

**Condominium Corporation No 022-2718
Phillips Lofts
Board of Directors Meeting
November 2, 2009**

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

Absent: Joel Turcotte

1. Call to Order

The chairperson called the meeting to order at 18:02.

2) Approval of Agenda

Unanimously approved.

3) Correspondence

07/27 – Board - Water damage related to unit 405

08/14 – Unit 402 – Patio furniture removal

09/11 – Board – Subdivision and appeal board regarding Melcor development

09/28 – Board – Notice to parkade users regarding storage

4) Motions Passed Electronically

07/16 – To approve the minutes from the June 23rd board meeting

07/24 – To retain T&P Mechanical as the corporation's mechanical contractor for \$1,665/qtr

07/31 – To add Kent Akgungor to the board in replacement of Justin Thoman

08/03 – To approve the minutes from the July 14th board meeting

08/12 – To retain Habby to perform necessary painting maintenance around the building and to stain the roof-top patio at a cost of \$1,510

08/14 – To have Kent Akgungor as the 3rd signing authority for the corporation

08/27 – To purchase a custom cedar bench for the patio from Signwork Plus at a cost of \$400

09/07 – To purchase a rain barrel and rain diverter from Woodland Direct at a cost of \$265 USD

09/09 – To transfer \$75,000 from the corporation's Capital Replacement Reserve Account to its Business Operating Account for purchase of the HSBC Mortgage Fund (Premium Series)

09/09 – To support the appeal of the proposed Melcor development between the Great West Saddlery Building and the Armstrong Block as currently designed

5) Old Business

a) Bylaws Update

Barry received the latest bylaw revision from the Corporation's lawyer. The Board will review that version and approve them as soon as possible. The goal is to have a Board approved draft by January (allowing a month for review) and to have it as an agenda item for the Corporation's AGM (tentatively planned for February).

b) Elevator Update

Barry has received three quotes (\$20,000 – \$35,000) for refurbishing elevators. Denis, of Doubletake Visuals, would oversee the work at an additional cost of \$1,500. This would only apply if the Corporation went ahead with the customized option.

Action: Barry will continue to investigate the options.

c) AED (Automated External Defibrillator) Update

Shauna said that there would be a one-time cost of \$1,500 to install it.

Action: Shauna will send the Board a PDF of the AED she is recommending.

d) Storage Cage Update

Shauna and Corina have received some quotes for wrought iron vs. chain link. Wrought Iron is too costly.

Action: Barry will forward Shauna some chain-link fence contactors that he has already worked with.

e) Welcome Package Update

Chelle has been re-working the current welcome package to streamline it. The idea is to get a lot of the information/forms on to the Phillips Lofts website where owners can easily access it.

Action: Chelle will send Board members two documents - one showing what would be sent out to new owners and one to show what would be posted on the Phillips Lofts website.

6) New Business

a) Thermostats

Corina has yet to receive any quotes for the retrofitting of the suite thermostats.

Action: Corina to obtain two quotes for the retrofitting of the suite thermostats to a lower voltage system.

b) Window needs to be sealed – Unit 502

Shauna mentioned that as an Edmonton historic resource, Phillips Lofts would be eligible for a city grant of up to \$50,000 (1/3 of actual costs). Shauna recommended the Corporation lump together all the repairs into one request to make the grant request easier. The suggestion was also made to wait to do all repairs to the outside together, so that the Corporation can use the lifts that will be required with these repairs more efficiently.

Action: Corina to check with the owner of unit 502 to see if her window water leak can wait until the spring.

c) Reserve Fund Study

The Board went through the reserve fund study and made comments on all areas. A representative from Wade Engineering will attend the next meeting in December to answer any questions the Board may have.

Action: The Board to prepare questions in advance for Wade Engineering on the reserve fund study.

d) Audit Update

The Board is waiting for the draft financial statements from the auditors. So far everything has been going well.

e) Utilities

Past Board member, Justin Thoman, looked after the Corporation's utilities issues in the past. To date, they are the Corporation's highest and most volatile cost. Barry suggested Kent take up this particular cause.

Action: Barry will talk to Justin to see if he will discuss his past findings with Kent.

f) Snow Removal

The Corporation has not had much success with snow removal contractors in the past. Barry has talked to representatives from other buildings in the neighbourhood, and he has found an individual from the Armstrong Block, who is willing to take on the job for this winter. There will be a trial run for the month of November. Corina also looked into WCB coverage for this individual.

g) Cigarette Disposal Units Outside Building

This stems from an initiative from the 104th Street Committee. A recent study has proven a high success rate in usage of these units. The cost per unit is roughly \$150 and the Board has identified two locations around Phillips Lofts - one in front and one in the back of the building.

Action: Shauna will continue to pursue this further with the 104th Street Committee.

h) New Mini-Remotes for Parking Lot

The Board has been testing small openers for the outside parking lot. They are the size of a fob. The current units would still work.

i) Modifications to Suite Doors

Suite doors are common property. A policy and standards will be worked on to apply to all doors.

7) Next Meetings

Next meeting tentatively scheduled for Wednesday, December 9th. There will also likely have one in early January.

8) Adjournment

Meeting adjourned at 20:00.