

ANNUAL GENERAL MEETING

Yellowknife Condominium Corporation #6

Thursday May 23, 2019 AT 7:00 PM

Church of Christ (516 Range Lake Road)

Order of Business

1. **Call to order:** *At 19:03 by Colin Charlton, President and Board Members*
2. **Calling of the roll and certifying proxies:** *Colin Charlton, Board President, called the roll and verified that 17 members present in person. He advised that the quorum was 14 Therefore pursuant to Article 5.5 of the association's By-Laws, the President declared that the quorum requirement of 25% of the 56 votes eligible to be cast at the meeting had been met; and the 2018 Annual General Meeting was regularly and duly constituted for the transaction of business.*

There was two Proxies brought forward;

- Colin Charlton for Unit 501 Sheena & Earl Embodo

- Jonae Tullou for Unit 43 Jill Kendall

3. **Proof of notice of meeting or waiver of notice:** *Neil White advised that the appropriate Notice of Meeting setting forth the date, place and time of the Meeting was Emailed to each unit owner on file was sent out on May 15, 2018. Signs was put out on or about May 17, 2018 in compliance with Article 5.3 of the association's By-Laws.*

Moved by Neil White and Seconded by Colin Charlton that the Notice of Meeting providing at least seven(7) days advance notice, and specifying that the Annual General Meeting of Yellowknife Condominium Corporation #6 will be held on May 23, 2019 at 7:00 p.m. at the Church of Christ be accepted as presented.

By a show of no hands in disagreement vote, the President declared the motion unanimously carried.

There was no Waiver of Notice brought forward.

4. **Approval of the Agenda:** *The Chair asked members present if there were any additional items to be added to the Agenda. There was no additional items brought forward. Moved to Approve 2018 Agenda put forward by Colin Charlton and it was unanimous that the agenda be accepted.*

5. **Adoption of minutes:**

- i. **AGM Minutes: May 31, 2018:** *Chair asked members present for the acceptance for the Minutes of the Annual General Meeting held on May 31, 2018 be accepted and approved as presented.*

By a show of no hands in disagreement vote, the President declared the motion unanimously accepted.

6. **Introductions:**

Colin Charlton introduced the Board of Directors:

Colin Charlton (President)

Chris Bertoli (Vice President)

Ryan Schuler (Treasurer)

Neil White (Secretary)

Greg Irvine (Maintenance)

Jacques Broberge (Director)

Ambar Naveed (Director)

Ryan Sunberg (Property Manager)

7. **President's Report:**

- i. **General report:** *The board has been focused on minimizing operating costs over the last 12 months, while we have made gains in recuperating outstanding debts, there has been cost increases with respect to:*

- Collective bargaining with Superior Propane to standardize all unit pricing (64.0¢ / L) – 5% cost reduction

- Insurance cost has increased by 341% to approximately \$177,000; raising condominium fees by \$200/unit/month. The board is finalizing a prorated 10% discount by changing our deductible from \$25,000 to \$50,000

- The new Reserve Fund Study has been completed for the next 5-year period; the 5-year average reserve fund contribution has increased by \$23.47/unit/month = \$169.78

2019-2020 Reserve Fund Items:

- Contractor Deck Painting Quotes to standardize the exterior appearance of the condos are being finalized and will be sent out by June 1st.

- Contractor Durra-Deck Quotes to weather-proof all the decks are being finalized and will be sent out by June 1st. This includes the 2 back decks and front entrance way.

- Installation of Concrete Parking Bollards and signage in the main parking areas is ongoing and will be finished by August 1st.

- Wood Fencing forecast for the summer of 2020 is \$173K

- ii. **Delinquent accounts:** *Bookkeeping reconciliation has allowed the board to pursue the outstanding delinquent condo fee accounts. This year we are pleased to say we have recovered over \$45,000 in outstanding debts via Crowe MacKay and McNiven Law firm.*
- iii. **Progress and thanks:** *This year we have seen continued growth with our bookkeeping services with Crowe Mackay centered around cost code allocation and reconciliation. A special thanks to our Board Secretary Neil White for his hours of service and dedication with keeping all the records throughout the year!*

8. **Treasurer's Report:**

Our previous treasure moved therefore stepped down from the board. Colin our president took over the treasure's responsibilities in the mean time.

- i. Review of 2018/2019 Operating Funds

Our Balance sheet shows \$547,766 in assets. Our liability are \$16,986. Our income revenue from September 1, 2018 to May 30, 2019 was \$233, 603. Expenses during this period was \$135,426. Thus leaving us with a total net income of \$75,453.

Our Financial statements are done on our financial fiscal year which is September 1. Anyone wishing to have a copy of the Finical statement can do so by emailing the Board asking for the report that is done by Crowe Mackay.

9. **Financial Statements:**

- i. **Budget Review:** *There are some large projects coming up in the 2019/2020 year. We need to finish the Duradek & next summer start on the perimeter fencing.*

- ii. **Review of Capital Reserve Fund:** *Thanks to Crowe Mackay, Colin Charlton & Jacques B Roberge we have been consistent in sending a specific amount to our reserve fund every month. Anyone wishing to have a copy of the Finical statement can do so by emailing the Board asking for the report that is done by Crowe Mackay.*

- iii. **Review of insurance requirements:** *Electronic copy is available to any unit owners wanting a copy. Insurance is sitting at \$177,167.00*

10. **Maintenance Report:**

2018/19 General Maintenance Report:

- The Condo Corporation has continued to work on the following projects during the past year

- replacement of copper pipes in units;*
- the completion of the water line replacement project;*
- the rebuilding of the utilidors;*
- replacement of the circulation pumps, and heating unit under Unit 72;*
- on-going work on the decks and stairs.*

Water Lines & Main Shut Off Valves:

- Wiseman's plumbing completed the water line and valve work. We now have the ability to shut the water to individual units without turning off the water to one half or the other of the entire condo corp. This will make repairs to frozen lines or make future repairs a lot easier and less disruptive to owners.

Rear Decks, Steps & Fences:

- The following decks were replaced and or repaired during the 2018 year.*
- Deck replacements- Units # 75 & 77 Upper Decks*
- Front stairs Units # 28, 29*

Copper Pipe Replacement:

- The following Units had the copper line replacement done: Units #5, 9 and 11 due to the fire.

Crawl Spaces & Utilidors:

- Heating unit for fire pumps replaced under unit 72 as old unit failed.
- Utilidors between Units (45 and 47), and (61 and 63) rebuilt.
- Skirting on Units 45 and 507 replaced.
- Crawl space clean up from sewer leak between Units #501 and 503, the mainline hangers broke from ground movement line was found on the ground, removed old pipe installed new pipe and hangers connected to both units, cleaned up and sanitized.
- Sewer back up in Units 501-505, due to frozen lines caused by large amounts of water from fire trucks during the fire at Unit 11.

Chimneys & Roofs:

- There are a couple of chimneys that need to be insulated this summer as units had new furnaces installed.

Playground Area & General Clean-Up:

- Park to be cleaned up and more sand hauled in to replace old sand.
- Grass to be cut and pulled out of the play area.
- Trees trimmed around Units 75 & 77 and hauled away.
- Gravel cleaned up and set aside for use in utilidor rebuild.
- Snow removal and sanding as required during the winter.

2019/20 Maintenance for this coming year to include the following budget permitting:

- Complete the rebuilding of the remaining utilidor boxes in between buildings.
- Deck repairs as needed.
- Flushing of the fire lines.
- Placement of more of the larger jersey barriers to be done up at the top parking area.
- Eaves troughing repairs and cleaning pending price quotes.
- Copper line replacement in units.
- Small asphalt repairs to holes.
- Paint parking lot lines, add concrete barriers as needed.
- Painting of all decks and stairs pending painting quotes.

- Continue to replace signage around the property, fire lanes, one-way traffic, etc.
- Pump out any wet crawl spaces from the spring thaw.
- Landscaping, and spring sweeping as required.

11. **Condo Fee Increase:** Neil White advised that the appropriate Notice of Meeting setting forth the date, place and time of the Meeting was Emailed to each unit owner on file was sent out on April 02, 2019. Signs was put out on or about April 19, 2019 in compliance with Article 5.3 of the association's By-Laws.

Moved by Neil White and Seconded by Colin Charlton that the Notice of Meeting providing at least seven(7) days advance notice, and specifying that the Special Insurance Meeting of Yellowknife Condominium Corporation #6 will be held on April 24, 2019 at 7:00 p.m. at the Church of Christ be accepted as presented.

By a show of no hands in disagreement vote, the President declared the motion unanimously carried.

There was no Waiver of Notice brought forward.

On May 15, 2019 an email was sen to all unit owners on file the results of that Special Meeting. The new condominium Fee is now \$650.00 per month.

12. **Parking Lot Final Decision - Parking Pass, Lottery or First Come First Serve:** Through the years of the monthly board meetings parking has always been an issue with someone or group trying to take advantage of the common area's that provide extra parking. As the board could not come to a fair decision we put it out to the rest of the members. This resulted in a change of the current to a new which came down to a vote.

As it stand now in our by-law Article 10.1 Use and Occupancy restrictions (b)(xvii)(G) An owner shall not; permit any members or household, guest or visitors to keep on the Common Elements any automobile which is not in operating condition and being used from day to day; Parking in designated parking areas is not to exceed seven(7) consecutive days; extended continuous parking periods may be granted by the board or designate on a case by case basis and must display a valid parking permit issued by the board; vehicles not meeting these stipulations set out in these By-Laws and/or set by the board by policy are subject to towing; all related expenses being the sole responsibility of the vehicle owner.

There was a motion put forward by Colin Charlton to vote on the days in which a vehicle can be parked with out moving. By a show of hands those that wanted a maximum of 24 hours was presented with 10 votes. By a show of hands those that wanted a maximum of 48 hours was presented with 12 votes. Therefore it was carried forward that the new parking stipulation shall be changed from "...not to exceed seven(7) consecutive days" to "...not to exceed two(2) days".

13. **Resignation of current Board; Election of new Board:**

Article 4.1 of the YK Condo Corporation #6 By-Laws set the membership of the Board of Directors as not less than 3 or more than 11 persons; and that a unit has more than one owner only one owner in respect of the unit may sit on the board at any point in time.

Article 4.2 of the YK Condo Corporation #6 By-Laws state that all current Board Members must retire from office at each annual general meeting. A retiring member of the Board shall be eligible for re-election.

All member following have retire from the Board.

<i>Colin Charlton</i>	<i>Chris Bertoli</i>
<i>Ryan Schuler</i>	<i>Neil White</i>
<i>Greg Irvine</i>	<i>Jacques Broberge</i>
<i>Ambar Naveed</i>	

The chair called for nominations from the floor, resulting in the following eligible members being nominated for election of the Board of Directors

Neil White (volunteered, nominated by Ambar Naveed & Colin Charlton)

Colleen Tsikira (volunteered, nominated by Neil White & Elizabeta Alaga)

Colin Charlton (volunteered, nominated by Neil White & Elizabeta Alaga)

Greg Irvine (volunteered, nominated by Kim Odundo & Neil White)

Chris Bertoli (volunteered, nominated by Jacques Roberge & Greg Irvine)

Jacques B Roberge (nominated by Neil White & Colin Charlton)

Afzal Suri (nominated by Greg Irvine & Chris Bertoli)

14. **New Business:**

- i. Date of next AGM - To be determined - *Date has been tentatively set for May 23, 2019*
- ii. Was there consideration taken of the condominium increase to those who where selling their unit - *We can not dictate the market - The increase of the condo fee was in direct correlation of our insurance increasing 3 fold.*
- iii. In respect to the insurance increase should the board as for proof of Hot Water Tank, Furnace & Pellet stove yearly maintenance. Also can an email be sent out to remind people to get these done as it may help in reducing our insurance cost - *An email titled Winter Prep is sent out in mid September pointing out the various things to look out for during the cold months.*

A discussion needs to take place on if the board is going to require prove of regular maintenance of combustibile items(furnace, hot water tank & pellets stove).

iv. Has the board looked at other property management companies? Cost vs services received - *The board has gone down this route before. We are on a yearly contractual agreement with our current property management company.*

v. How does the board track maintenance items? - *Our mantence personal Greg Irvine keeps track of the items that are brought up. We do this via LME's.*

vi. When is the board going to take action on levelling the four-plex on the main road - *As we all know we live on tundra and sometime this means that our units will move. This effects the units near the bottom more so simply because they are not on bedrock like the rest of the complex up the hill. Levelling is done as required in the summer months. Normally this would come in as a maintenance item.*

vii. Playground area needs some attention - *Every year we add more and more sand to this area. Some times the rain washes some away and some times the snow takes some of it away when it melts. We ask that kids take their toys with them but sometime they just get left behind. The grass in the area gets cut as a regular maintenance item.*

viii. Is it possible to put up a no idling sign - *This one is hard to maintain as in the winter everyone warms up their vehicle before they leave for the day. Depending on which way the wind blows depends on which way the gas fumes go.*

ix. Can we implement a fine to those who go over our parking by-laws? - *We first need to have the correct signs with the correct wording up before we can ask a towing company come in a tow a vehicle that has violated the condominium by-laws.*

x. Some decks have planked wood and not plywood how is this going to effect the Duradek installation? - *As you all know we have already approved last years quote for the Duradek. This year the quote has been a little higher do to the fact that we have now agreed to go from a .45mm to .60mm thickness. For those who have planked wood all that will happen is a sheet of plywood would be put down first before the Duradek get applied.*

xi. Enlight of the resent fire what Fire Prevention is the Board going to do? *As we do send out a winter prep in mid September. We also sent out a quick email after the fire happened. Perhaps a fire prevention committee could be formed and joint headed by the directors.*

xii. Renters and their responsibilities. - How do we know that the units who have renters in them get and understand our by-laws? - *As it stands now we go on the good faith that this is passed onto the renters. However perhaps there could be a template made up in order to give to unit owners whom will return to the board that the renters they have in their units have read and understood the by-laws.*

xiii. How does the owners let the board know of deficiencies or structural changes to their unit - *As it is right now all you have to do is email the board. Our email address is on the website at www.ykcc6.com in the tab "contact us". Or you can fill out the form and that goes directly to our email inbox. Our email address is goldcityboard@gmail.com*

ix. Can there be a maintenance tab on the website - This already exist in a way but not directly. On the website at www.ykcc6.com in the tab "contact us" you can fill out the form this goes directly to our email inbox.

15. Adjournment:

There being no further business at this time, Colin asked for a motion to adjourn. Motion to adjourn made by Colin Charlton, second by Jacques B Roberge.