

Strata Board of Directors -- Minutes of Meeting, November 16, 2010

Meeting location -- Calgary Alberta 17th Ave., Moxie's Restaurant - convened at 11: 40 AM -

In attendance - Russell Todd, Carolyn Moland, Don Clayton, D'Arcy Johnston,
Absent - Mike Peacock, Dave Wing – Site Manager

1. Approval of the minutes of prior meeting -- October 2, 2010 - approved as issued
2. Operations reporting – D'Arcy

D'Arcy confirmed that Universal Doors & Exteriors had provided to new quotes for services which were rejected. The average cost per deck for work done was \$3650. Universal is asking \$200 per post to examine and close up posts for further analysis of rotting.

Universal invoices number 1845 and 1846 were approved for payment less a 10% hold back, with payment before, December 14, 2010. The hold back will be paid after deficiencies are cleared.

Dave Wing met with Koss Exteriors & Roofing, and obtained a quote of \$250/deck to examine remaining decks. To remove, repair and replace trim - maximum cost estimated at \$2400 per deck. The written quote – undated - was taken

We have a potential of 40 decks for 2 buildings = 80 decks to be examined. We have an estimate of \$1000 per unit for cost recovery. Communication to strata owners was discussed.

A letter to the Project Developer is required to confirm repairs being made and the tie back to the new-home warranty program. Contact with a professional envelope firm to sample the remaining decks is needed. We need to advise owners on the work and assessment. A special meeting of strata owners is not anticipated at this time. We are going to contact New Home Warranty Insurance to find out their requirements before we consulted any “engineering” type company to ensure the New Home Warranty Insurance requirements were going to be met.

The examination work will start with first floor post and supports and then examination of second level decks below the joist through soffit removal. Koss will charge \$200 per deck for this step and a professional engineer should be present, to ensure we find out what he wants us to sample. We are going to contact New Home Warranty Insurance to find out their requirements before we consulted any “engineering” type company to ensure the New Home Warranty Insurance requirements were going to be met.

D'Arcy will also respond on a concern from a strata owner on the condition of roof tiles at her unit.

Brief discussion on putting security cameras in Birch parkade due to recent car break-ins. Discussion held no decision made. Same security surveillance issue for Poplar and Willow. We discussed putting up dummy surveillance cameras with surveillance signage advising all entrance to the parkades that these areas were under surveillance.

Discussion on length of time it takes for warm water to reach some units. Dave is to research this as to the installation of a recirculation pump in the lines. It was noted that the impeller pump in the Poplar building was different and was recently serviced.

3. Financial statements – Russell
Financial statements to November 15, 2010 (draft) were provided for review. A discussion on funding costs, to replenish the Reserve Fund for Poplar repairs and the impact of increased condo fees for additional work on the Willow and Birch buildings followed.

Renewal of property insurance with Lombard Canada - the property insurance renewal application was reviewed. Russell will file the renewal form before November 30th, as insurance coverage is effective November 30, 2010.

Brief discussion on an inquiry from a realtor, asking on behalf of a new owner whether there is a bylaw requirement for owners to carry insurance for deductible for water damage. Question needed to CHOA on having a bylaw requirement.

Russell confirmed our bookkeeper charges \$50 per transaction to provide potential purchasers of strata units with the forms F & B., which provide bylaw and financial information to potential purchasers. She noted that she still needs an updated welcoming letter to provide to new owners. At present she is providing a simple congratulatory e-mail and information on the preauthorized debit for condo fees. Carolyn is to update the current new owner welcoming letter to provide new owners. There was also discussion on who should be responsible for maintaining the database on the new owners contact information.

An offer for management services received from Delphine was tabled after review, as not being suited to our management needs.

Noted directors not receiving copies of the quarterly magazine from CHOA, and a better solution needed for direct mailing, including a P.O. Box for the Strata Corporation in Radium.

4. Owner Communications – Carolyn

Brief discussion on strata owner report of November 1st on Poplar repairs. We will be seeking owner information and photos on the Willow and Birch building for deck repair concerns. We will estimate \$1300 per unit to cover examination and repairs (average). Russell will check with CHOA on bylaw issues. Focus on this worker safety during repairs, as well as owners access to construction areas on decks also needs to be addressed. Owners will need education communication on equal cost sharing over all buildings.

Human Resources - procedure change

it was propose that Dave should now report to all Directors by area of responsibility. For benefits and human resources he will work report to Carolyn. For operations issues - D'Arcy, for Amenities Building, procedural manuals, and technical issues – Don, and for general matters – Russell

Strata Owner communication

Discussion on using Mail Chimp for Strata Owner monthly communications. Decided to continue with current Word template and Outlook for mailing. Carolyn will maintain two e-mails per strata unit -- primary and secondary for mailings to owners. Brief discussion on using e-mails only for official notices to strata owners -- specifically official AGM materials

5. Website – Don

.Don indicated he's add additional words to the home page, to assist in search engines finding us. He will be adding more changes to update the minutes and possibly a password-protected area for the minutes in order that they will only be available to our owners.

Don is also starting work on a database to manage information on strata owners for future communication purposes.

It was noted that Don has received from David Wing the first information to set up a maintenance manual. More detail information will be required in due course.

6. Board management issues – Russell

Discussion on changing the year-end to allow the AGM to convene later in the year in order to attract CA's or other financial professionals to act as treasurer and attend an AGM at a less busy time of the

year.. Don discussed the shortage of Director. It was noted that CHOA requires that we have 20% of our operating budget dedicated as a minimum to the Reserve Fund.

7. Meeting adjournment - next meeting

Meeting adjourned at 130 no date was set for next meeting of the directors