

**Condominium Corporation No 022-2718  
Phillips Lofts  
Board of Directors Meeting  
August 23, 2010**

**Location: Unit 404**

**Present:** Kent Akgungor  
Chelle Busch  
Barry Kaiser (Chairperson)  
Ryan Mayer  
Shauna Warwick  
Corina MacKinnon (FOCHAUS Management)

**1. Call to Order at 18:04**

**2. Approval of Agenda**

Approved unanimously.

**3. Correspondence**

08/12 - Letter to unit A regarding water damage to hardwood floor  
07/16 - Email from unit B regarding patio complaint for unit C  
07/15 - Letter from the Board to unit D regarding dogs on patio  
07/14 - Letter from Board to unit E regarding carpet cleaning for dog

**4. Motions Passed Electronically**

08/05 - Repair roofing by Knights Roofing for \$28,000 + GST  
07/22 - Approve the minutes from the June 29<sup>th</sup> board meeting  
07/14 - Develop Wikipedia page for building

**5. Old Business**

**a) Elevator**

Barry mentioned a concern about a conflict in upcoming maintenance work. Barry feels the roof/brick/window/cornice work should go first, and have the elevator refurbishing last to mitigate any possible damages to it. The Board agreed with Barry's approach.

**b) Storage Cages**

Three "test" cages have now been installed. The Board is working with the Corporation's lawyer about how to lease out these cages. The cages will not be used until an agreement is in place. Once a trial period is over - and if it's deemed a success - six more will be built.

**c) Bylaws**

Barry received an email today from the Corporation's lawyer with his changes and comments on the latest version of the bylaws. Barry had not had a chance to review the update yet.

**d) Utilities Strategy**

Barry and Kent met with Enmax and 8760 Unified Energy. Both can provide the same service. Enmax produces energy, and 8760 Unified Energy is an independent consultant, who would act on the Corporation's behalf. Both offer similar services at slightly different prices. Further evaluation is required to ensure what pricing will include, in addition to further evaluating the agreements. The Board would consider possibly locking into a rate until July of next year as a test (this would avoid a spike in costs, and would reduce or eliminate admin fees). The Board would like to move forward and find out how much time it would have between receiving a quote and making a decision. The Board will have to pass a motion before a contract is signed.

Priority Billing, on the other hand, could change to monthly billing or remain with bi-monthly. If the Board decides to go with monthly billing, Priority Billing would charge each unit an extra \$8/month. Another

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option is to switch to Priority Billing guaranteeing any unrecoverable utility debt from unit owners. The service was determined to have limited benefit to Phillips Lofts. The other option was to go to with monthly remittance rather than every two months

**ACTION:** Kent will talk to Priority Billing to ensure that monthly remittance can occur without any additional cost.

#### **e) Intercom**

Barry spoke with Ion (MMCI) regarding using a different unit than the one agreed upon. According to Ion, once the old unit was removed, he found more work (brick and wiring) was required than initially thought. Because of this, Ion chose to use a different (but similarly equipped) unit that would fit with the current space without requiring any rewiring. Ion has offered a coloured plexiglass insert in the area where the lit name space is at no additional cost.

**ACTION:** The Board has chosen to move forward and settle this issue. Barry will contact Ion for plexiglass samples.

#### **f) AED (Automated External Defibrillator)**

The unit from Costco is priced at roughly \$1,500. The case is alarmed.

**MOTION:** Kent motioned to purchase the Phillips Heart Start Home Defibrillator from Costco for the price of roughly \$1,500. Ryan seconded. Motion passed unanimously.

#### **g) Cigarette Disposals Outside Building**

The current program for disposals covers street fronts, but not alleys. Upon contact with a city manager, Shauna will find out if there are any extra units available for purchase.

**MOTION:** Shauna motioned that, if available, the Board purchase a cigarette disposal unit for the back of the building at a cost of approximately \$150. Ryan second. Motion passed unanimously.

#### **h) Standard Door Handles**

The Board continues to use the existing Yale door handles as its standard. The one with a lock cylinder would be roughly \$400. The one without is roughly \$250-300. The thought is to leave the choice of which one to the unit owner, as that cost will be his responsibility.

**MOTION:** Kent motioned to approve the standard of using Yale door handles when they require replacement (at resident's cost). Shauna seconded. Motion passed unanimously.

### **6. New Business**

#### **a) Roofing**

Work on the roof could start as early as this week. Shauna is working on the grant application. She found information on a secondary grant for the cornice that might also help to top up the grant from the City. Shauna's contact will speak with the heritage planners.

#### **b) Window Sills and South Wall Crack**

The front window sills are becoming weather-beaten and are in need of repainting. Some of the side sills also appear to need some attention. The front window frames are wood and their repainting should be the first priority. The ones facing north/south are metal and are not as pressing. Doing them all right now could be cost-effective though. As for the crack on the south wall, Habby did patch work up to a certain point. If the Board thought it prudent, that work could be continued right to the top with the current work that is being done.

**ACTION:** Barry will get a quote on the north/south sills and repairing the remainder of the south-wall crack.

#### **c) Insurance Claim**

Water damage has occurred to the hardwood in units F and G. The Corporation's condo insurance covers everything in the building, as it was when the original owner moved in. Anything added since that point is

covered by each owner's home insurance. Owners are also responsible for the corporation's insurance deductible. Further insurance claims could result in the Corporation's premiums and deductible being increased.

#### **d) Third Signing Authority**

Historically, the Corporation has had three signatories. Signatory lists will have to be updated at CWB, TD Canada Trust, and HSBC. Barry recommended Chelle Busch as the third signatory.

**MOTION:** Shauna motioned to make Chelle Busch the third signatory. Ryan seconded. Motion passed unanimously.

#### **e) Authorization Limits**

Kent had inquired about authorization limits for spending and reimbursement for those purchasing on behalf of Phillips Lofts. The management company is authorized for \$1,000 (unless there is an emergency). Three options were put forward for authorized limits for the President: no authorization, authorization over a set limit, or authorization on all expenditures.

**MOTION:** Shauna motioned that the Board set a limit to \$500. Ryan seconded. Motion passed unanimously.

#### **f) Investment Plan**

The 2010/11 investment plan was tabled by Barry. Kent had already reviewed it prior to the meeting. Given the amount of possible expenditures over the next five years, the vast majority of the capital reserve funds will be held in short-term fixed income. The current equity exposure, \$30,000, will remain the same for the next year, but nothing more will be added unless circumstances change.

**MOTION:** Kent motioned to approve the investment plan for 2010/2011. Ryan Seconded. Motion passed unanimously.

#### **g) MMCI Relationship**

Concerns were raised by Kent about MMCI relationship. Given that the Board has had a good relationship up until the intercom issue and Corina has not had any material problems with them, the Board decided to continue its relationship with MMCI. The Board will continue to use MMCI, but will work at improving communication with it.

#### **h) AGM Date**

During the past few years, the Board has missed having a November AGM. Barry would like to move towards this as it is more timely given year-end. Barry proposed a date of November 29<sup>th</sup> (this will be tentative until the Board gets the audit signed off).

#### **i) Reserve and Improvement Projects**

Barry would like to find a champion for the coordination of the reserve and improvement projects. Historically Barry has done most of the work. Other options would be to have another member step-up, or have a combination of Board members do the work coordinated by the President. The popular option is to have the Board members take on different projects.

#### **j) Washing Machine Drains**

Two units (H, I) have had water/bubbles coming up while doing washes. This is caused by the lines in the walls getting deposits and "bubbling up". The issue is who bears the cost of this work.

**ACTION:** Barry will look further into the issue with T&P and MGP Underground.

#### **k) South Wall Mural**

There is a mural program through the City of Edmonton called "Giants", which identifies an icon/event/building from the community featured on a building wall. The Board would like this to move to the next level to find out more information on this program.

**ACTION:** Shauna will investigate further into the program.

**l) Air-conditioner Procedure**

Currently, a procedure is in place that deals with what can be installed on the roof for air-conditioners. It has come to the attention of the Board that some owners have had air-conditioners installed incorrectly within their units. More controls are necessary to ensure common property is not damaged due to poor installation or retro-fitting. Size limitations would be required as well as a recommend list for installers.

**MOTION:** Chelle motioned to create a new bylaw to ensure all new air-conditioners are approved by the Board. Ryan seconded. Motion passed unanimously.

**m) Parking of Rental Vehicles**

Residents with rental vehicles should not park in the visitor parking stalls while current vehicles are in their stalls.

**MOTION:** Chelle motioned that residents are not allowed to parking in visitor parking at anytime. Ryan seconded. Motion passed unanimously.

**n) Parking Lot Gardening**

The overall appearance of the front parking lot greenery occasionally falls to the wayside. Barry would like to look at options for care and upkeep. Kent suggested posting up a notice for interested residents that might wish to contribute to the upkeep of the area. The Board agreed to this measure.

**ACTION:** Shauna to talk to Sharon Gherasim first before posting a notice on the bulletin board.

**o) Repairs to Parking Lot**

There is a crack in the parking lot. Estimate quote to repair it is roughly \$1,000. This is a preventative measure to ensure the crack will not worsen.

**ACTION:** Barry will move forward and get someone in to look at necessary fixes.

**p) Reserving Patio for Parties**

The discussion was opened as to whether or not the Board should have a procedure to cover the possibility of large parties on the patio. Procedures agreed upon include: groups of ten or more will have to reserve; one week's notice to Property Manager; and \$100 deposit to cover potential cleaning costs.

**MOTION:** Shauna motioned to approve above procedures. Ryan seconded. Motion passed unanimously.

**q) Bird Droppings**

Some discussion revolved around getting some "fake fowl" to deter pigeons from spending time on the Corporation's roof, which has resulted in frequent bird droppings on car roofs in the SE corner of the parking lot.

**ACTION:** Ryan will look into the issue further.

**t) Auditor**

Kouri Berezan Heinrichs (KBH) has done the audit for five years. The Board has never had an issue with the work delivered by KBH. This year the quote is \$3,750.

**MOTION:** Kent motioned that the Board move forward and contract with KBH for this year's audit. Shauna seconded. Motion passed unanimously.

**7. Next Meeting**

September 27<sup>th</sup> at 18:00.

**8. Adjournment**

Adjourned at 20:07.

\*Page 5 is for the appendix, which references any anonymous unit numbers. This has been done for privacy reasons.