

Approved

MacEwan Gardens II
CONDOMINIUM CORPORATION No. 092 4818
263 MacEWan Gardens

**BOARD MEETING
MINUTES**

When: January 16, 2013
Where: Amenities Room
Present: Martin Sparks
Shannon Kachurowski
Kate Marchessault
Rob Mastel
Jackie Doucet
Nicole Twerdy

Alex Zovighian, KDM Management Inc.

No. Item

1 Call to Order

Meeting was called to order by Kate at 6:31pm

3 Approval of Agenda

Motion to approve the agenda as amended

Moved by: Martin

Seconded by: Jackie

Carried

4 Approval of Previous Minutes as presented (Nov 2012)

Motion Moved by: Shannon

Seconded by: Martin

October minutes - deferred to next meeting

5 Reports

5.1 Financials

Motion to accept as information only

Moved by: Martin

Seconded by: Nicole

Carried

Alex noted a negative balance for the insurance/appraisal line item and has asked finance to for an explanation.

5.2 Draft Audit

The Draft Audit was received in December in order to present at the AGM, However, the Board still needs to approve the. Alex reviewed the Audit with the Board and explained that everything is order Alex had questions with the 1st Draft and a second Draft has now been presented. The Board is satisfied with the Draft

Motion: to approve the 2011/2012 fiscal year as presented by Barb Surry

Moved:Rob

Seconded Shannon

Carried

6 Business Arising from Previous Minutes

6.1 Janitorial Contract

Concerns have been previously discussed about Jan Dan and the drop in cleaning quality. Alex/KDM forwarded the Boards concerns to Jan Dan. The Board noted a slight increase in quality but since then the standard of cleanliness has dropped again. The Board recommends sending Jan Dan a written 30 day notice to improve services and if an improvement is not noticed, the contract will be terminated.

Action: Alex to draft/send the warning letter and obtain quotes for alternate service providers.

6.2 Fitness equipment

Alex in the midst of finishing up the quote with Lucki's & Flammin for quarterly maintenance.

6.3 Email and website management

Now that Christina is off the Board, we need someone to look after and keep the website up-to-date.

*Action: Kate to research some website options
Alex to provide Kate with some options as well*

Martine has agreed to continue to monitor the condo emails.

6.4 Damage to Overhead Door

Update: Alex received a subrogation letter from owner's insurance company implying the Board is responsible for the damage. Alex called our insurance company and drafted letter to send to Wawanesa (third party insurer), outlining the situation, denying fault and indicating that we have the incident on camera.

Since the incident above, a couple of people have hit door and tore off the bottom rubber piece. Ron has fixed this but a spring is also broken due to these new incidents or the incident above.

6.5 Parkade Camera

Because of the issues with the door, the Board suggests instaling another camera so we can see the door coming down and the face of the driver. The camera will be installed by the speed limit sign and should be about \$1,00 for equipment and installation.

Motion to approve the purchase and installation of an additional parkade camera for up-to \$1200 (plus GST)

Moved by: Martin

Seconded by: Rob

Carried

6.6 Board Communication

Issues and concerns with inter Board communication was brought up and discussed in length. Although it was noted that Board members would like to be included on all relevant communication, a agreed to framework was not agreed upon. It was suggested that the Board meets over the next few weeks. The goal is to come up with a methodology to communicate properly. (What needs to be communication, when, how often, etc.)

7 New Business

7.1 Fitness Room Cleanliness

The cleanliness of the fitness rooms was raised as a concern. It was determined that Deb, who cleans the fitness room was on vacation and is the likely reason there was a drop in cleanliness.

7.2 Parkade Stalls

Letters were sent to owners in early January. The board discussed creating a policy to supplement the bylaws on this matter.

Action: Alex to send the Board sample polices to for the board to review before the next meeting.

The Board will then discuss and possible create a policy to govern moving forward.

7.3 Board Executive Positions

President

Motion to nominate Kate as President

Moved by: Martin

Accepted by: Kate

Vice President

Motion to nominate Rob as Vice President

Moved by: Rob

Accept - Rob

Treasury – Jackie

Motion to nominate Jackie as Treasury

Moved by: Rob

Accept by: Jackie

Secretary – Shannon

Motion to nominate Shannon as secretary

Moved by: Jackie

Accepted by: Shannon

Note: Shannon as agreed to send the meeting minutes out by the Wednesday following the Board meeting.

7.4 Landscaping

Company who replaced our trees this summer was the original landscaper for the Condo who proposed a regular maintenance schedule for landscaping. His proposal did not get passed down to the board and a maintenance schedule was never in place. Over the next few months the Board should think what we want the beds to look like and pull together some quotes.

Action: Alex is getting quotes for landscaping in general and will cost out replacing the beds.

7.5 Social Amenities Room Rental

Need a new volunteer to manage the rental of the amenities room. Nicole has graciously volunteered.

8 Resident Correspondence/Email

The owner that moved in into 412 called to complain about strange noises outside her window. Likely the air exchanger. Alex called her to discuss the noises and concerns.

9 Adjournment

Motion to adjourned the meeting at 9:05 pm

Moved: Shannon

Second: Martin

Carried

Next Meeting – February 20, 2013 @ 6:30pm in the amenities room

Prepared by Shannon Kachurowski, Secretary