Will look at this again in 2019.

Adjournment:

- 20:20