

Yellowknife Condominium Corporation #6

Board Meeting

October 15, 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: *19:02*

Changes to Minutes for Month: September

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

Finance Report

- Account Receivable - *Available upon request - We have 1 outst&ing 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:

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- 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. - This is the second shortened version. For full details go to meeting minutes August 2020** - 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 - As of August 27, 2020 still on going - *As of September 24, 2020 still on going Greg to follow up*
- 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 - **This is the shortened version. For full details go to meeting minutes August 2020** - 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 - As of August 27, 2020 should be completed in October by Canglow - *As of September 24, 2020 still on going.*
- 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 - **This is the shortened version. For full details go to meeting minutes August 2020** - 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 - As of August 27, 2020 completed - As of August 31, 2020 I followed up with Unit 7 only to find out on September 22 via email that this was not completed - *As of September 24, 2020 still on going Greg to follow up.*

- 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 - As of August 27, 2020 the numbers have arrived & are starting to be put up - *As of September 24, 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 & 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 - As of August 27, 2020 still on going - *As of September 24, 2020 still on going.*
- Unit 51, 61 & Unit 39 - 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 - As of August 27, 2020 we have not been getting any response back from SKY either. Still on going - *As of September 24, 2020 still on going. Greg to follow up with Side Jobs.*
- 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 & front stairs - *As of September 24, 2020 still on going. Clean up needs to be done & spindles on 517.*
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- Unit 505/507 - Rear Decks Uneven - As of July 30, 2020 received an email the decks being uneven & the Duradek being placed on top. Unit owner would like to have this looked at - As of August 27, 2020 unevenness was fixed, however unsure if Duradek was replaced - *As of September 24, 2020 Greg & Colin to do a walk around.*
- Unit 28 - Wet Crawl Space - As of August 4, 2020 received an email from unit owner concerned about water build up in crawl space along with condensation build up on & in the vapour barrier under the unit. Also wanted to know who's responsible for the insulation in the crawl space for the bottom floor - As of August 27, 2020 this is under review - *As of September 24, 2020 I will follow up with Unit owner.*

Closed:

- 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 till on going. **This is the shortened version. For full details go to meeting minutes January 2020** - As of March 20, 2020 still ongoing - As or April 23, 2020 still on going - As of May 28, 2020 still on going. The main item left out&ing 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 - As of August 27, 2020 Greg to follow up with Triton to get this done - *As of September 24, 2020 this has been completed.*
- Unit 511 - As of August 14, 2020 received an email stating their driveway is uneven & can pose a danger when parking - As of August 16, 2020 went to forward to Maintenance however the pictures were to large to forward. Will print off & bring to meeting - As of August 27, 2020 replied back to unit owner to refer to our most current RFS which is 2018 - As of September 1, 2020 asked if this can be expedited as 2022 is a distance away & the driveway is a hindrance - *As of September 24, 2020 we can not move this forward with out putting in a special levy at a cost to all unit owners. Keeping to the RFS schedule.*

Emails

New:

- Unit 68 - Siding of back Sliding door - As of September 24, 2020 the siding on the back sliding door has come off. Will need to be replaced.
- Unit 65 - New Unit Owner Question - As of October 2, 2020 original unit owner stated the new owners would like an assertion that they can add a shower to the on suite bathroom and/or a bathroom to the first floor. They would like a letter from the condo saying they can make these changes in their house.

Open:

- 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 - As of August 27, 2020 the willow tree has been trimmed. During Colin & I walk around we noticed the fence was not fixed. Still on going - *As of September 24, 2020 this will be looked at next year.*
- Unit 15 - Door Receipt - As of July 29, 2020 since we couldn't get the doors figured out in time unit owner purchased & got someone to install their door total amount of \$929.45 - As of August 27, 2020 approval of receipt was done internally via email - *As of September 24, 2020 tracking down cheque.*
- Unit 505 - Sewer Back Up - As of August 4, 2020 email received for approval of receipt for the work that was done in unit 505 total amount of \$2962.89 - As of August 27, 2020 this is under review - *As of September 24, 2020 still under review.*
- Unit 47 - Reimbursement for Signs on Garbage Bins - As of July 23, 2020 email received for approval of receipt of sign that were put on our garbage bins total amount

of \$173.48 - As of August 27, 2020 this is under review - *As of September 24, 2020 tracking down cheque.*

Closed:

- Unit 005 - As of September 21, 2020 Garbage left behind by contractors & screws not fully fastened on balcony - As of September 22, 2020 forwarded email to Triton who said it would be taken care of tomorrow - *As of September 24, 2020 this has been completed.*
- Unit 005 - As of September 22, 2020 asked for flower pots to be removed as he would like to park his truck there when he is gone for a month - *As of September 23, 2020 replied stating that the location in which he mentioned is not an authorized parking spot.*
- Unit 025 - As of September 20, 2020 had some questions about paint, fence & duradek - *As of September 22, 2020 I was able to answer all the questions.*
- Unit 39 - Parking too 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 & 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 - *As of September 24, 2020 this has been completed.*
- Unit 65 - Is doing some renovations & was wondering about the water pipe replacement - As of September 27, 2020 spoke with unit owner & he said to remove this item as they are trying to sell their house right now.
- Unit 037 - Installation of Doors - As of August 7, 2020 email received asking who installs doors. As I stated we don't have a recommended company I did point out a few that we have in town.
- Unit 21 - Rock Flower Bed - As of August 24, 2020 email received asking if we can move the rock flower bed back an additional foot or two as it is causing some issue with them backing out of their driveway especially when there is a vehicle parked

illegally under the parking sign that sits between units 17 & 19 - As of August 27, 2020 under review - *As of September 24, 2020 this has been completed.*

- Unit 17 - Deck Notice & Scrap Material - As of August 19, 2020 email received about improper notice & improper clean up of duradek installation. Material just left behind could be dangerous for little kids - As of September 24, 2020 this has been completed.

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.*

Outst&ing 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 - *As of September 24, 2020 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 - 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 - *As of September 24, 2020 still on going.*
- 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 - *As of September 24, 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 - *As of September 24, 2020 still on going.*
- 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 - *As of September 24, 2020 still on going.*
- Estoppel Certificates - We sometimes seem to be stuck in the middle with this. Working on & 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 - *As of September 24, 2020 Emails are being sent to Crow MacKay before president digitally signs estoppel.*
- AGM - Need to establish a date however with COVID-19 & 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 - As of August 27, 2020 we will attempt to schedule this in October - *As of September 24, 2020 it was decided to get back to the AGM in February. So February 18, 2021 has been selected*

with alternate dates of February 11 & 25. We hope to do this remotely as we are still unsure of how COVID-19 will effect the 2021 year.

- 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.
- Superior Propane 2020-2021 price agreement - As of August 27, 2020 this is under review - *As of September 24, 2020 Colin spoke with Rick Miller & it seems that we are as it of 0.62 cents per litre. Just waiting for official letter from Superior Propane before send email to all.*

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 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 - 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 - *As of September 24, 2020 units behind 11-15 have not been done as of yet.*

- 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 & 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 - 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 - *As of August 27, 2020 we know where to order the they can get here in a week will have this completed next year.*
- 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 - *As of September 24, 2020 the painting has been completed for this year will start again next year.*

- 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 - *As of September 24, 2020 will have to do this next year.*

- 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 - As of October 24, 2019 this is still on going & will be placed in seasonal on holds - *As of September 24, 2020 still on going, place in seasonal on holds.*

- Unit 71 - Bottom H& Rails - As of June 20, 2019 - The bottom h& 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 - *As of September 24, 2020 still on going, place in seasonal on holds.*

- 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 still on going - As of October 24, 2019 this is still on going & will be placed in seasonal on holds - *As of September 24, 2020 this has been completed.*

- Unit 72 - Front Stairs - As of August 22, 2019 received & 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 - *As of September 24, 2020 this has been completed.*
- 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 - *As of September 24, 2020 will put in seasonal oh holds.*
- 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 & sealed or perhaps I be supplied with/ reimbursed for the crack filler & 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 - As of September 24, 2020 this will be looked at in accordance to the RFS. Year of 2022.
- 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 - *As of September 24, 2020 unit 501-521 have been completed back & front. All 56 units front top steps have been done. Will continue next year.*
- 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 & 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 - *As of September 24, 2020 this has been completed.*

- 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.*

- Adjournment:

- 20:27