

**Approved**

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

**BOARD MEETING  
MINUTES**

**When:** February 20, 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 6:31

**3 Approval of Agenda**

**Motion** to approve the agenda as amended

**Moved by:** Jackie

**Seconded by:** Shannon

Carried

**4 Approval of Previous Minutes as presented (Jan 2013)**

**Motion Moved by:** Shannon

**Seconded by:** Martin

Carried

**5 Reports**

**5.1 Financials**

**Motion** to accept as information only

**Moved by:** Jackie

**Seconded by:** Nicole

Carried

The balance noted in January for the insurance/appraisal line item was due to a delay in signing the new direct debit forms. A lump sum has now been debited from the account.

Overall, we are doing well financially, utilities are a little over budget, but this is due to the winter months and will likely even out this spring/summer.

Arrears are under control as well - KDM will send out letters to any outstanding offenders.

## 6 Business Arising from Previous Minutes

### 6.1 Janitorial Contract

KDM/Alex sent the warning letter to Jan Dan indicating they have 30 days notice to improve service or the contract will be terminated. Alex/Kate were contacted immediately by the owner who indicated that he would make immediate improvements. After which, he scheduled a meeting with Kate and KDM to do a walk through of the building and Kate/Alex pointed out the trouble areas where quality was still lacking. Overall, the board is not impressed with the stated improvement and would like to terminate the contract with Jan Dan.

Alex provided 2 comparable quotes from other companies he has worked with. The Board narrowed it down to one company – Shining by Trish.

In the mean time, the Board is maintaining status quo with Jan Dan until we are able to properly assess our options.

*Action: Kate to meet with Trish to go over expectations & go and inspect another building that she cleans.*

### 6.2 Fitness equipment

Alex received two quotes for preventative maintenance for the fitness equipment (quarterly inspection and lubrication of equipment)

Primal fitness - \$147/quarter

Lucki's - \$157/quarter

After review and discussion the Board agreed to proceed with Lucki's and have request Alex set up the first scheduled maintenance for March/April.

**Motion** to proceed with Lucki's as MGII's preventative maintenance provider.

**Motion:** Rob

**Second:** Jackie

**Carried**

### 6.3 Board Communication

The Board discussed the internal communication amongst Board Members. It was agreed that anything that affects the residents at large & unique events/decisions would be communicated to all Board members. Small administrative items such as, move in/move outs, could be dealt with directly with KDM and the entire Board does not need to be kept in the loop. In addition the Board discussed the value of respect and agreed to listen to appreciate all opinions and questions.

*Actions:*

*Kate to forward the weekly list of duties that Ron is required to complete*

*Kate to invite Ron to come to our next meeting to meet the new Board members*

*Kate to organize a building tour for before or at the next Board meeting.*

### 6.4 Policies, Protocols, Procedures

The following are some of the current policies/procedures that the Board has in place:

- Pets – pet registration form, defecation/urination on common property (policy)
- Parkade – limit to one motor vehicle with not storage of any kind (policy)
- Moves – sign piece of paper when they take possession of elevator key. Advise of move in move out behaviours (procedure).
- Amenities room rental (procedure)

*Action: Alex to put together drafts of the above for the Board to review before the March meeting.*

## **6.5 Parkade**

Letters for garbage/property in stalls went out January 3 indicting that they have 14 days to clean their stalls or the Board would remove the items and they would be fined. Most stalls were cleaned up. However, the stalls that did not comply with the letter were cleaned up and the owners were fined \$50. It is important to note that the residents/owners had 1.5 months from the time the letters went out to when the stalls were cleaned. There was only one complaint from residents.

## **6.6 realtor signs**

Kate asked Alex to phone realtors/comfree regarding the large realtor sings out front to asking them to move the realtor signs and use the hanging display that was purchased/installed. Alex phoned and left messages but will phone back saying they have until February 28 to remove the sign or it will be removed.

*Action: Alex to phone back realtor/commfree agents re: the removal of the large for sale signs.*

## **6.7 interior deficiencies**

Alex advised that he spoke with the new manager at Landmark and was told that Landmark will complete the remanding interior deficiencies and will schedule the final walk through soon. External building will be looked at in spring.

## **7 New Business**

### **7.1 Newsletter**

A Spring letter will go out to all residents once we have the policies in place and on the website. Other topics covered include, the planter lottery, landscaping, a Meet & Greet in April and Club start dates.

*Action: Kate to draft and Martin to format. Goal is to send out the letter by Mid March.*

### **7.2 2013 Grounds/Snow Maintenance**

The Solstice contract is up at the end of March. Alex received a quote from them for renewed services.

*Action: Alex to obtain additional quotes for comparison.*

### **7.3 Reserve fund study**

The Board needs to select a firm to conduct the Reserve Fund Study. Alex obtained 3 quotes ranging from \$5000 - \$7200. The Board needs to go through the contracts. It was agreed that Rob, Kate & Alex will review but that all Board members should review the contracts and put forward their recommendations.

*Action: Alex to send out the contracts to the Board.*

### **7.4 website**

Kate got in touch with guy who does the MGI website. He quoted \$500 to build and \$75 for upkeep. The Board agreed to leave the website as is and consider adding the website to the 2013/2014 budget year.

*Action: Kate to contact Christina to see what she can do and to transfer the knowledge from her to the current Board so we can update as is.*

## **8 Resident Correspondence/Email**

## **9 Adjournment**

**Motion** to adjourned the meeting at 8:51

**Moved:** Nicole

**Second:** Shannon  
Carried

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

Prepared by Shannon Kachurowski, Secretary