

Condominium Corporation #1010603
General Board Meeting Minutes
June 11, 2013

Opening:

The regular meeting of the Condominium Corporation #1010603 was called to order at 10:00am on June 11, 2013 in Bay 7, 240040 Frontier Place by Matthew Puzey.

Present:

Hans Eskesen – President

Cam Paulson – Treasurer

Matthew Puzey – Vice President

John Penner as proxy for Terrence Barnbrook – Secretary

Amy Burchill – Simply Biz

A. New Business

- a. Approval of the December 10, 2012 Annual General Meeting Minutes
 - i. Annual General minutes were reviewed and approved
- b. Contact Information for Owners
 - i. Amy to provide board with updated contact information for all owners
- c. Rented or Sub-leased bays
 - i. The board would like contact information for tenants in the building so that general information can be sent to those on site that may be effected
 - ii. Amy to send out email to all owners asking for tenant contact information
- d. Parking
 - i. The board discussed the parking issue
 - ii. At this time there is not much that can be done as parking is unassigned
- e. Yard
 - i. the yard needs to be grated
 - ii. the north gate needs gravel to help even out the dips
 - iii. North gate may need a drainage pipe to help with erosion from the sprinklers. Cam from Mat-son to have a look and make a suggestion. Hans will also speak with Randy from Greenscape about possible change the direction of the sprinklers
 - iv. South gates still needs to be packed after install on drainage pipe. Cam from mat-Son to look after packing down the south gate.
- f. Security Awareness
 - i. Break-in of the yard a month and half prior to meeting was not known by many owners.

- ii. Awareness of security concerns needs to be communicated to the board and the board should be communicating to all owners. Communication tool suggested was a monthly news letter. Hans to look into the possibility.
 - iii. It was mentioned that yard break-ins could be reduced by owners installing while locks on trailers and such that are left in the yard.
 - iv. Hans brought in a quote to have live security cams installed and quote was estimated at \$11,000.00
 - v. Dummy Security Camera's to be installed as a deterrent. Cam form mat-son to look after install of dummy cams
- g. Keys to Mechanical Room
 - i. Board needs to know who all has keys to the mechanical room
 - ii. Keys need to be limited, a distribution list
 - iii. Amy to send out email request to owners to find out who currently has keys
- h. Fire Key Lock Box
 - i. Need to lock box needs to be obtained. Amy to find out if John Walsh knows code of if Ken Ricketson still has the code
 - ii. Keys need to be update once code to lock box is obtained
- i. Bank Account Signing Authority
 - i. Board wants to move to two signatures for every cheque
 - ii. Board agreed that there should be four sign officers: Hans Eskesen, Cameron Paulson, Matthew Puzey and Katherine Hawkins
 - iii. Amy to contact bank manager, Alim Alibhai, at Scotiabank to have account update and changed
- j. Greenscape
 - i. South east corner of yard is still messy although better than at other times
 - ii. Hans to speak with Randy
- k. Annual car Show
 - i. Matthew Puzey will hold his annual car show on August 18, 2013.
 - ii. Info will be sent out in a flyer

Adjournment:

Meeting was adjourned at 11:25am by Hans Eskesen. The next board meeting will be held in mid September on a Tuesday. Date to be determined.

Minutes submitted by: Amy Burchill

Approved by: