

MacEwan Gardens II
 CONDOMINIUM CORPORATION No. 092 4818
263 MacEwan Gardens
BOARD MEETING
MINUTES

When: June 20, 2018

Where: Amenities Room

Present: Kate Marchessault
 Rob Mastel
 Pat Paul
 Carole Holmes
 Fraser Sockett
 Laura Giroux
 Alex Zovighian, KDM Management Inc.

Guest: Colin from Shiba Contracting

| No. | Item |
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| 1.0 | Call to Order |
| | Kate called the meeting to order at 6:32 pm |
| 2.0 | Presentations |
| | <p>Colin from Shiba Contracting Colin attended the meeting to review what Shiba has been doing and address concerns we have about the service.</p> <p>Colin gave some background about the company and said they work successfully with other condo buildings. Shiba usually provides the worksheet of things they check regularly but they are happy to use our checklist. Colin usually deals only with the property manager rather than a hands-on board like us. When they were hired, Colin did a walk through with Kate and received the checklist from Alex. Shiba started with 5 hours a week with a newer employee working with a more experienced employee each time they are on site. They did ask for an extension of hours in order to complete some tasks.</p> <p>Kate indicated she had discussed with Colin that there might be additional tasks from time to time with the expectation that Colin would follow up as these tasks arose. When she did a walk through with the on-site employees, she discovered they were not aware of tasks beyond the checklist.</p> <p>Colin apologized for the reactions of his staff and noted they generally avoid tasks with high-risk liability, electrical, plumbing, or anything that requires a ticket. Colin has since followed up with the staff. Colin has been taking a more active role to make sure tasks are completed. He would like to review our checklist, have a trial period, or maybe try another staff person.</p> <p>Rob would like to see minor jobs addressed in a timelier manner. He hopes that getting the checklist report weekly including notes about anything they notice will help us to address concerns faster. If the task requires another professional, or they are unable to complete it they should notify Alex as soon as possible. Examples of jobs that we would like them to complete without additional permissions (and then note in the weekly report) are removal of large items from around the garbage bins, wall damage, and door damage. He asked that Colin make sure his staff are comfortable with the tasks requested.</p> <p>We confirmed for Colin that we would like a building walk through completed ever week with the understanding that it does not have to be completed in a single visit.</p> <p>Alex reminded Colin that our focus is preventative maintenance and that the checklist is for things to check regularly. Some tasks they have been performing like checking drains are unnecessary because we have a separate maintenance schedule for that.</p> |

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| | Overall, we asked Colin for more timely updates – particularly weekly reports of just the checklist and notes to keep us up to date. Kate, Rob and Alex should all receive the reports and Alex will let Colin know if there are any new tasks to be completed. We will determine a probationary period to see if they can address our concerns. |
| 3.0 | Approval of Agenda |
| | Motion to accept the agenda. Moved: Laura Second: Fraser Carried |
| 4.0 | Approval of Previous Minutes |
| | Motion to approve the minutes of the May 16, 2018 Board meeting. Moved: Laura Second: Carole Carried |
| 5.0 | Reports |
| | 5.1 May Financials Our utilities are coming in line with the budget now that summer is here. Alex contacted RBC regarding GICs. Our advisor asked to contact us in July as she hopes the GIC rates will be up soon. Alex reviewed the reserve fund study and as there are no major projects indicated for the coming year, we can expect advice to invest about \$300,000. The board is prepared to make decisions quickly via email if necessary. Motion to accept the May draft financials as information only. Moved: Rob Second: Pat Carried |
| 6.0 | Business Arising from Previous Minutes |
| | 6.1 Front Landscaping Alex handed out the three quotes received for the front landscaping. Quotes were disparate and the breakdown of sections was not included with all quotes. Alex will go back to Seasonal Impact & 364 Condo Maintenance to get more complete quotes for the front section. We hope to go ahead with front section this year. 6.2 Handyman Plan After our discussion with Colin, we expect immediate action. We should have a checklist and update by Friday. Kate suggested a month probation. 6.3 Garden Boxes Not all garden boxes that were spoken for are being used. Pat tried to get in touch with a few people but did not receive responses. One resident has opted to take on a second box, and other participants will be offered the same option. |
| 7.0 | New Business |
| | 7.1 Parkade Lighting The current NDP government offers rebates for energy efficiency. Rob suggested that we consider what might be done in our building and Alex arranged for an assessment. The biggest rebate would be for the parkade lights. The cost is around \$18000, but there are \$8000 in possible rebates. We would see approximately 37% reduction in energy costs (in addition to longer bulb life, and no longer needing to replace ballasts) and get return on investment in about 3 years. There is no rebate for the hallway wall sconces – they are supposed to be an energy efficient fixture. We could do an LED retrofit, but the cost outweighs the investment. It could take 10 years to get return on investment. An alternative would be to replace the current bulbs with LEDs as they burn out. A decision is needed quickly to take advantage of the current rebates. The company doing the replacement would complete all the rebate applications. Motion to engage Tardis Solutions to replace the parkade lights with LED fixtures at a cost of \$18785.55 with an expected rebate of \$8720. Moved: Rob Second: Pat Carried |

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| | <p>7.2 Garbage Bins The City of Edmonton notified Alex that a garbage bin was not emptied because it was too heavy. Alex arranged for the bin to be checked and sand bags were discovered. The work was done for less than \$200 and the City was then able to empty the bin.</p> |
| <p>8.0</p> | <p>Resident Correspondence/Email</p> |
| | <p>Alex received a phone call regarding the policy on vibrating furniture. The resident was concerned because noise from furniture from the suite above is a nuisance and caused noticeable movement of a light fixture and dishes. While the resident was able to speak to their neighbours and come to an agreement about when the vibrating chairs will and won't be used, they still feel there is excessive disturbance. This situation is treated as a noise complaint. Alex will follow up.</p> <p>Several garage door openers were reprogrammed</p> <p>There was a concern about wasps and a crack in the building grout was located and filled. Alex noted that Shiba took care of this very quickly.</p> <p>Alex has been in communication with our landscapers who asked if we would agree to keep the lawn a little longer to retain moisture. Kate asked if they would also be able to turn on & off a sprinkler in the back when they are here.</p> <p>A question was received regarding a visitor who received a ticket after parking excessively in visitor parking. Residents are reminded that visitor parking is for short-term use. The ticket will stand. Our parking volunteer has not seen the vehicle parked in the visitor area since.</p> |
| <p>9.0</p> | <p>Next Meeting Date</p> |
| | <p>Wednesday July 18th, 2018 at 6:30 pm in the Amenities Room</p> |
| <p>10.0</p> | <p>Adjournment</p> |
| | <p>Motion that the meeting be adjourned. Moved: Pat Second: Laura Meeting adjourned at 7:36 pm</p> |

Prepared by Laura Giroux, Secretary