

# Meeting Minutes

## Meeting of the Board of Directors

River Grande Estates  
Condominium Plan No. 9911158  
Tuesday September 24, 2019

### Attendees:

- Brian Mills
- AK Ross
- Kyla Cox
- Emily Struck
- Michael Hay
- Chris Scrupa (following induction)

### 1. Call to Order

- A quorum was determined, and the meeting was called to order at 6:33 pm September 24, 2019.

### 2. Nomination of Chris Scrupa to the Board

- Emily Struck handed in an official resignation from the board. To fill her role for the balance of the term ending December 4, 2019, the board has nominated and voted to induct Chris to the board.

### 3. A motion to approve the August 28<sup>th</sup> meeting minutes was carried.

### 4. Management Report – (Furnished by Magnum York)

- Magnum York was not present at the meeting.
- The board reviewed the management report.
- MY is awaiting a response from Alvin with regards to the Courtyard lighting quote.
- RFQ for the Reserve Fund was forwarded to the board and is awaiting a response.

### 5. Facilities and Maintenance Report – (furnished by ABBAs)

- The board reviewed the maintenance report as prepared by ABBAs maintenance.
- A hot water tank leak in phase 1, unit 302 resulted in damage to the suite and suite below. The board may pursue an investigation to determine if the corporation or an owner installed the hot water tank, and who is responsible for the cost of the damages.

### 6. Treasurer's Report – Michael Hay

- The financial report was not ready for distribution by this month's meeting.
- Michael provided a summary with no pending concerns or issues.

## 7. Unfinished business

- AGM Date Confirmation – Wednesday December 4, 2019
  - A scribe needs to be hired for the upcoming AGM.
  - Pre-reads and financial report to be sent out to owners a month prior to the meeting
- Electrical System Analysis – Update
  - Brian to set up the first contact meeting with Smith and Anderson to commence the study.
- Column Damage Repair – update/proposals
  - Quotes were received but the board is unsatisfied with the proposed estimate of costs in accordance with the broad range of damage across the columns. Bob to follow up later in the fall.
- Balcony Membranes and Edging Repair – Revised Proposal
  - A proposal was received to scope the work for phase 2. The proposal is to review the building and provide a scope and design on an as need basis. A contractor can be hired to complete the work as required.
  - The board discussed the implications of liability for the work completed between the design company and sub contractors. More clarity on the contract administration is required before the board decides how to respond to the proposal.
- Bylaw review edits – progress
  - Awaiting response from the board members for the draft bylaws that was sent out on September 17, 2019. Comments are requested by September 26, 2019.
- Fire Plan – Update (if available)
  - Fire Plan Strategies has requested payment before the end of the month.
  - The board is still unsatisfied with the plan as provided by Fire Plan Strategies. The city of Calgary FD Safety Codes Officer has recommended we have the plan reviewed by the city to ensure code compliance.

- The board agreed to offer FPS half the requested invoice amount until after the city reviews the plan in case of any omissions and updates required.

#### 8. New Business

- Board Succession Planning
  - A notice was sent to owners encouraging them to express interest in joining the board at the upcoming AGM.

#### 9. Reserve Fund Study

- A RFQ was issued, and a proposal came back for \$6000 to do the five year reserve fund study by Entuitive.
- A motion was passed and approved to accept the proposal from Entuitive to update the 5-year reserve fund study for \$6000 not including tax. The board will request the work be completed in the new year.

The meeting was adjourned at 7:55pm.

#### ***Subsequent Meeting Date(s)***

- ***October 29, 2019 at 6:30pm***
- ***November 19, 2019 at 6:30pm***

*Minutes Recorded by Kyla Cox*

*Meeting Chaired by Brian Mills*

