

**Condominium Corporation No 022-2718
Phillips Lofts
Board of Directors Meeting
July 14, 2009**

Location: Unit 404

Present: Chelle Busch
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 18:08.

2) Approval of Agenda

Unanimously approved.

3) Correspondence

07/01 – Unit A – Problems with one of the air-conditioners
07/07 – Unit 305 – Request to change thermostat to a 24v
07/07 – Board – Invoice to Unit B for parking lot and water damages
07/07 – Board – Response to Unit A request for skylights
07/12 – Board – Approval to Unit 002 for parking stall change
07/12 – Board – Response to Unit A email of July 1st
07/12 – Unit A – Reply to Board from July 12th email

4) Motions Passed Electronically

07/03 - To approve an annual contract with Concord Service to perform maintenance on the handicap lift.
07/14 – To approve the minutes from the June 23rd board meeting.

5) Old Business

a) Storage cage update

Corina spoke with owner of unit 207 (previously owned in Monaco I). Owner couldn't give her a specific manufacturer.

b) Patio party update

Shauna and Chelle are meeting with owner of unit 304 to discuss more options for the party – music, decoration, lighting...etc. So far, all details have been taken care of and we are looking forward to a good turnout.

c) Cornice update

Corina sent out a request for information. She has had a response from Premium (referred from Chandos). They will come out to give us a quote within the next week. Another company has not returned her calls.

Action: Corina to source out at least two contractors.

d) Bylaws

Discussed the bylaws at the end of the meeting in detail.

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6) New Business

a) Air-Conditioners above unit A

Owners of unit A invited the Board up to their suite to hear the disturbance from the air conditioners. A board member performed a test with the units from unit C and unit D. Disturbance was also compared with unit E, which also has air-conditioners above it. That unit was found to be even louder than unit A. Unit A has investigated acoustic blankets as another means of keeping noise to a minimum. The owners of unit A will send the Board a web link on that product.

b) AED (Automated External Defibrillator)

Shauna has researched the Heart Safe Program. They will install the AED in the building and perform maintenance. Additionally, if a person contacted 911, the 911 operator would then know we had an AED in the building and could instruct the caller on how to use it. They are very easy to use (also comes with step-by-step instructions). It will not work unless the correct arrhythmia is detected.

Action: Shauna will investigate further and speak with someone from Heart Safe Program personally.

c) Mechanical contractor

Review of a mechanical contractor has been up for some months. Getting a third quote has been the delay. The issues with Paragon are as follows:

- 1) No in-suite work (such as fan-coil units/alarm).
- 2) Farmed out the first fan-coil issue and over-billed us
- 3) Incorrectly prepared for work on the rear hallway fan-coil unit, which caused a fire alarm

Corina went to Ye Olde Plumbing and T&P. T&P came back with a quote. Ye Olde Plumbing did not reply. T&P quote was \$1,650/quarter. They will also do in-suite work. If necessary, the owner of T&P will come out to board meetings. Parragon's quote was \$776/quarter.

Action: Barry will speak with the owner of T&P regarding the difference in pricing. Our concern is that Paragon is not catching issues that other people are noticing. If all is well, Barry will put forth a recommendation for a contractor in the next few days.

d) Thermostats

The owner of unit 305 would like to change their current thermostat to a programmable thermostat. Unit 305's contractor has indicated that, in the future, all suites should be switched to 24-volt vs. the current 120-volt. Marcel Petrin from unit 507 has suggested investigating the option of getting all suites switched over. The benefits would then be that an off-the-shelf thermostat could be used. It would also help residents to cut utilities costs if they were to use the programmable offering.

Action: Corina will ask Marcel for some suggestions on contractors to contact. She will then pursue two quotes.

7) Next Meeting

The next meeting date will be determined by the Board at a later date.

8) Adjournment

Meeting adjourned at 21:15.

*Page 3 is for the appendix, which references any anonymous unit numbers. This has been done for privacy reasons.