

**Condominium Corporation No 022-2718
Phillips Lofts
Board of Directors Meeting
June 23, 2009**

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

1. Call to Order

The chairperson called the meeting to order at 18:05.

2) Approval of Agenda

Unanimously approved.

3) Correspondence

05/06 – Board – Approval of signage for Unit 002

05/17 – Unit 002 – Request from tenant for change in parking lot stall

05/24 – Unit 303 – Request to install Automated External Defibrillator (AED) in building

4) Motions Passed Electronically

05/10 – Approval of the purchase of a garbage can (Victor Stanley PSO-24 \$1,833 + GST) for the parking lot and a garbage can (Witt AL18 \$394USD + Shipping) for the lobby.

05/15 – Approval of the minutes from the April 30th board meeting.

06/12 – Approval for the purchase and installation of two pit ladders for the semi-private elevators for \$1,600+GST.

5) Old Business

a) Reserve fund plan 2009/10

The 2009 reserve fund study has not been completed, but the 2009/10 reserve fund plan was put forth at the last board meeting without it.

Motion: To pass the reserve plan for 2009/2010, as presented at the April 30th board meeting. Motion passed unanimously.

b) Budget 2009/10

While there will be no increase in condo contributions for the 2009/10 year, this may change given the completion of the 2009 reserve fund study and engineering studies this summer.

Motion: To pass the 2009/10 budget. Motion passed unanimously.

c) Reoccurring transfer for the 2009/10 reserve fund

Action: Shauna to setup reoccurring transfer slip for CWB for the capital reserve fund based on \$4,833.33/month. This needs to be setup by August 1, 2009.

d) Outstanding A/R – Unit A

All receipts are now in for the repair of the front parking lot gate and the water damage in Unit A.

Action: Fochaus Management to send letter for the outstanding amount of the repairs to the unit owner.

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f) Rooftop balcony - 502

The owner had her patio installed. She had a concern about the colour paint for the railings. There were no noted issues with the installation.

Action: Fochaus Management to send the owner information on the paint used for the other balconies. There should be an existing paint can in one of the utility rooms in the parkade.

g) Storage cage update

Shauna is looking around for options other than chain-link fencing, but she is not having any luck.

Action: Fochaus Management to contact owner of unit 207, who had a unit in the Monaco, and Shauna will check with a person she knows at the Century to see how their buildings dealt with this issue.

h) Thermostat update

Shauna said there are two different models that will work with our fan-coil system. A Honeywell Digital model TB6575A1000 and a PECO T180 programmable thermostat. The owner from unit 305 is looking into a local supplier for the programmable model. The Honeywell Model can be ordered on-line from the US. All thermostats must be installed by a certified HVAC specialist.

i) Welcome Package update

Chelle was not present for the update.

j) Cornice update

Corina looked at the cornice with the reserve fund engineer. The cornice is styrofoam with a mesh overlay. The Corporation will need to replace or repair 2nd floor cornice.

Action: Corina to get quotes for 2nd floor and 5th floor (2 quotes). Also, check for an option to replace them with more historical correct materials.

k) Patio update

Patio is complete! Barry is looking into getting more flower pots, a storage bench, and a rain barrel. He is also looking into getting the deck stained.

l) Bylaws

Discuss at the end of the meeting in detail.

6) New Business

a) Parking stall – Unit 002

A formal request was made to change exclusive use stall from 94 to “91.5” to accommodate the new tenant’s larger vehicle and scooter.

The Board didn’t have any major issues; however, the owner must cover costs of changing the signage. In addition, should the owner choose to use the stall for parking a scooter, the driver of the scooter must exit towards the garbage bins to avoid damaging other vehicles. The board must also approve the new signage.

Motion: To change exclusive use stall for Unit 002 from 94 to “91.5” provided owner pays all expenses associated with the change. All signage must be approved by the Board. Motion passed unanimously.

b) AED (Automated External Defibrillator)

There was a request from the owner of Unit 303 to install an AED in the lobby.

The discussion revolved around concerns with liability and vandalism. Would the AED have to be locked in the lobby, and would it really be accessible to those who may need it? Is this an issue considering that there is EMS within 1km of the building? No motion put forward.

Action: Shauna to consult with EMS and/or Heart-safe program for more input.

c) Non-board lock boxes

Security concern with residents attaching lock boxes with building access keys on common property.

Motion: To include in the by-laws, a section to prohibit key boxes on common property that have not been approved by the Board. Motion passed unanimously.

d) Backup for Corina

Barry expressed concern that Corina does not have back-up if she goes on vacation or is ill. Request that Corina find a back-up person to minimize the risk to the Corporation.

Action: Corina to find appropriate back-up person for her property management duties.

7) Next Meeting

Next meeting scheduled for Tuesday July 14, 2009 at 18:00 in unit 404.

8) Adjournment

The meeting was adjourned at 20:05.

*Page 4 is for the appendix, which references any anonymous unit numbers. This has been done for privacy reasons.