

Condominium Corporation #1010603

General Board Meeting Minutes

Sept 17, 2013

Opening:

The regular meeting of the Condominium Corporation #1010603 was called to order at 9:47am on Sept 17, 2013 in Bay 11, 240040 Frontier Place by Hans Eskensen.

Present:

Hans Eskesen – President

Cam Paulson – Treasurer

Matthew Puzey – Vice President

Terra-Lee Behiel – Simply Biz

A. New Business

- a. Approval of the June 11, 2013 General Board Meeting Minutes
 - i. General Board minutes were reviewed and approved
- b. Contact Information for Owners
 - i. Terra introduced as the new contact for Simply Biz, taking over for Amy Burchill
 - i. Terra 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. Terra to send out email to all owners asking for tenant contact information
- d. Parking
 - i. The board discussed the parking issue specifically abandoned vehicles
 - ii. Cam will take care of broken post in parking lot
 - iii. Terra will look into Rockyview bylaws to see what authority we have to deal with abandoned vehicles.
- e. Yard
 - i. Cam will confirm if grating of the lot was completed
 - ii. Cam confirmed the north gate got added 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" It was confirmed this was rectified.
 - 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.
 - v. It was brought to the attention of the Board that the was a pipe (shut off valve) exposed. Hans will see that it is covered.
- f. Security Awareness
 - i. Hans will email tenants and ask that they notify the board by email of any occurrences. This will be communicated to all tenants by Hans thru the website.
 - ii. Hans will finalize the website so it can be used as an information centre for all tenants.
 - iii. May need to send out a reminder that yard break-ins could be reduced by owners installing while locks on trailers and such that are left in the yard.
 - iv. Dummy security cams are out of stock at the moment. Cam will either look for alternatives or purchase cams when restocked at Peavy Mart. Cost is approx. \$100.00 each.
- 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. Terra will follow up on email request to owners to find out who currently has keys
- h. Fire Key Lock Box
 - i. Code to lock box needs to be obtained. Terra to follow up to see 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
 - iii. Terra to check with Rockyview Fire Dept. to make sure they have a key or code to the lock box
- i. Bank Account Signing Authority
 - i. Change to have cheque's require two signatures has been requested. Terra will follow up with bank manager to find out how the change needs to happen.
 - ii. Signing officers will be changed to include: Hans Eskesen, Cameron Paulson, Matthew Puzey and Katherine Hawkins
- j. Greenscape
 - i. South east corner of yard is still messy although better than at other times
 - ii. Bay has been sold - Hans will obtain sale information
 - iii. Cam will learn how to change sprinkler system should we need to and obtain key for sprinkler lock box
- k. Annual car Show
 - i. Annual car show was a huge success.
- l. Incorporation with Calgary
 - i. When will we be annexed?

Adjournment:

Meeting was adjourned at 10:45am by Hans Eskesen. The next board meeting will be held in mid spring. Date to be determined.

Minutes submitted by: Terra-Lee Behiel

Approved by: