

Yellowknife Condominium Corporation #6

Board Meeting

July 16, 2020

Agenda

Scheduled Attendees: Greg Irvine, Neil White, Colin Charlton, Jacques Broberge, Afzal Suri, Steve Schaub & Ryan Sundberg(Triton)

In Attendance: *Greg Irvine, Neil White, Colin Charlton, Jacques Broberge, Afzal Suri, Steve Schaub*

Regrets: *Ryan Sundberg(Triton)*

Scheduled Call to order 19:00
Called to Order at: 19:22

Changes to Minutes for Month: June - *None*

Approval of Agenda for Month: July
Motion put forward: *Neil White*
Second: *Colin Charlton*

Finance Report

- Account Receivable - *Available upon request - We have 2 outstanding unit*
- Insurance Claims - *One claim for unit 11*
- Reserve Fund - *Available upon request*
- Maintenance Estimates - *Available upon request*
- Loans - None
- Note -

Maintenance Report

New:

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Open:

- 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 of February 20, 2020 this is still on going. This is the shortened version. For full details go to meeting minutes January 2020 - As of March 20, 2020 still ongoing - As of April 23, 2020 still on going - As of May 28, 2020 still on going. The main item left outstanding is the box around the exhaust & the Air Intake pipes need to be fixed - As of June 18, 2020 Triton is to do both of these items - *As of July 16, 2020 still on going.*
- Units 505 to 511 - Settlement/Leaning Adjustments - Do to the ground heaving these units will need to be levelled out. This is the shortened version. For full details go to meeting minutes October 2019. - As of October 24, 2019 this will be adjusted in November by Konge Construction - As of November 21, 2019 still on going - As of December 19, 2019 still on going - As of January 23, 2020 Konge Construction starting to look into this - As of January 23, 2020 these building have been levelled. It was noted that a sewage sucker truck was brought in. Email to Greg & Ryan(Triton) to find out what happened - As of February 20, 2020 turns out it they just sucked out some water that was under the complex. We are going to need some more screw jacks. Konge did what they could with that they had. They also gave us two engineering quotes to look at - As of March 20, 2020 still ongoing - As of April 23, 2020 still on going - As of May 28, 2020 still on going we are waiting for the underside to be dried out so the crew can go back under the units - As of June 18, 2020 Triton to go underneath to make sure it is dry before moving forward - *As of July 16, 2020 going to speak to Konge construction to order some screw jacks.*
- 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 - As of July 18, 2019 still ongoing - As of August 22, 2019 still on going - As of October 24, 2019 the window that was ordered came in however it was damaged in delivery. Still on going - As of December 19, 2019 unknown as to what the temperature outside needs to warm up to before installation, still on going - As of January 23, 2020 just waiting for warmer weather - As of May 28, 2020 warmer weather has arrived just waiting on schedule from Diamond Glass to install - As of June 18, 2020 Triton to follow up with Diamond Glass suspect to start second week of July - *As of July 16, 2020 Triton to follow up with All-West Glass.*

- 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 - As of October 24, 2019 these doors are on back order from Igloo - As of November 21, 2019 this is still ongoing - As of December 19, 2019 unknown as to what the temperature outside needs to warm up to before installation, still on going - As of January 23, 2020 just waiting for warmer weather - As of May 28, 2020 warmer weather has arrived just waiting on schedule from Diamond Glass to install - As of June 18, 2020 Triton to follow up with Diamond Glass suspect to start second week of July - As of July 08, 2020 unit owner wanted an update - *As of July 16, 2020 should be done next week by Wilf.*
- Unit 5 - Front Door - As of November 21, 2019 since the fire of December 2018 the it was decided that all doors will be the same for that fourplex. The front door will be replaced however these doors are on back order from Igloo - As of November 21, 2019 this is still ongoing - As of December 19, 2019 unknown as to what the temperature outside needs to warm up to before installation, still on going - As of January 23, 2020 just waiting for warmer weather - As of May 28, 2020 warmer weather has arrived just waiting on schedule from Diamond Glass to install - As of June 18, 2020 Triton to follow up with Diamond Glass suspect to start second week of July - *As of July 16, 2020 should be done next week by Wilf.*
- 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 ask Cathryn our adjuster to determine if the insurance covers it - As of August 22, 2019 this will be done in September - As of October 24, 2019 these doors are on back order from Igloo - As of November 21, 2019 this is still ongoing - As of December 19, 2019 unknown as to what the temperature outside needs to warm up to before installation, still on going -As of January 23, 2020 just waiting for warmer weather - As of May 28, 2020 warmer weather has arrived just waiting on schedule from Diamond Glass to install - As of June 18, 2020 Triton to follow up with Diamond Glass suspect to start second week of July - *As of July 16, 2020 should be done next week by Wilf.*

- Units 22 to 28 - As of October 24, 2019 since the re-wrapping of the siding to the fourplex the only items outstanding now are the unit number, door bells & light fixture. Triton to send picture of new items to Greg & Colin for approval. Colin did ask Triton to find corresponding size & numbers in matte black - As of November 21, 2019 this is still on going - As of December 19, 2019 unknown as to what the temperature outside needs to warm up to before installation, still on going - As of January 23, 2020 just waiting for warmer weather - As of February 20, 2020 Lights have been put back, Door bell has been put back. Number still outstanding - As of April 23, 2020 the numbers have been ordered - As of May 28, 2020 just waiting for the numbers to arrive - As of June 18, 2020 still ongoing - *As of July 16, 2020 still on going.*
- Unit 70 - Plex hose getting stuck in exhaust vent - As of January 19, 2020 unit owners furnace stopped which has happened before and it seems to be the exhaust vent plugs up with ice. He usually unplugs it with a flex hose he puts up the exhaust vent only to get it stuck. Unit owner called superior & they were able to pull the plex hose out - As of February 15, 2020 email has been sent to unit owner to conform to proper furnace standards - As of February 13, 2020 email response they are out of the country right now but has been working with Superior Propane to get this resolved by end of March - As of February 20, 2020 still on going - As of April 21, 2020 email has been sent for an update - As of May 28, 2020 still on going - As of June 18, 2020 send an email to get a date for when this will be done - *As of July 16, 2020 still on going.*
- Unit 51 - During the recent wind storm it was noticed that shingles came off of unit 51 roof - As of June 18, 2020 Greg to make sure Unico Roofing is aware - *As of July 16, 2020 we are not getting an answer from Unico will try SKY.*
- Unit 25 - As of May 25, 2020 Would like trees pruned or cut as during the last rain storm she noticed that the tree in unit 27 yard was getting dangerously close to the

window - As of June 18, 2020 Greg to ask Triton to take care of this - *As of July 16, 2020 this has been completed.*

- Unit 509 - As of May 05, 2020 suspects there is something wrong with the bathroom vent as it does not seem to exhaust any steam from the bathroom - As of May7, 2020 Greg said that Ryan was there & cleaned it out as the vent was filled with a birds nest - As of May 26, 2020 the birds have moved back in. Triton(Ryan) did respond saying that a work order will be put in & have it cleared out later in the week - As of June 02, 2020 a smell from the downstairs bathroom is coming into the house - As of June 18, 2020 back on June 11 Triton went in to check it out & found nothing out of the ordinary - *As of July 16, 2020 this has been completed.*
- Unit 5 - There was a pin hole noticed on the 2 inch main pipe. Schedule to be fixed the first week of June - As of June 18, 2020 this has been completed - *As of July 16, 2020 this has been completed.*
- Unit 505-521 & 5-511 - As we seem to have some issue with the birds this year in that area it was suggest that all these units exhaust vents that go out the back be screened in to prevent birds from nesting - As of June 18, 2020 Greg to ask Triton to take care of this - *As of July 16, 2020 this has been completed.*
- Unit 501-521 - As of June 15, 2020 an email was sent to these units to let them know that the duradek will be taking place on their unit this week. They must remove all items from their upper back deck, lower back deck and front stairs.

Closed:

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Emails

New:

- Unit 25 - As of July 02, 2020 email was received asking if we can get the willow tree trimmed & Fence between units fixed. She would like to add a deck in the back yard

but no contractor will give a quote until the safety concerns are addressed - As of July 07, 2020 email was forwarded to Maintenance.

- Unit 519 - As of July 7, 2020 email was received asking if I had the quote for the Furnace & Hot Water Tank back in 2015. Unfortunately I did not. I asked Greg if he did - As of July 14, 2020 he had a copy. I forwarded that off to unit 519.
- Unit 07 - As of July 08, 2020 email was received asking if they can get the top deck fixed - As of July 14, 2020 Triton responded as they are waiting for the man basket rental for next week.

Open:

- Unit 25 - As of May 25, 2020 email was received asking if we can see what plants & flowers works well with Yellowknife weathers so we can beautify the front fence area - *As of June 8, 2020 email sent stating we already have a plan in place to freshen up the front fence area.*
- Garbage Area - As of May 10, 2020 email sent to all unit owners with a picture that responsibility comes from within. There has been a few responses that perhaps a heavy fine should go along side of this equally shared among all unit owners. There has been suggesting that an area be built in order to protect against this kind of thing. Other suggestions have been signs on the garbage bins - As of May 21, 2020 Colin has already looked into signs & larger bins with signs already on them - As of June 18, 2020 Kavanaugh Brothers have replace one bin. There will be new decals put on both bins - *As of July 16, 2020 this has been completed.*
- Unit 39 - Parking to close to under stairs shed - As of June 18, 2020 Greg to ask Triton to move the older flower pot forward & put the Parking sign just behind it - *As of July 16, 2020 the flower pot was removed and the A-Frame barrier was put up so no vehicle can park there while Aurora does the decking. Once done it will be moved to where the flower pot was which should solve the issue.*
- Unit 65 - Is doing some renovations & was wondering about the water pipe replacement.

Closed:

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Website:

- As of May 28, 2020 it was brought up that perhaps there is an easier way to manager our website & control maintenance items, notice to all unit owners etc. The cost is approximately \$100/month vs the \$400 we are paying currently for the year. Afzal to send me a link of proposed sight - *As of July 16, 2020 Afzal to send a live demo up internally.*

Outstanding Items & Task:

New:

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Open:

- 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 - As of October 24, 2019 still on going - As of January 23, 2020 still on going - As of May 28, 2020 still on going - *As of July 16, still on going looking at getting Shirley Lavantane to help.*

- 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 - As of October 24, 2019 still on going - As of January 23, 2020 still on going - As of May 28, 2020 still on going. - *As of July 16, still on going looking at getting Shirley Lavantane to help.*
- No Parking Sign - As of November 21, 2019 it was decided that a “No Parking” sign needs to be placed on the side of Unit 46 - As of December 19, 2019 Triton to look into - As of January 23, 2020 still on going - As of May 28, 2020 still on going - As of June 18, 2020 Colin to follow up with Capital Signs - *As of July 16, 2020 still on going.*
- By-Law wording for Windows - As of November 21, 2019 it was mentioned that our By-Laws for the “Windows” portion might be outdated & miss leading - As of January 23, 2020 still on going - As of May 28, 2020 still on going - *As of July 16, still on going looking at getting Shirley Lavantane to help.*
- By-Law wording for Duties of the Owners An Owner Shall (c) - Need to add supply lines to fixtures & appliances - As of January 23, 2020 need to add betterment & contents, water, liability needs to say two million for insurance -As of May 28, 2020 still on going - *As of July 16, 2020 still on going looking at getting Shirley Lavantane to help.*
- Estoppel Certificates - We sometimes seem to be stuck in the middle with this. Working on and exit package that included a PAD, Estoppel etc - As of April 23, 2020 Secretary to write up a flow chart - As of May 28, 2020 still on going - As of June 18, 2020 still ongoing - *As of July 16, 2020 still on going.*
- AGM - Need to establish a date however with COVID-19 and laws in place a gathering is not permitted - As of April 23, 2020 president to send me a Presidents Message to send out to all unit owners - As of May 12 2020 the Presidents message was sent out to all unit owner - As of June 18, 2020 COVID-19 is still an ongoing concern. No date set as of yet - *As of July 16, 2020 still ongoing no date set as of yet.*
- COVID-19 - As many people are feeling the constraints of personal finance it was asked if YKCC6 is going to hold off on Condo Fees. It was a hard decision. The condo fee is like a bill & bills still need to be paid. However banks have said that they are willing to do a relief on the mortgage side for their customers.

Closed:

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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 a 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 - As of May 28, 2020 Triton(Ryan) & Colin are assessing a schedule to get this completed - *As of June 18, 2020 after the decking has been done Triton will then look into getting this done behind Units 11-15*
- 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.
- 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.

- 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.
- 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 - As of May 28, 2020 it was decided that paint will not be provided to unit owners until the duradek on their unit has been installed. The glue & paint don't mix well - As of June 15, 2020 a quote for painting the condo went around to the board members for approval - *As of July 16, 2020 Emerald painting is doing this work.*
- Chimney - Unit 47, 57, 72 & 517 need to have their chimney capped of next year. This is the shortened version. For full details go to meeting minutes October 2019 - As of June 18, 2020 when we get Unico Roofing in they will actually remove the chimney at the extra cost of each unit owner - *As of July 16, 2020 we are not getting an answer from Unico will try SKY.*

- Shingle Peel Off - Unit 39 & 61 both unit have had their shingles peeled off due to weather. As both these units were fixed before they have come of again. This is the shortened version. For full details go to meeting minutes October 2019 - As of June 18, 2020 when we get Unico Roofing in they will look at this - *As of July 16, 2020 we are not getting an answer from Unico will try SKY.*
- 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 ovetop of it then the Duradek - As of August 22, 2019 still on going - As of October 24, 2019 this is still on going & will be placed in seasonal on holds.
- 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 - As of October 24, 2019 this is still on going & will be placed in seasonal on holds - As of November 17, 2019 this was done by the unit owner himself.
- 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 ovetop of it then the Duradek -As of August 22, 2019 still on going - As of October 24, 2019 this is still on going & will be placed in seasonal on holds.
- Unit 72 - Front Stairs - As of August 22, 2019 received and 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 - As of October 24, 2019 this is still on going & will be placed in seasonal on holds.
- Eavestrough - The entire complex needs to have new eavestrough put in. We are hoping to get this done in 2020. Unit 27's was never cleaned out & Unit 48's eavestrough was damaged by a moving truck some time in late September. This is the shortened version. For full details go to meeting minutes October 2019 - *As of May 28, 2020 we are hoping to get Northern Eaves in this year to fix unit 48 first & since they will be here hopefully fix all the eaves drops.*

- 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 - As of October 24, 2019 this is still on going & will be placed in seasonal on holds.
- Vinyl on Decks - As of October 24, 2019 this did not go as planned for installation. As the season has now gone we will do this in the summer of 2020. This is the shortened version. For full details go to meeting minutes October 2019 - As of May 28, 2020 we need to wait for the evening weather to be above 10 degrees ever night in order to insure the glue to bond correctly with the wood. It was also brought up that if the area's in which the Aurora & Triton need to work is not cleared then Triton will remove the items off the Top, Bottom & Front deck at a cost of \$150.00 which will be invoiced to the unit owner - *As of June Duradek has begun.*
- Unit 515 - As of October 24, 2019 it was noted that the insulation on the sewer line for 515 was found to be wet when unit 517 was re-insulated and the contractor suggested that it should be looked at to see if it was the sewer line or just carry-over from when unit 517 was leaking - As of November 21, 2019 turns out the insulation was wet due to the broken sewage line. Pipe was fixed & re-insulated by CMS. Will make note in Seasonal On Holds that the underneath of this fourplex needs to be cleaned up come summer - As of May 28, 2020 just waiting for the underside to be a little more dry so the final clean up can be done - *As of June 18, 2020 still ongoing. Will get Triton to check 515-521.*
- 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 August 22, 2019 this will be put in seasonal on holds - This is the shortened version. For full details go to meeting minutes November 2019.
- 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 24, 2019 as the season has now gone we will do this in the summer of 2020. This is the shortened version. For full details go to meeting minutes November 2019.
- 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 - As of October 24, 2019 this has been completed - As of December 19, 2019 this is to be moved to seasonal on holds - *As of July 16, 2020 starting schedule for ash fault replacement to take place in 2021.*

- All front Units - Come summer need to check for sewer piping under front fourplexes - *As of May 28, 2020 it was decided that this will be checked under all units.*
- Parking Complaint Unit 47 - As of November 9, 2019 Unit owner is having more and more trouble with people parking in the directly in front of unit 47. To the point where people are moving the temporary no parking sign out of the way to park. Would like to know when a more permanent solution will be put into place - As of November 21, 2019 this is still on going - As of December 19, 2019 still on going - *As of January 23, 2020 moving this to seasonal on holds.*
- Flower Bed Move - Need to move the flower bed that sits between unit 21 & 23
- Adjournment:
- 20:31