

Condominium Corporation #1010603

Annual Board Meeting Minutes
September 2, 2010

Opening:

The regular meeting of the Condominium Corporation #1010603 was called to order at 3:00pm on September 2, 2010 in Bay 1, 240040 Frontier Place by Katherine Hawkins, Simply Biz Inc.

Present:

Unit #1– Blair Rusnack, vice president
Unit #7 – John Walsh, president
Unit #9 – Cam Paulson, treasurer
Unit #6 –Will, secretary
Katherine Hawkins and Amy Burchill of Simply Biz Inc.

Absent:

Unit #11– Hans Eskesen, general board member

A. Approval of Agenda

The agenda was unanimously approved as distributed.

B. New Business

- a. Locking of the Gate – as per discussion at the general meeting will be locked at 6 pm.
- b. Keys for the Fire Department lockbox – as per discussion at the general meeting, Blair to be collecting keys from remaining unit holders.
- c. Night Time Security approval to retain services.
 - i. Video surveillance signs to be donated by Walsh Antenna which will be posted in the yard. John will get quote to camera system
 - ii. Motioned by Cam Paulson
 - iii. 2nd was Unanimous
 - iv. ACTION ITEM: Cam to get quote to camera system
- d. Contacts for Fire Alarm Company for emergency
 - i. Nominated: Jim Rose
 - ii. Motioned by John Walsh
 - iii. 2nd by Ken Ricketson
 - iv. ACTION ITEM: Ken will show procedure to Jim, Jim to be added as #1 contact
- e. Approval of current budget
 - i. Motioned by Cam Paulson
 - ii. 2nd by Will – unit #6

- iii. ACTION ITEM: Antenna revenue of \$210/month to be added to budget
- f. Garbage Cans
 - i. To be self managed, do not use other unit holders bins as courtesy
 - ii. Motioned by John Walsh
 - iii. 2nd by Unanimous
 - iv. ACTION ITEM: John to call for multi-discount from BFI for unit holders
- g. Mechanical Room Keys
 - i. Currently Ken Ricketson has three keys, Cam Paulson has one key, Blair Rusnack has one
 - ii. ACTION ITEM: Ken to give one key to John Walsh and Jim Rose
- h. Roof Access
 - i. Will be through Cam Paulson's unit #9. Please contact Cam and give 24 hours notice, also if someone is at the office during business hours that will be ok.
- i. Roof Maintenance Proposal
 - i. General discussion to have roof maintained 2-4 times a year as each unit holder must maintain their own roof. Looking at getting a contract with one company (Paragon?) to maintain all roofs. Cam Paulson will maintain his own.
 - ii. ACTION ITEM: to be voted on next meeting
- j. Wildrose Vacuum Septic
 - i. Wildrose contact info 403-608-5364 Cal Portsen
 - ii. ACTION ITEM: Do Not Drink Water Signs to be posted by all unit holders
- k. Review/ Approve Bylaws
 - i. No dogs are to be on the property
 - ii. Motioned by John Walsh
 - iii. 2nd by Blair Rusnack
 - iv. In order to have a special resolution to update the bylaws owners can change the bylaws to suit their particular complex by passing a motion to adopt the changes. A special resolution, requiring the approval of 75% of the owners named on the unit titles and representing not less than 7,500 unit factors is required to make any changes to the bylaws. Changes are effective after the board registers the changes at a Land Titles Office. As there was not 75% of the owners at the meeting this cannot pass.
 - v. ACTION ITEM: Need written approval from 75% (12 units or 75% of the total unit factor), after this is documented the change must be registered by the board at the Land Titles Office.
- l. Approval of Simply Biz Inc to provide accounting services, attend board meetings and the annual general meeting, \$1,000 setup. \$350/month and \$250/meeting (Board and Annual) \$5,550/year
 - i. Motioned by Cam Paulson
 - ii. 2nd by Will – unit #6
- m. Election of signing authority for banking

- i. Simply Biz Inc. will have signing authority to manage accounting, set up a new bank account with Scotiabank, approval for online banking for bill payment purposes and approval to set up electronic funds deposits for unit holders.
 - ii. Motioned by Cam Paulson
 - iii. 2nd by Will – unit #6
- n. Building Binder and Drawings
 - i. Will be in the mechanical room and with John Walsh, unit #7.

C. Agenda for Next Meeting

- a. Roof Maintenance
- b. Approval of Auditor
- c. Annual General Meeting and Board Meeting in January 2011
- d. Approval of draft financial statements
- e. Approval of budget 2011

Adjournment:

Meeting was adjourned at 3:50pm by Cam Paulson. The next general meeting will be in January 2011.

Minutes submitted by: Katherine Hawkins

Approved by: Cam Paulson / John Walsh