

Yellowknife Condominium Corporation #6

Board Meeting

March 24, 2022

Agenda

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

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

Regrets: *Ryan Sundberg(Triton)*

Scheduled Call to order 19:00
Called to Order at: 19:08

Changes to Minutes for Month: January - *None*

Approval of Agenda for Month: February/March
Motion put forward: *Neil White*
Second: *Steve Schaub*

Finance Report

- Account Receivable - *Available upon request - We have 0 outstanding unit*
- Insurance Claims - *None*
- Reserve Fund - *Available upon request*
- Maintenance Estimates - *Available upon request*
- Loans - *None*
- Note -

Maintenance Report

New:

- Unit 507 - Front Door Not Closing Properly - As of March 24, 2022 email was sent in asking if someone can look at their front door as it is very hard to open & close, seems to be letting in a lot of cold air, most likely due to the building shifting.

Open:

- Unit 515 - Leak on Ceiling - As of May 30, 2021 unit owner wanted to let us know they have a leak on the main floor - As of May 31, 2021 asked if leak was taken care of. Also email forwarded to Maintenance - As of June 1, 2021 Triton was to check this out - As of June 24, 2021 still on gong - As of July 13, 2021 unit owner said I ended up getting central Mechanical to fix the leak but TRITON was suppose to come by to fix the ceiling and they haven't been by yet - As of July 15, 2021 still on going - As of September 9, 2021 unknown if this was looked at - As of September 23, 2021 unknown if this was looked at - As of October 21, 2021 this will be replaced with Pex - As of November 18, 2021 should be completed by end of November - *As of* December 21, 2021 email sent to unit owner to find out if the ceiling was fixed - As of January 23, 2022 email sent to unit owner - As of January 27, 2022 schedule for February with the copper pipe replacement - *As of March 24, 2022 still ongoing.*
- Unit 511 - Small Leak & Questions about Exterior Doors & Windows - As of September 13, 2021 was notified of small leak also wanted exterior doors replaced along with windows - As of September 14, 2021 notified that who pays for what on the leak depends where it leaked. Also notified that the Exterior doors & Windows are owners responsibility. On the same day unit owner has insurance adjuster come in & the leak is on the condo side - As of September 23, 2021 wanted to know if pictures were taken & the Triton should be by hopefully next week - As of September 28, 2021 was informed by unit owner that the leak was caused by dual toilet flush valve which has been fixed. No they did not take pictures. The insurance adjuster have pictures but hard to show damage however the insurance adjuster and Winmar have conducted moisture tests that confirm the affected areas but would still like maintenance(Triton) to stop by - As of October 21, 2021 unknown if Triton stopped by or not - As of

November 18, 2021 still unknown - As of December 21, 2021 Greg to follow up - *As of March 24, 2022 will follow up on this come spring.*

- Unit 29 - Back Stairs - As of August 11, 2021 email received stating back stairs are very wobbly - As of August 12, 2021 Triton replied saying they will have a look & make a work order - As of September 9, 2021 unknown if this was looked at - As of September 23, 2021 unknown if this was looked at - As of November 18, 2021 still ongoing will be given to Levi - As of December 21, 2021 unknown status but email will be sent for a follow up - As of January 27, 2022 as per Greg this should have been done will follow up with Triton - *As of March 24, 2022 will follow up on this come spring.*
- Unit 509 - Front Door Leaking air - As of January 24, 2022 unit owner states door is hard to close, lock & lets in a draft. Wants to know if this is a owner issue or condo issue - As of January 27, 2022 Greg will ask Triton to take a look - *As of March 24, 2022 will follow up on this come spring.*

Closed:

- Unit 29 - High Efficiency Pipe Box - As of June 8, 2021 unit owner wanted to know when these would be boxed in - As of December 21, 2021 unknown - As of January 23, 2022 unknown - *As of January 24, 2022 unit owner says the pipes have been boxed in.*

Emails

New:

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Open:

- Unit 17 - Propane Amount Issue - As of January unit owner said they were not part of the propane contract. Still trying to rectify that with Richard from Superior Propane - *As of March 24, 2022 as far as I know everything has been rectified with Superior Propane.*

Closed:

- Unit 65 - Renovations - As of December 7, 2021 email received asking about the process to do some renovations - As of December 8, 2021 list was provided - *As of December 21, 2021 awaiting floor plan before approval - As of January 23, 2022 awaiting floor plan before approval - As of January 24, 2022 unit owner is having a difficult time finding contractors. They will resume when they have more information.*

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 - As of January 28, 2021 the Gold City email information for all unit owners needed to be sent to Afzal to start the new website - As of February 22, 2021 need to approve the cost for the new website. Also sent demo out to board members - As of February 25, 2021 the cost of the new website was approved by all. Also the cost of the current website was approved by all - As of April 13, 2021 email from Condo Control was sent to me - As of April 22, 2021 still ongoing - As of May 16, 2021 still ongoing - As of June 24, 2021 still on going - As of August 19, 2021 still on going - As of September 9,

2021 still on going - As of November 18, 2021 still ongoing - As of December 8, 2021 the site went off the air by some upgrade done in the back office - As of December 10, 2021 the website has been restored. It was also noted that we are paying for the new website even though we haven't used it yet. Efforts will be made to move over to the new platform - As of December 21, 2021 email sent out to Condo Control awaiting their response - As of December 23, 2021 there will be an additional cost to restart our initial process in the new website - *As of March 24, 2022 still on going.*

Outstanding Items & Task:

New:

- AGM Schedule to take place March 3, 2022 - As of March 3, 2022 we did not make quorum so a new date of March 10, 2022 will take place - *As of March 24, 2022 the March 10 date was a successful AGM meeting.*
- Elected Board Member Positions - *As of March 24, 2022 the following took place*
 - *President - Colin Charlton - 1st Jacques Broberge, 2nd Steven Schaub*
 - *Vice-President - Afzal Suri - 1st Greg Irvine, 2nd Neil White*
 - *Treasurer - Jacques Broberge - 1st Colin Charlton, 2nd Neil White*
 - *Maintenance - Greg Irvine - 1st Neil White, 2nd Lana Larocque*
 - *Secretary - Neil White - 1st Greg Irvine, 2nd Colin Charlton*

- Director - Steve Schaub - 1st Greg Irvine, 2nd Jacque Broberge
- Director - Lana Larocque - 1st Greg Irvine, 2nd Greg Irvine

As of March 24, 2022 the above Board Members have been updated on the website

- Survey Monkey - Purchase of Survey Monkey was done on Neil White personal credit card. Reimbursement of \$201.60 - *As of March 24, 2022 was approved a cheque will need to be made and signed by two approved signing board members.*
- Zoom - Purchase of Zoom for Monthly and AGM meetings was done on Colin Charlton credit card. Reimbursement of \$210.00 - *As of March 24, 2022 was approved a cheque will need to be made and signed by two approved signing board members.*

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 - As of December 17, 2020 still on going - As of January 28, 2021 still on going - As of February 25, 2021 still on going - As of March 18, 2021 completed - As of April 22, 2021 awaiting updated file - As of September 9, 2021 still on going - *As of September 23, 2021 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 - As of December 17, 2020 still on going - As of January 28, 2021 still on going - As

of February 25, 2021 still on going - As of March 18, 2021 completed - As of April 22, 2021 awaiting updated file - As of September 9, 2021 still on going - *As of September 23, 2021 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 - As of December 17, 2020 still on going - As of January 28, 2021 still on going - As of February 25, 2021 still on going - As of March 18, 2021 completed - As of April 22, 2021 awaiting updated file - As of September 9, 2021 still on going - *As of September 23, 2021 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 - As of December 17, 2020 still on going - As of January 28, 2021 still on going - As of February 25, 2021 still on going - As of March 18, 2021 completed - As of April 22, 2021 awaiting updated file - As of September 9, 2021 still on going - *As of September 23, 2021 still on going.*
- Survey Monkey - It was brought up that we should ask for best times for AGM via the survey Monkey - As of March 20 we need to determine who won the gift cards for participating in the Survey.
- 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:

- 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, 2021 units behind 11-15 have not been done as of yet - As of June 24, 2021 still on gong - As of July 15, 2021 - *As of September 9, 2021 we also need to add the utilidor's between unit 24-68 still on going.*
- 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.*
- Beautification Project - It was brought up that perhaps we need to beautify the little l& scape 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 JMS - As of June 24, 2021 still on hold - *As of March 24, 2022 it was decided that this will be off the table and in its place will be the 5 year beautification plan that was brought up at the AGM.*

- 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 - As of June 24, 2021 we are looking at at 2022 completion date - *As of March 24, 2022 these will be done when we get the road work done.*
- 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 - As of July 15, 2021 when it's time Triton will replace the deck wood & Duradek will do their thing - As of September 9, 2021 duradek was not completed on this unit. President to speak to unit owner about what happened - *As of September 26, 2021 Estoppel Certificate has been issues with Unit owner maintenance items which will be addressed in 2022.*
- 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 - As of July 15, 2021 when it's time Triton will replace the deck wood &

Duradek will do their thing - As of September 9, 2021 duradek was not completed on this unit. President to speak to unit owner about what happened - *As of September 26, 2021 Estoppel Certificate has been issues with Unit owner maintenance items which will be addressed in 2022.*

- 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 - As of June 24, 2021 we are holding off due to paving in the front - As of July 15, 2021 looks like we will be moving forward with this. Expected due date end of August - As of September 9, 2021 unfortunately due to the scoping of the sewage pipes we had to put this project on hold - *As of March 24, 2022 reached out for another quote to get at very least the front units done.*
- 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.
- 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 - As of June 24, 2021 still on gong - *As of July 15, 2021 on hold.*
- 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 - As of March 24, 2022 this will be completed this year.
- 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 - As of September 9, 2021 follow up with Greg & Triton to see if we can get the pot holes filled - As of September 23, 2021 Greg to follow up with Triton - *As of March 24, 2022 these will be done when we get the road work done.*

- 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 - *As of March 18, 2021 we need to pick a plumber to do the work.*
- All Units- **This is the shortened version. For full details go to meeting minutes April 22, 2021**- As of August 27, 2020 the numbers have arrived & are starting to be put up - As of September 24, 2020 still on going - *As of November 19, 2020 due to the numbers arriving late & winter it was decided to put this on seasonal on holds for 2021.*
- 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 - As of November 19, 2020 this is to be put into seasonal on holds - As of March 18, 2021 we will ask Triton to start going in via April to start pumping out water - As of April 22, 2021 it might be easier to get Triton to go in under unit 26 as the access is outside rather than unit 28 to start pumping out the water - As of May 20, 2021 still on going - As of June 7, 2021 Triton said next week they will be starting - As of July 15, 2021 Triton said dry under unit therefore unit 26 should be dry - As of March 24, 2022 will visit this come spring or mid summer.
- 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 - As of November 19, 2020 still on going Greg to follow up - As of December 17, 2020 this is to be put into seasonal on holds - As of June 24, 2021 still on going but will have Stantec or Konge construction to get back to us - *As of July 15, 2021 still on going.*

- 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 - As of November 19, 2020 this will be put into seasonal on holds - As of May 20, 2021 we will get the fence between the two units fixed - As of July 15, 2021 still on going - *As of March 24, 2022 will be looked at this summer.*
- Copper Pipping Replacements - As of January 28, 2020 it was decided to pick a fourplex & make sure that it is completed then pick another fourplex - As of February 25, 2021 Unit 505 is first then unit 25 after those two units it will be completed by fourplex - As of March 18, 2021 we will send an email to both these unit owners then pick a fourplex to complete - As of April 25, 2021 email has been sent to unit owners 25 & 505. There as a question about Unit 70 copper pipes email was sent to that unit owner to take a few pictures for us - As of May 16, 2021 unit 25 wanted more info, unit 505 never responded & unit 70 provided the pictures we were looking for - As of June 24, 2021 still waiting to hear back from Wiseman for when they can come in - As of July 9, 2021 unit 25 said she would like to be added to the next schedule - As of July 15, 2021 only unit 55 will be done thus far as they had a recent pipe burst - As of December 21, 2021 unit 55 has been completed.
- Unit 503 - New Duradek Tear - As of August 14, 2021 Unit owner showed me that there is a tear in the duradek wanted to know if there is anything we can do while it is still warm out - As of September 9, 2021 Neil to follow up with Unit owner - As of September 23, 2021 Neil checked with unit owner & issue is still there. However Maintenance said that Aurora should be able to do this patch before winter hits - As of October 21, 2021 this will be looked at as of spring of next year. Moving to seasonal on holds - As of March 24, 2022 still on schedule to be done this spring.
- Unit 501 - Back Bottom Deck & Back Stairs - As of September 24, 2021 Wanted to know when these items can be repaired - As of October 19, 2021 email sent stating that if the back stairs need to be repaired that it will be removed instead for unity of

the condo. As for back deck need clarification if they are talking about the part under the balcony or the back patio area - *As of October 21, 2021 it was decided that this will be made to look the same as unit 503 next year. Moving to seasonal on holds.*

- Birds Nesting in Vents - Units 29, 46 & 517 have all put in inquiries about birds nesting in the vents. It was decided that in the summer we will get all exterior vents checked on all units.
- Crawl Space Insulation - Unit 28 & Unit 29 need to have insulation in the crawl space replaced. May need to look at all units and come up with an overall plan.
- Lower Decks Slopping Inwards - It was noticed that the lower decks at Unit 55 & Unit 57 both have pools of water that are in the corner of the divider wall on the lower decks.
- Unit 517 - Back Stairs Missing Spindles - As of September 23, 2021 was informed by Maintenance that we need to replace these spindles - As of October 21, 2021 Levi to look into this - As of November 18, 2021 still ongoing - As of December 21, 2021 will be put in Seasonal On Holds - *As of March 24, 2022 will be done this spring.*
- Unit 37 - Water In Garage Spring - As of November 25, 2021 unit owner wanted to know if anything can be done to prevent water from coming into their garage during spring run off & when it rains - *As of December 21, 2021 maintenance will look into a cold asphalt patch or weather stripping come summer. Will be put into Seasonal On Holds.*
- Unit 29 - Maintenance Questions - As of June 8, 2021 unit owner had some questions about missing insulation, exterior vents stuck open thus inviting birds in, High Efficiency pipes need to be closed in - As of June 24, 2021 Chimney removal added to the list of other items Triton to follow up on - As of July 15, 2021 still on going - As of September 9, 2021 unknown if this was looked at- As of September 23, 2021 unknown if this was looked at - As of October 21, 2021 Levi to look into this - As of November 18, 2021 still ongoing - *As of December 21, 2021 to be moved to Seasonal On Holds.*
- Adjournment:
- 20:05