

# Yellowknife Condominium Corporation #6

## Board Meeting

August 22, 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, Colin Charlton, Chris Bertoli, Jacques Broberge, Afzal Suri and Unit 77 Patricia.*

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

Scheduled Call to order 19:00

Called to Order at: *19:07*

Changes to Minutes for Month: July

Approval of Agenda for Month: August

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:

- Unit 09 - Front Stairs - As of July 20, 2019 received an email stating that one of the front step is broken - As of August 22, 2019 email forwarded to Maintenance & Triton
- Unit 09 - Birds in Exhaust Vent - As of July 20, 2019 Jen approached me and asked if someone can look at the exhaust vent as it sounds like there are birds in there.
- Unit 72 - Front Stairs - As of August 22, 2019 received an email stating that there seems to be some rotten steps not to sure about the stringers - As of August 22, 2019 email forwarded to Maintenance & Triton

### 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 - As of July 18, 2019 Triton plans on have this done sometime in August as we need to rent a zoom boom - *As of August 22, 2019 this will be done in September.*
- 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 made to wrap the entire complex - still ongoing - As of July 18, 2019 still ongoing - *As of August 22, 2019 even though the unit owners have moved back in the side of the building was not replaced as promised, there is still a hole where the pellet stove went in the back, there is no insulated box around the exhaust of the furnace, still on going.*

- 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 - As of July 17, 2019 I received an email what is taking so long with this repair in unit 505 still not done are Carpet & linoleum replacement, sealing or removing contaminated sub-floor & remove all contaminated insulation in basement floor. Some of these items are a health risk - As of July 18, 2019 Triton says the company that was scheduled to complete this work is no longer in business. We have asked Floors First(Aurora Decorating) to see if they can complete this work. Triton plans on having this done sometime mid August - *As of August 30, 2019 turns out the hold back was the board never approved the quote which we actually didn't know about. I received the quote & we approved it via email.*
- 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 - As of July 18, 2019 Triton should have this done mid August - *As of August 22, 2019 should be done before end of August.*
- 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 damages 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 - As of July 18, 2019 still ongoing - *As of August 22, 2019 still on going.*

- 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 - As of July 18, 2019 Triton plans on have this done sometime in August as we need to rent a zoom boom - *As of August 22, 2019 this will be done in September.*
- Unit 39 - Shingle Peel Off - 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 - As of July 1, 2019 received an email stating that this was loos again - As of July 2, 2019 Ryan(Triton) said this will be taken care of ASAP - As of July 18, 2019 Triton plans on have this done sometime in August as we need to rent a zoom boom - *As of August 22, 2019 this will be done in September.*
- 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 - As of July 18, 2019 still ongoing - *As of August 22, 2019 this will be done in October.*
- 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 - As of July 18, 2019 Triton should have this done mid August - *As of August 22, 2019 this has been completed.*
- 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 - As of July 18, 2019 Triton should have this done mid September. Since this was damaged as part of the fire of 2018 we are going to as

Cathryn our adjuster to determine if the insurance covers it - *As of August 22, 2019 this will be done in September.*

- 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 - As of July 18, 2019 Triton should have this done mid September. Since this was damaged as part of the fire of 2018 we are going to as Cathryn our adjuster to determine if the insurance covers it - *As of August 22, 2019 this will be done in September.*
- 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 - As of July 18, 2019 Triton should have this done mid August - *As of August 22, 2019 this will be done in September.*
- 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 - As of July 18, 2019 Triton should have this done mid August - *As of August 22, 2019 this will be done in September.*
- 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 - As of July 18, 2019 Triton should have this done mid August they will just put plywood overtop of it then the Duradek - *As of August 22, 2019 still on going.*
- 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 - As of July 18, 2019 Triton should have this done mid August they will just put plywood overtop of it then the Duradek - *As of August 22, 2019.*
- Unit 505 - Hole by Downspout - As of July 17, 2019 received an email stating that there is a large hole in the driveway by the downspout. Wants to have this filled - As of July 18, 2019 Triton should have this done mid August - *As of August 22, 2019 this will be done in September.*
- Unit 505 & 507 - Cracks in Driveway - As of July 17, 2019 received an email stating that there is many cracks in the driveway can these be filled and sealed or perhaps I be supplied with/ reimbursed for the crack filler and driveway sealer? Estimate ~\$250 for

materials - As of July 18, 2019 Triton should have this done mid August - *As of August 22, 2019 this will be done in September.*

- Unit 507 - Lower Deck Handrail - As of July 17, 2019 received an email stating that Lower back deck requires a new handrail. Unit owner was told this was scheduled last year and access around the shed was adequate to have it completed. Can this be done this summer please? - As of July 18, 2019 Triton should have this done mid August - *As of August 22, 2019 this will be done in September.*
- 505 & 507 - Leaning - As of July 17, 2019 received an email stating that both our units seem to be leaning towards the dumpsters more and more each year. I have noticed since 2002 they do move throughout the year but is always leaning that way and settling with more lean. I understand there were jacks installed under these front units to facilitate levelling. Can this be looked into to have done once again please? - As of July 18, 2019 Triton should have this done mid August - *As of August 22, 2019 this will be done in September.*
- Unit 51 - Roof Issue - As of July 13, 2019 received an email stating that there might be an issue with their roof as there is some damage done inside - As of July 17, 2019 I sent an email to clarify the damage that was done inside as the email wasn't very clear - As of July 18, 2019 Triton wanted me to forward this email to him so I did - *As of August 22, 2019 Greg will talk to Ryan(Triton) to look in the attic of this unit as we figure the bathroom exhaust fan has come off. The pictures showed what looks like surface mold. Easily cleanable, I sent a list of basic maintenance via email.*

Closed:

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## Emails

### New:

- Unit 66 - Gate & Privacy Fence - Email sent to Unit 66 on August 15, 2019 saying that Triton will have a crew working on the top & bottom deck on August 15,16 & 17 if needed - As of August 17, 2019 unit owner stated she was away for the past two days but wanted to know if they would replace the gate - As of August 19 I visited unit 66 we spoke & the answer was that the gate will not be put up as the original gate that was there was just a homemade child gate - As of August 20, 2019 wanted to know when done if it will look like unit 28 - As of August 21, 2019 I replied back stating that this was done at unit owners cost not YKCC6.

### 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 infant of their house. There was a suggesting 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 - As of July 18, 2019 signage has not been put up yet - *As of August 22, 2019 Greg will speak to Ryan(Triton) to pull the flower bed a head a bit more.*
- Unit 43 - As of July 16, 2019 unit owner wanted to know the status of the Duradek & painting - *As of July 18, 2019 I will respond via email. Duradek has been approved & should be started very soon. The group painting has been a little harder to establish, however Unit 57(Greg) should have six(6) of each White & Grey paint cans.*

### Closed:

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### Website:

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### Outstanding Items & Task:

#### New:

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#### 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 - As of July 18, 2019 still ongoing - *As of August 22, 2019 this will be put in seasonal on holds.*



- 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 signs that is around town & the board will make a decision 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 - As of July 18, 2019 I just need to finish writing up the AGM meeting minutes, let everyone know & if no challenges arise from the parking change of 7 days to 48 hours after 30 days then we can put up the new signs - As of August 2, 2019 the AGM meeting minutes was posted on the website as of August 8, 2019 email was mentioned in the monthly board meeting minutes that the AGM was posted - *As of August 22, 2019 this will be done in September.*
- 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 - As of July 18, 2019 still ongoing - *As of August 22, 2019 this will be put in seasonal on holds.*
- 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 - As of July 18, 2019 still ongoing - *As of August 22, 2019 still on going.*
- 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 - As of July 18, 2019 still ongoing - *As of August 22, 2019 still on going.*
- 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 beatification for us with a max budget of \$3000.00 - As of July 18, 2019 still ongoing - *As of August 22, 2019 this will be put in seasonal on holds.*

- 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 - As of July 18, 2019 we have approved the new 2019 quote of \$110,000.00 this should be starting very soon - As of August 8, 2019 internal email was sent with a schedule to get this started. It has not been started as of yet - *As of August 22, 2019 still ongoing.*
- 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 - As of July 18, 2019 still ongoing - *As of August 22, 2019 this will be put in seasonal on holds.*
- 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 - As of July 18, 2019 still ongoing - *As of August 22, 2019 this has 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 - 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 - As of July 18, 2019 it was decided that the jersey barrier was going to be more of an issue so we are just going to stick to the signs - *As of August 22, 2019 it was decided that we need the stripes on the ground re-painted & a compact car only sign.*
- 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 - As of July 18, 2019 still ongoing - As of August 19, 2019 Unit 41 sent an email stating that the pot holes are getting bigger, possible sink holes - *As of August 22, 2019 this will be done in September.*
- 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 - As of July 18, 2019 still ongoing - *As of August 22, 2019 we never were able to get a commitment from any one so this will be put in seasonal on holds.*
- 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 - As of July 18, 2019 still ongoing - *As of August 22, 2019 still on going.*

### Closed:

- 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 - As of July 18, 2019 this have been completed.*
- 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 - *As of July 18, 2019 this has been completed.*

### Seasonal On Holds:

- 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.*
- Utilidor's - As of September 20, 2018 there was as recommendation by the contractors to put some sort of roofing protection on the utilidor's 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 - *As of July 18, 2019 this has been completed with the exception of the ones that go under the building. 22-28, 68-72 this is scheduled for next year.*

### Adjournment:

- 20:57