

**Condominium Corporation No 022-2718
Phillips Lofts
Board of Directors Meeting
January 11, 2010**

Location: Unit 404

Present: Kent Akgungor
Chelle Busch
Barry Kaiser (Chairperson)
Corina MacKinnon (FOCHAUS Management)
Joel Turcotte
Shauna Warwick

1) Call to Order

Meeting called to order at 18:02.

2) Approval of Agenda

Barry added Elevator item to agenda. All approved.

3) Correspondence

01/02 - Fire Inspection Safety Report from MMCI Safety Systems

4) Motions Passed Electronically

12/28 - To approve the minutes from the December 9th board meeting

12/18 - To approve the snow removal from the parking lot for \$800+GST

5) Old Businesses

a) Reserve Fund Plan

Unfortunately, Al King was absent from Wade Engineering until this week and he hasn't had a chance to return Barry's call. Barry would like to speak with him about the engineering studies and the inflation and investment assumptions on the reserve fund study.

Action: The Board would like to wait until Barry has had a chance to talk with Mr. King before proceeding any further with the reserve fund plan.

Loft comparison: Four buildings were suggested for comparing reserve fund plans and condo contributions. They are similar loft projects in both design and age: Cobogo, Excelsior, Beatty and 7th Street Lofts. Joel has volunteered to check the new Icon II for their budget and condo contributions.

Action: Barry will analyze the reserve fund plan and condo contributions for at least three similar condos in the Warehouse District.

b) Bylaws

Not many changes were made with the latest version – mostly surrounding grammar and wording, not subject or content. The next revision will likely be the last before putting the bylaws to the rest of the owners.

Action: Barry will send out the most current copy for Board members to review. The Board will then discuss any changes at the next meeting.

c) Utilities Strategy

The Corporation is able to purchase fixed price contracts for electricity and natural gas through 8760 Merchant Solutions at commercial. Pricing could vary if the Corporation's usage varies 10% +/- to its contract usage. The cost of this service would be \$100/mth, and we would still be billed through the Corporation's original utility provider.

d) AED (Automated External Defibrillator)

There are three models that range in price from \$1,200 - \$1,500. The Board's decision should be based on price + options. The one Shauna is favouring is roughly \$1,500 and has an alarm to alert owners if the unit has been opened or requires servicing. The conversion of Capital Health to AHS has put this program "on-hold" until it is re-established under AHS. We can still register, but nothing will happen until it is re-launched.

Action: Shauna will send the Board members information on the models for further discussion at the next Board meeting. She will also highlight her recommendation.

e) Storage Cage

Shauna called two vendors (Phoenix Fence and Quantum Fence). Neither of them has returned her calls. She is moving forward and getting a quote for a storage cage in the parkade.

f) Cigarette Disposals Outside Building

It appears the city did approve a small budget to expand the program to 104th Street. Unfortunately, the City of Edmonton Councillors were not present at the last 104th Street Committee, so it didn't move forward. We may have more of an update at the next Board meeting.

g) Thermostats

Greg, from T&P Mechanical, came back with two thermostats for the Board to review. The first one didn't work well regulating hot and cold. The second isn't programmable and appears to suit the hotel industry better than the condominium industry.

Corina received a quote from Vigor Mechanical for converting the 120v thermostats to 24v. They stated the prices would be different for units with a/c (\$640) than without (\$550).

Action: The Board will wait to see what other thermostat options Greg will come up with.

h) Visitor Parking - Unit A Discussion

Chelle emailed the occupant to let them know of her availability and willingness to discuss any issues. To date, she hasn't received a response.

i) Welcome Package

Chelle submitted a draft Welcome Package to the Board. Some members have asked to contribute some suggestions.

Action: The Board will review the Welcome Package again at the next meeting (after contributions are submitted, and changes are made).

j) Elevator

Barry received a quote from OTIS for \$28,000 for refinishing the main elevator. The suggested materials would be an industrial cover on the floors and brushed-style stainless steel panels for the wall. The Board reviewed some pictures. Joel suggested an additional railing near the bottom to control any scratches from dollies.

Action: Joel, Kent, and Chelle are encouraged to view the elevator cab in question at Academy Place at 10016 - 116 Street. The entrance is a commercial entrance, so access should be easy.

Action: Barry will check with other elevator companies for options on their refinishing packages

6) New Business

a) AGM

The Board would like to allow residents one month to review the proposed bylaws before it is put to a vote at the AGM. Because of this, the Board can't set a date for the AGM until the Board has completed the draft bylaws.

b) Intercom

The Intercom is continually exposed to the elements and the manufacturer states that the unit will only last 7-10 years in these conditions. Initial estimates come in at \$2,000 to replace the existing one. To get an intercom that also allows for USB updating and voice activation, it would cost roughly \$2,300, and would also require cutting into the brick to allow the larger footprint required for this unit.

Action: Shauna will check out another building that already has the USB enabled intercom already installed. She will also check with MCCI on the length of time for install, and if they will provide a contractor for the cutting of the brick.

c) Resident Parking

Recently, there was an incident in the gated lot where someone in an unidentified vehicle parked in a resident's stall. Upon investigation of their options, the Board learned that they cannot tow a car from that lot without proper signage. Shauna has since priced out the cost of appropriate signs (and their posting in visible areas).

Action: Shauna will find out about proper sign placement to ensure we can accommodate the rules to make certain the area is bylaw-compliant (to issue tickets or to tow) and still make the area look aesthetically appealing.

d) Mats

Last year, the Board procured a new mat to custom match the floor from Canadian Linen, which is more expensive than a plain rectangular or square single-colour mat. Canadian Linen can do a 5 x 5 square in front of the main door for roughly \$300 each. It would be the same colour as the floor in that area, but it wouldn't cover the entire entrance. Corina also suggested a product called Water Hog, which is heavier and holds a lot of dirt/water.

Action: Corina will send Barry more information on the Water Hog from Canada Mat.

e) \$150 Utility Deposit

The Board has been collecting a \$150 deposit to cover any outstanding costs after an owner moves out of their suite (if there are no outstanding dues, the full amount is refunded to the owner). Barry believes that as long as the Corporation is on top of its accounting, there is no need to collect the deposit. Barry has proposed to collect the remaining amounts owing and then investigate the option of moving that money into the reserve fund. The Board would like to revisit this at the next meeting.

Action: Barry will check the the Corporation's lawyer to see how this deposit could be transferred to the reserve fund.

f) 4th Street Committee Update

The DeVine Wines Fundraiser raised about \$2,000. The Phillips Lofts baskets raised over \$350 alone. Next week's meeting will discuss how to use these funds. Programmed events such as Street Hockey on Family Day and Al Fresco Weekend have been suggested.

g) Door Holders for Front and Back Doors

Barry would like to look at the possibility of installing some door stoppers.

Action: The Board will return to this at the next meeting.

h) Trees in Parking Lot

The Corporation's volunteer gardener has asked for four Columnar Aspen Poplars by the gated parking lot (two on either side of the gate – in the planters). The Board feels it would add property value.

Motion: To purchase four poplars as per gardener's diagram to place in the front of the gated area for a cost of \$300. All in favour. Motion passed unanimously.

i) Bicycle Storage in Parkade

The building's bike storage is full. There are a few poorly maintained bikes, and the Board wonders if they are abandoned.

Action: Barry will post a notice on the bulletin board with the bicycles in question before disposing of them.

j) Questionnaire for New Owners

Barry proposed a questionnaire to new owners to find out what the Phillips Lofts corporation can do better, and why they chose Phillips.

Action: Shauna is willing to draft up questions and will ask for feedback from the other Board members. The Board will revisit this at the next meeting.

k) History of Phillips Lofts

While at Cobogo, Barry saw they had a bit of history of their building. Barry would like to further investigate the possibility of us doing the same. This would include more relevant pictures for the lobby and a more detailed history for the Corporation's website. All agreed that this would be a worth-while project, but there were no volunteers at this time.

7) Next Meeting

Wednesday, February 3, 2010

8) Adjournment

20:02