

Yellowknife Condominium Corporation #6

Board Meeting

June 20, 2019

Agenda

Scheduled Attendees: Greg Irvine, Neil White, Colin Charlton, Chris Bertoli, Colleen Tsikira, Jacques Broberge, Afzal Suri, Terrilyn Hayden(Crowe Mackay) & Ryan Sundberg(Triton)

In Attendance: *Greg Irvine, Neil White, Chris Bertoli, Jacques Broberge & Afzal Suri*

Regrets: *Colin Charlton, Colleen Tsikira, Terrilyn Hayden(Crowe Mackay) & Ryan Sundberg(Triton)*

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

Changes to Minutes for Month: May - None

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

Finance Report

- Account Receivable - *Available upon request - We have 4 outstanding unit*
- Insurance Claims - *One claim for two units 11 & 9*
- Reserve Fund - *Available upon request*
- Maintenance Estimates - *Available upon request*
- Loans - None
- Note -

Maintenance Report

New:

- Emergency Water Shut off - As of June 7, 2019 an all unit's email was sent that the water to Gold City needed to be shut off for main line water repair. Later that day this was completed.
- Unit 66 - Back Decks - As of June 6, 2019 email was received wanting the back deck condition looked at especially the bottom deck. There is a spot by the bottom door that is rotting & is now quite soft. Safety concern for the children.
- Unit 7 - Door has huge crack - As of June 18, 2019 since the fire of December 2018 the emergency crew needed to kick the doors in to make sure everyone was out safely their door has not been fixed yet.
- Unit 15 - Door Not Fixed - As of June 18, 2019 since the fire of December 2018 the emergency crew needed to kick the doors in to make sure everyone was out safely their door has not been fixed yet.
- Unit 71 - Bottom Hand Rails - As of June 20, 2019 - The bottom hand rails have not been done on both sides. Unit owner had to add their own but would like it replaced properly.
- Unit 71 - Holes in wall - As of June 20, 2019 - There are two holes in the wall in the back which they did not put there, they also have a rectangular hole in the wall under the front deck. Would like these holes filled in.
- Unit 71 - Bottom Deck & Top Deck - As of June 20, 2019 both the decks is planked wood & not plywood. Wanted to know if this was going to get changed out before the Duradek gets put into place.
- Unit 72 - Bottom Deck - As of June 20, 2019 Noticed that the bottom deck is planked wood & not plywood. Wanted to know if this was going to get changed out before the Duradek gets put into place.

Open:

- Unit 47 - Chimney - As of October 18, 2018 unit owner would like his Chimney capped off before winter - As of November 22, 2018 this has been completed - As of December 13, 2018 Colin wanted this to be put back into open for now - As of January 17, 2019 still ongoing - As of February 21, 2019 still ongoing - As of March 21, 2019 still ongoing - As of April 17, 2019 this work was not completed last year. Picture was provided with email. Need to verify the other units if they were actually done - As of April 18, 2019 still ongoing - As of May 30, 2019 Colin wanted this moved to seasonal on hold - As of June 20, 2019 still ongoing.
- Unit 11 - Fire - As most of you are aware we on the early morning of December 21, 2018 we had a major fire in Unit 11. Fortunately all occupants of the unit was able to escape the fire safely. The other units in the fourplex was also able to get out safely. As you will see we have the area blocked off and we have 24 hour security. We are working with Triton, Our insurance, Yellowknife Fire Marshal, Structural engineer to determine root cause along with our next steps for repair - As of January 17, 2019 this is still ongoing most likely spring before this is all completed, Wilf's is going the clean up for us right now - As of February 21, 2019 we are now in the process of rebuilding the inside. There is still some clean up in regards to the garage simply because the incident was still being investigated & no one was allowed in there - As of March 13, Windows have been replaced in Unit 9 & 11 - As of April 18, 2019 still ongoing - As of May 30, 2019 still ongoing - As of June 20, 2019 the decision was finally madet o wrap the entire complex. still ongoing.
- Sewage Backed Up - On December 27, 2018 it looks like the sewer line was frozen thus backing up. So far this has effected Unit 501 & 505 - As of January 17, 2019 the flooring in the basement is still being dealt with. There has been no damage to unit 501. The manhole was backed up due to the amount of water that was used to put out the fire in Unit 11 & freezing. The line was steamed out - As of February 21, 2019 we are still waiting for the flooring of Unit 505 to be replaced - As of April 18, 2019 still ongoing - As of May 30, 2019 still ongoing - As of June 20, 2019 still ongoing.
- Unit 509 - Unit settled. On March 9, 2019 I received an email saying that the unit has seemed to settle thus causing the front door to stick & door not able to lock properly - As of March was looking for a follow up on when this can be looked at. As of March 13, 2019 Greg said he will speak with Ryan(Triton) to find out what is going on - As of March 20, 2019 I sent out an update email and received that the door has been adjusted but will need to come back to check out the underside - As of March 21, 2019 will come back in the spring to look at adjusting the jacks under the house - As of

April 18, 2019 still ongoing - As of May 30, 2019 still ongoing - As of June 20, 2019 still ongoing.

- Unit 41 - As of January 2019 - Unit owner wanted to replace top bedroom window that opens back in 2018 however was unable to do so because the frame of the window opening (structure of window opening) is damaged therefore the window installer was not able to install the window correctly until this got resolved - As of April 18, 2019 Triton to look at this to correct the issue for the window installer to install the window - As of May 30, 2019 Triton has not come by to look at this yet. Unit owner has been in contact with Triton & Greg & was told they are awaiting a quote - *As of June 20, 2019 Greg to follow up about this quote.*
- Unit 61 - Shingle Peel Off - As of April 12, 2019 I received an email saying that the shingle repair that was slated for last year was not completed - As of April I forwarded the information to Greg & Triton - As of April 14, 2019 Ryan (Triton) responded & said that this was late in the year therefore was unable to get this done as scheduled but will deal with it this coming summer when weather improves - As April 18, 2019 still ongoing - As of May 30, 2019 still ongoing - *As of June 20, 2019 still ongoing.*
- Unit 39 - As of April 1, 2019 I received an email saying that the exact same shingle that was replaced last here has broken loose again. Wanting someone to check it out ASAP - As of April 1, 2019 I have forwarded the information to Greg & Triton - As April 18, 2019 Triton didn't notice. They will check & keep an eye on it - As of May 30, 2019 still ongoing - *As of June 20, 2019 this has been completed.*
- Street Light Flickers - As of April 18, 2019 the street light between units 49 & 51 flickers. GAP electric to come by & take a look - As of May 30, 2019 still ongoing - *As of June 20, 2019 since it is summer it is hard to tell if this is still happening. Will know better around September. Suspect the photo cell to be faulty.*
- Unit 77 - Questionable water line - It was discovered that there might be a broken water line coming from under unit 77. This in turn is making the ground very mushy by the propane tank beside unit 501 - *As of June 7, 2019 an all unit's email was sent that the water to Gold City needed to be shut off for main line water repair. Later that day this was completed.*

Closed:

- GNWT Gas Inspector - Since we had to get a new heater under Unit 72 the gas inspector wanted the exhaust to be changed out to a new one to meet the new building code - As of April 18, 2019 Triton to Co-ordinate - *As of May 30, 2019 this has been completed.*

Emails

New:

- Unit 509 - As of June 9, 2019 Looking for approval for Reno's in their house - As of June 9, 2019 internal email went out to answer their questions as best we could - As of June 11, 2019 replied back with answers - As of June 11, 2019 wanted to double confirm electrician/permit needed to replace lighting fixture & bathroom fan - *As of June 12, 2019 answered email stating that the previous answer of needed an electrician to do installation, re-wiring or addition.*
- Unit 68 - As of June 6, 2019 Concern about one of the steps on the front stairway was in need of repair - As of June 7 email forwarded to Triton & Greg. Triton replied stating that it would be taken care of that day - *As of June 9, 2019 unit owner replied stating their thanks for a quick response.*
- Unit 22 - As of June 7, 2019 an email came it stating that they would like their email changed from what we had on file to a new one that was provided - *As of June 9, 2019 this was completed.*
- Unit 46 - As of June 10 2019 wanted to know who is responsible for the glass in the window as they have heard that it was condo responsibility - *As of June 11, 2019 email sent back stating that it is the home owners responsibility not the condo & pointed them to the By-Law Article 2.1(c) Duties of the owner shall.*

Open:

- Parking Complaint Unit 21 - As of April 24, 2019 - A larger vehicle was parked in the common area thus preventing unit 21 from getting their vehicle out from their parking spot directly in front of their house. There was a suggestion of signage to say small vehicle only - As of May 30, 2019 as part of the parking restructure of common area it was decided to put a sign up of No Parking.
- Parking Complaint Unit 511 - As of May 27, 2019 - A large commercial vehicle is parked in our common area. Looks to be on the grass & could be an issue for propane deliver. Would like to have condo board to have a discussion with the owner of this vehicle - As of June 23, 2019 I went to speak to unit owner & the vehicle is not registered as a commercial vehicle, does not have commercial plates. The common area there is very short so any longer vehicles tend to have their back tire on the grass portion. Superior Propane has not put any concerns forward about delivering propane to that particular spot.

Closed:

- Noise Complaint - There was an email sent to me via our website stating some noise violation - As of April 14, 2019 I sent an email to the unit in question stating our By-Laws & the Yellowknife City By-Laws on "Quiet Time" - *As of May 30, 2019 there has been no other issues.*
- Unit 26 - Questions about her Monthly Statements - On March 19, 2019 I receive an email about her monthly statements. I replied on the same day saying I will pass this off to Crowe MacKay & Ryan. As of March 20, 2019 Crowe MacKay replied explaining how things are on her monthly statement - *As of April 18, 2018 haven't heard anything back from unit owner. Must be satisfied with Terrilyn(Crowe Mackay) answer.*
- Road Blockage - As of April 13, 2019 Diamond Glass has their Genie lift here to install the windows at for Unit 9 & 11. We were caught by surprise. Due to the large size of the lift we could not allow vehicles to flow the regular way. Some owners would have preferred a traffic flow reversal rather than a blockage - *As of May 30, 2019 we can't change the past however reversal to the flow of traffic will be considered if this happens again.*

Website:

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Outstanding Items & Task:

New:

- Community Garden - It was brought up that perhaps we need to beautify the little landscape 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 - As of May 30, 2019 the budget allows for landscaping for the area - As of June 20, 2019 as we left this last meeting Colin was to follow up on getting someone to look after the beautification for us with a max budget of \$3000.00
- 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 or May - As of May 30, 2019 we need to lay out a SOW, get a list of vendors & move forward with this. It was noted that the bottom decks for Unit 41, 71 & 72 are 2x6 plank wood and not plywood which needs to be changed before Vinyl covering goes on - As of June 20, 2019 still on going for RFQ.

- 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 - As of May 30, 2019 will look at this sometime this summer - *As of June 20, 2019 Greg to look into this with Alberta Traffic.*
- Unit 49 & 51 - 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 - As of May 30, 2019 Colin will personally take care of this - *As of June 20, 2019 this is still ongoing.*
- 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 - As of May 30, 2019 as soon as the weather permits this will be done - As of *June 20, 2019 it was suggested that we also add a jersey barrier at the top to prevent people from over parking on the road way. 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 - As of May 30, 2019 as soon as the weather permits this will be done - *As of June 20, 2019 it looks like some spots where done but not all. Still ongoing.*
- 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 - As of April 18, 2019 Triton to find wood sealer. Due June - As of May 30, 2019 as soon as the weather permits this will be done - *As of June 20, 2019 we have 5 of these on the go. 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 - As of May 30, 2019 you will be able to pick up paint at unit 47 & 57. It was also mentioned that perhaps we can can Odd Jobs to come & paint - *As of June 20, 2019 a RFQ has gone out. However you can still pick up some paint at unit 57.*
- 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 - As of November 22, 2018 it is a little late in the season to be looking at this now. Will move to Seasonal On Holds - As of April 18, 2019 tender to go out to Unico, Northern Eaves Troughing & Sloan Contractors - As of May 30, 2019 Grew to set forth a SOW - *As of June 20, 2019 this is unknown, no work orders or dates. Greg to follow up with Triton.*
- 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 - As of November 22, 2018 this has been completed - As of December 13, 2018 Colin wanted this to be put

into seasonal on holds - As of April 18, 2019 to be brought forward in June - As of May 30, 2019 this will rebuilt this year - *As of June 20, 2019 still on going.*

Open:

- 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 - As of November 22, 2018 this is still ongoing. It was brought up that perhaps the other condos are in the same boat as we are. Colin is the one looking into this so I will let him know of the suggestion - As of December 13, 2018 Colin suggested that we may get the help of McNiven Law Office on this - As of January 17, 2019 this is still ongoing - As of May 30, 2019 still ongoing - As of June 20, 2019 still ongoing.
- All Units - Cannabis - We need to find out the legal ruling on this and make decisions bases 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) - As of November 22, 2018 a motion to vote was put forward to say there will be no growing of cannabis in our units. It was also mentioned that this be a policy & not a By-Law - As of December 13, 2018 we haven't fully come up with a solution on this yet. Will most likely have this brought to the 2019 AGM - As of January 17, 2019 still ongoing. We need to adopt the federal non-smoking policy to our by-laws, still need to speak with our insurance, exception due to medical - As of February 21, 2019 our insurance will not cover us for damages done by unit owners who go above the law of stated plants in their unit - *As of June 20, 2019 this is now a policy.*
- 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 - As of November 22, 2018 this is still ongoing. Colin to come up with the correct wording to be put on the signs - As of December 13, 2018 still ongoing - As of January still ongoing - As of February 21, 2019 Colin will email the board with pictures of signed that is around town & the board will make a division on what will be placed after. The verdict is out on if we are going to do the parking pass, lottery(At AGM) or First come first serve basis -

As of March 21, 2019 it was mentioned that we should make a few big signs & one with a map of parking areas in the complex - As of May 30, 2019 at the AGM it was decided that this will be a first come first serve as this is common area & it was also decided that the time will be changed from 7 days to 48 hours. Signs still need to be made up & put out - As of June 20, 2019 still ongoing.

- Condominium Declaration - As of March 21, 2019 it was brought up that perhaps we should revisit the condo declaration for when these units were built - As per April 18, 2019 this is with McNiven to work the Declaration - As of May 30, 2019 still ongoing - *As of June 20, 2019 still ongoing.*
- By-Law Wording for Windows - As of March 21, 2019 currently as it stands under 2.1(c) “Duties of the owners an owner shall” seems like the the owner is responsible to maintain, repair (and replace as needed) **the glass** in the window. The actual window itself (including frames and window hardware, but less the glass) and its juncture to the walls is the responsibility of the condo corporation - As of April 18, 2019 to follow up with Jacques for exact wording - As of May 30, 2019 still ongoing - *As of June 20, 2019 it is stated in our By-Laws Article 2.1 Duties of the Owners. It says that a owner is responsible for the glass in the window. Now a days a window is considered to be in & including the casing. Unless the structure of the building damaged such window then the corporation is responsible.*
- Mailbox Key - As of May 30, 2019 it was asked if Triton has a mailbox key - *As of June 2, 2019 Triton said the secretary is the only one that has the key.*
- Elected Board Member Positions - *As of May 30, 2019 the following took place*
 - *President - Colin Charlton - 1st Jacques Broberge, 2nd Afzal Suri*
 - *Vice-President - Chris Bertoli - 1st Colin Charlton, 2nd Afzal Suri*
 - *Treasurer - Jacques Broberge - 1st Colin Charlton, 2nd Neil White*
 - *Maintenance - Greg Irvine - 1st Jacques Broberge, 2nd Chris Bertoli*
 - *Secretary - Neil White - 1st Colleen Tsikira, 2nd Jacques Broberge*
 - *Director - Afzal Suri - 1st Neil White, 2nd Jacques Broberge*
 - *Director - Colleen Tsikira - 1st Neil White, 2nd Chris Bertoli*

As of May 30, 2019 the above Board Members have been updated on the website.

- Reimbursement - To Colin Charlton for the AGM snacks in the amount of \$50.57 - As of May 30, 2019 Jacques Broberge & Neil White as approved this expense - *As of June 20, 2019 we have not seen the cheque for us to sign as of yet. still ongoing.*
- By-Law wording for Insurance - As of May 30, 2019 it was mentioned that our By-Laws for the insurance portion might be outdated. Need to also look at the Condominium Act which may outline what needs to be - As of June 20, 2019 still ongoing.
- By-Law wording for Home Owner Insurance - As of May 30, 2019 it was mentioned that we need to look into this a little further. Condominium Act may outline this - As of June 20, 2019 still ongoing.

Closed:

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Seasonal On Holds:

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- Subdivision of Road Access - As of March 21, 2019 it was brought up that perhaps we should give our condo roads back to the city. We would need 100% signature from unit owners. Looking at Pro's & Con's by doing such a thing - *As of May 30, 2019 still ongoing.*

Adjournment:

- 20:35