

# Meeting Minutes

## Meeting of the Board of Directors

River Grande Estates  
Condominium Plan No. 9911158  
Tuesday October 29, 2019

### Attendees:

- Bob Millsap
- AK Ross
- Kyla Cox
- Sherry Ponych

Tiffany Dyck (remote)  
Michael Hay (remote)  
Chris Scrupa

### Regrets: Brian Mills

#### 1. Call to Order

- A quorum was determined, and the meeting was called to order at 6:32 pm October 29, 2019.

#### 2. Management Report

- Sherry Ponych of Magnum York summarized the items in the management report for this month.

#### 3. Facilities and Maintenance Report

- Bob Millsap summarized the items in the maintenance report for this month.
- A break in to the CREB security box outside of Phase 3 resulted in a break-in to the building and subsequently a vehicle in the visitor parkade. The board discussed if the fob access for real estate agents from the CREB box should be limited to only the front door of the building to prevent further security breaches.

#### 4. Treasurer's Report

- Michael Hay summarized the financial report for this month.

- This year to date we are currently 50k under budget for operating expenses, as expected due to seasonal highs/lows for heating and other expenses etc.
- Reserve fund balance is ~ \$300 000 to date. The board discussed the need to brainstorm and address projects that should be done in the next year. The board agreed that the proposed projects will be presented at the AGM seeking input from owners.
- Projects discussed: window replacements, courtyard refurbishment, column repairs, major mechanical replacements (ie. boilers), elevator replacements, balcony repairs, courtyard lighting.
- It was suggested to have an envelope study done to determine the critical path on projects identified.

## 5. Unfinished business

### a. AGM- preparation & Owners Package

- The AGM is scheduled for Dec 4, 2019.
- Audited financials are complete. The package is ready to be mailed out on Nov 4, 2019 by Magnum York.
- It was discussed that the status and progress of the bylaw review be presented to the owners at the AGM.
- Magnum York to send out the package details to the board for information in Brian's absence.

### b. Column Damage Repair – proposal revision

- Quote from BTC proposed to complete an investigation of the damage and repairs required for the column work.
- A motion was passed to proceed with BTC to perform the additional investigation for a cost of \$5000.

### c. Courtyard lighting

- Magnum York has given the name of three preferred contractors (ECO, Service 3 and Goodfellas) to ABBA's to arrange walk throughs for RFQs. Follow up required to understand if ABBA's did reach out to the contractors. MY to follow up.

### d. Balcony Membranes and Edging Repair

- Follow up with Brian is required to understand the current status of this project.

- e. Kydrid garage door contract renewal
  - o The contract is up for it's 3<sup>rd</sup> year renewal. Following the end of the 3<sup>rd</sup> year it is uncertain what the implications will be if the corporation was to change service contract. MY to investigate.
  - o A motion was passed to renew the contract for a third year as per the contract for \$12,000.
- f. Window Replacement in Unit 404, Phase 2
  - o A quote was received from Chinook Glass for \$2515 for window and vinyl repair (one living room window). The specs of the window need to be investigated to ensure consistency between this window and the future window replacements.
  - o A motion was passed to proceed with the replacement in Unit 404 in Phase 2 for the amount quoted. Additional window replacements will be up for future discussions by the board. Michael to kick off discussions with product
- g. Bylaw review – progress
  - o Base building specs to be sent to the lawyer to complete next steps.
  - o Next draft date to be confirmed.
- h. Fire Plan – next steps
  - o The City of Calgary review of the fire plan is complete.
  - o The vital building information form needs to be complete by ABBA's to be included in the fire boxes.
  - o The City of Calgary reviewer recommended to not include tenants who require assistance in the fire plan as it puts liability on the board.
  - o Other items deemed non applicable to the building will be left in the fire safety plan with no implications for not following them as per the City of Calgary review.
  - o A motion was passed to pay the remaining balance of \$2500 to Fire Plan Strategies.

## 6. Succession Planning-

- The board discussed current member's plans for re-running for membership.
- Magnum York proposed the idea of hiring a building operator whom would take on roles and responsibilities over and above that of the

maintenance and cleaning contract that ABBAs currently holds as well as the concierge service of Magnum York and the current load of the board. MY to send the job description for the board's consideration. To be discussed in further detail at next months meeting.

The meeting was adjourned at 8:10 pm.

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

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

*Minutes Recorded by Kyla Cox*

*Meeting Chaired by Tiffany Dyck*

***PRESIDENT***

A handwritten signature in blue ink, appearing to read "J.R. [unclear]", is written over a faint circular stamp.