

**Condominium Corporation No 022-2718
Phillips Lofts
Board of Directors Meeting
April 30, 2009**

Present: Chelle Busch
Barry Kaiser (Chairperson)
Corina MacKinnon (Fochaus Management)
Justin Thoman
Joel Turcotte
Shauna Warwick

1. Call to Order

The chairperson called the meeting to order at 18:04.

2) Approval of Agenda

Unanimously approved.

3) Correspondence

02/12 – Letter – Corporation Lawyer – Response to statement of claims from unit A
02/16 – Email – Unit B – Property manager complaint
02/17 – Letter – Board – Weight Watchers for graffiti removal
03/09 – Letter – Board – Approval for change of use for unit 002
04/26 – Email – Unit 503 – Request for approval of skylights

4) Motions Passed Electronically

02/01 – Approval for Alberta Ground Effect to remove the ice build-up and the general cleanup of the outdoor and visitor parking lots for \$750 + GST.
02/08 – Approval of the minutes from the January 21st board meeting.
02/17 – Approval for the purchase of a \$150 gift certificate for John MacKinnon for his work on the Board over the past two years.
02/17 – Approval for the following board for the 2008/09 fiscal year: Barry – President, Chelle Busch - Secretary, Joel Turcotte - Vice-President, Shauna Warwick – Treasurer.
02/17 – Approval for Doubletake Visuals to install trees and pots for the 2-5 floors common area at a cost of \$2,600 + GST (Capital Improvement).
03/01 – Approval for Barry Kaiser to take the City of Edmonton's Planning Academy Certificate Program at a cost of \$165 + GST.
03/01 – Approval for the transfer of \$100,000 from the Corporation's Capital Reserve Fund to the HSBC Mortgage Fund (Premium Series).
03/06 – Approval for the placement of a caveat on the title of unit C for all outstanding amounts.
03/08 – Approval for the fire alarm and fire monitoring systems contract be awarded to MMCI Safety Systems.
03/09 – Approval for the change of use for the Pipeline Surf application based on the conditions outlined in the letter to the owners of unit 002 dated March 3, 2009.
03/12 – Approval of the 2009 Reserve Fund Study (\$5,880 + GST) and engineering studies (\$3,330 + GST) to Wade Engineering. The engineering studies will cover the patio doors, roof leaks, south wall crack, back steps, and ice on chimney.
03/18 – Approval for MetalBoss Technologies to manufacture steel metal corners and plates for the common area drywall at a cost of \$2,380 + GST (Capital Improvement).
03/31 – Approval for the purchase of a 10x12" pergola for \$2,400 + GST (Capital Improvement).
04/12 – Approval for the placement of a caveat on unit D for all outstanding amounts.
04/22 – Approve for Global Vapor to remove the graffiti from Phillips Lofts at the same time as Weight Watchers, for a cost of \$1,950 + GST (including grant).

April 30, 2009

5) Old Business

a) Bylaw update

Barry received the second draft this week and is pleased with its readability. Barry took Phillips Lofts' lawyer for a tour of our building so he would have a better understanding of what is need for our new bylaws.

b) Intellimeter/Epcor

This is in reference to trying to get a replacement for Intellimeter. Justin had three companies come out with one quoting and two declining. There was a proposal to have two meters in so that we could be billed as a residential property (anything over 250,000 kwh is treated as commercial property). The one quote received was cost prohibitive. Therefore, the option of looking at individual metering through Epcor is not feasible. There may be another option as Intellimeter was working on a wireless option for their meters a few years ago. This meter would monitor the hot water used for heating. A meter for hot and cold water is not material enough to justify the expense.

c) Elevator refurbishing

Denis obtained a quote of around \$20,000 to refurbish the main elevator. He has had problems getting contractors interested in this project. This may change in the upcoming year with the slowdown in the economy. Another option would be to find out what OTIS could do for us with some package. Denis is still pursuing another quote.

Action: Barry will talk to Denis about the existing quote and explore options with Otis.

d) Thermostats

Further to past concerns, Shauna is going to contact Honeywell to find out what their replacement unit for the unit used in Phillips Lofts is. There is also discussion on the possibility of reverse-engineering a solution as well, so the corporation could use more common low-voltage thermostats.

Action: Shauna to explore alternatives for the building in-suite thermostats.

6) New Business

a) Reserve Fund Plan

Painting the exterior will be deferred until it is necessary. Painting of the interior will start once the corner guards have been installed and the roof-top patio completed.

b) Budget

Without the reserve fund study completed, it looks like condo contributions can remain the same for the next fiscal year. This issue will be carried over to next meeting for final review and approval.

c) Signage for Pipeline Surf

The board is working well with the new tenant in unit 002. The owner of Pipeline Surf was looking for feedback and approval on a number of issues. The hour's signage, company signage above the door, sandwich board, and one corner board was approved. A second corner board may be approved after the Board reviews the first board. The Board reiterated to the tenant that the signage must also abide by any City of Edmonton signage bylaws.

Motion: To approve the existing hour's signage, company signage above the door, proposed sandwich board, and one of the proposed corner boards. Passed unanimously.

d) Scooter/motorbike parking

The employee from Pipeline Surf uses a scooter. He is currently parking by the back stairs. The owner of Pipeline Surf has requested that area for his employee's parking. There were concerns on the board to the tightness of the area (especially if a car was to park in stall 92

close to the curb). With the addition of storage cages, there will not be any room in the parkade. However, it was acknowledged that a permanent solution for visitor parking should be looked at for scooters and motorbikes.

Motion: To decline the request from the tenant of unit 002 access to a parking stall for his employee's scooter on common property.

e) Skylights – Unit 503

Unit 503 has requested the installation of one or two small skylights. The board's concerns arise concerning water leaks, roof integrity, and the additional cost of redoing the roof in years to come. There was also concern about the precedent that this will create for other requests for skylights and windows from other owners.

Motion: To decline unit 503's request to install skylights. Passed unanimously.

f) Home renovation credit

Justin said that Phillips Lofts would have to spend over \$42,000 (\$1,000 for each unit) in improvements just to reap the benefit for owners. However, if we can proceed with many of the improvements the board is contemplating, we may go over that amount. The timeframe is February 2009 to February 2010. If we qualify at some point, any refund to unit owners would be based on unit factors.

g) Annual code changes

The board suggests an annual date where we would change all security codes (man gate, gate openers, parkade openers, and lock box). Corina agrees that lock codes should be changed annually. The board is experiencing issues with past owners keeping keys and gate openers and parking illegally.

Action: The codes will be changed for the man gate, parkade opener, parking lot opener, and lock box on the second Monday of every August. Fochaus will highlight this when the notice goes out with the annual budget in June.

h) Signing authority

The Board has clarified that all members can sign estoppels certificates. Only Barry, Joel, and Justin can sign cheques. Everyone agreed that we give each signing authority 48 hours to sign documents. Therefore, if a document required two signatures, it would take a maximum 96 hours for a turnaround.

i) Roof-top patio furniture

The board proposed the purchase of two lounge chairs, one table, and four arm chairs for the public roof-top patio. Board members reviewed choices for durability and quality. There was some concern that the Ikea furniture would be too light, but it does have slats in it and it can always be fastened to the patio.

Motion: To purchase the Kvarno table, armchairs (4), and chaise chairs (2) for the roof-top patio for a cost of \$1,000 + installation. Passed unanimously.

j) Garbage Cans

There was discussion around the request for garbage cans in the lobby and gated outdoor parking. Outside garbage can would go in the south-west corner. The expense is \$400 for indoor can and \$2,000 for outdoor can. Barry will be sending out an email in the next week with further details.

k) Storage Cages

The board received a lot of feedback on the storage cages, and there was no major concern with the idea. A couple of cages were taken out of the proposal because they were impeding on parking or too small.

Action: Shauna will be looking at the options for the cages.

l) Parkade Storage

After the storage cages are completed for the building, the attention will turn to implementing a policy of only board approved storage cages in the parkade. This is due to a recommendation in the police security report completed last year and to make the parking more presentable. Owners would have the option to purchase a cage, but it would be the only place where personal items could be stored.

m) Welcome Package

Chelle has proposed a layout of the new welcome package.

Action: Shauna, Corina, and Barry will review the proposed package layout.

n) Statement of Claims

The Board was informed that the statement of claims issued by unit A on February 9, 2009 was recently withdrawn. No other details were available.

7) Next Meeting

There is no date was set for the next meeting, but Barry suggested roughly 6 weeks from this meeting.

8) Adjournment

The meeting was adjourned at 19:49.

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