

Condominium Corporation No. 8311933 (Madison Heights)

VIRTUAL Board Meeting via Microsoft Teams

May 11, 2026 6:00pm (Mountain)/8:00pm (Eastern)

Meeting Minutes

Board Present: Crystal Donaldson, Cordell D'Andrea, Whitney Vandervalk, Kartik Iyer & Lori Jonah

Administration: Victoria Chester (Administrator) and Bruce Thiessen (On-site Caretaker)

Regrets: Katherine Kuyltjes & Thomas Paul

1. Call to Order 6:01 p.m. by Cordell

2. Approval of Agenda

Motion to approve the Agenda, as presented.

Moved by Crystal; Second Lori

Carried

3. Approval of Minutes

Motion to approve the March 30, 2026 Board Meeting Minutes, as presented.

Moved by Crystal; Second Cordell

Carried

4. Reports

4.1. Financial Report: Crystal

- a. CRA Remittance Action against Braemore: Braemore has signed the settlement agreement and an Officer of the Condo Board was required to sign under Commissioner of Oaths, which was completed by the Treasurer.

Motion to Ratify reimbursement of \$15 to the Treasurer for cost of Oaths.

Moved by Kartik; Second Whitney

Carried

Payment of the \$13,802.09 is to occur prior to Sept 15th and will be paid to our attorney. Once received, our attorney will disburse to the Condo Corp.

- b. 824, 825 & 925's restoration invoice was received from On Side on April 20th in the amount of \$38,568.94, which is a difference (increase) of \$1,602.04 from the original estimate. The Administrator asked and was advised the difference was due to a subcontractor cost, noted as unknown on the original estimate. Our BFL insurance adjuster had additional questions that were asked to On Side on April 23rd regarding some line-item duplication from the Emergency clean-up invoice. These questions have yet to be answered and a reminder from our adjuster was emailed to On Side on April 30th. No payment of the On Side invoice will be made until the questions are answered to the BFL adjusters' satisfaction.
- c. Insight CPA was advised on the status of the CRA final payment made by the Condo Corp and the Braemore settlement amount, in addition to providing the Condo Corp ATB T5 for their records.
- d. To-date the owners of 925 have made \$2,400 in payments towards the levies for Breach and passthrough of plumbing cost, with last payment made April 4th. Late fees of \$40 are added each month, effective Nov 5th. The amount currently owing as of May 4th is \$1,258. Request for a further payment for May has been made.
- e. Unit 227 paid the 'frozen pipe' plumbing cost and the owner of 527 was reimbursed.
- f. Unit 326's May condo fee came back as NSF and has since been paid along with NSF fee.
- g. Q2 Final and Q3 YTD Budget to Actual, P & L, Balance Sheet were provided to the Board. The Reserve Fund Report is provided later in the Agenda, when the Capital Replacements for summer 2026 are discussed.

Motion to approve the Financial Report, as presented.

Moved by Lori; Second Kartik

Carried

4.2 Administrator Report - Victoria:

- a. Rubber flaps for the garbage chute have not yet been quoted or ordered yet.
- b. 925 update, other than Levy: The owner of 925 will replace the balcony matting prior to any occupancy of the unit. The unit is not yet occupied.
- c. A \$50 Keg gift card, along with a thank you card, was purchased for our website programmer who fixed the map and delivered to his house. He extended his appreciation to the Board.
- d. A complaint was received regarding cigarette smoke so heavy in the hallway of the 5th floor that it was entering a unit of a non-smoker. The complainant thought the smoker was in either 526 or 527. Both owners and property managers of the two units were contacted and provided a 'friendly reminder' to ensure their residents smoke only on the Balcony and keep the sliding glass door closed when smoking. The owner of 527 replied to say their tenant has been in the unit for over 3 years, so unsure if it is their tenant – but they will provide the reminder. No reply from 526.

- e. Post-tension inspection occurred on April 27th. 16 access areas were viewed and all looked good, except a tiny bit of corrosion on the cable on the 9th floor near the door to the roof, where we have had water dripping onto the ceiling tile for several years.
- f. A request received from unit 524 to reimburse the owner for RotoRooter plumbing back-up is provided to the Board. Bruce advised he initially felt the back-up was within the unit and had the owner contact both Mr Rooter and RotoRooter. However, the owner had to wait overnight and during the night reported bailing out water twice as the sink kept filling even though no water was in use within the unit. This is an indicator of a main line backup and Bruce mentioned to the owner the paid invoice could be submitted for reimbursement. The invoice comments on 'branch' clearing and this unit does have a branch pipe from their kitchen sink to the mainline (which the branch is the units' responsibility to clear), however, Bruce reports the plumber did clear beyond the main stack. The following day 624, the unit above, also experienced a back-up and contacted Drainmaster. It is possible the RotoRooter snake only cleared the line of 524 and pushing the clog into the main at the junction given the length of that branch. Those Board members who do not own a unit in the '24' stack discussed the request for reimbursement and cause, which was grease, at length. Charge back to the owners in the impacted unit and units above is the procedure when this type of clog occurs. Line cleaning for all stacks is on the Agenda to complete this year to maintain clean drainlines.

Motion to bill back in equal amounts all units 524 and above for the total of both plumbers' invoices. Exact amount will be determined once the second invoice is received.

Moved by Crystal; Second Kartik

Carried

- h. The Administrator also completed the AGM report review for the President & Treasurer + AGM MC script. Approved Chinook Turf Care summer weed & feed. Purchase & delivery of gift card for website fix, quotes for Capital Replacements, Website update, bookkeeping/Quickbooks, emails & etc. The Administrator provided the Board with dates the Administrator will be travelling in May/June and August/September. As previously done during travel, payables will be completed remotely and emails monitored as available. The Caretaker can reach the Administrator by cellphone call or text anytime, as needed.

Motion to approve the Administrator Report, as presented.

Moved by Kartik; Second Crystal

Carried

4.3 On-site Caretakers Report – Bruce:

- a. There was a waterline leak into the return air chase from the boiler room down to the 9th floor. Reives Plumbing came out and fixed. The 9th floor flooring did get wet and lifted. It seems to have settled back into place.
- b. We have had multiple shutdowns of the MAU recently. A part has been replaced and hopefully this will work. As reported before, the unit was replaced approximately 10 years ago and unfortunately is undersized for the building, making it work hard to keep up. Our HVAC contractor has reported parts will be nearing the end of useful life, and the Administrator agrees parts replacement is less expensive than replacing the whole unit.
- c. AEDARSA Elevator Inspection is scheduled for May 12th. No sight of Lethbridge Elevator recently.
- d. Irrigation repair was completed at Spring start up, as one of the heads wasn't working and a shut off was buried.
- e. A dryer was not working and High Level appliance identified that it was shutting off due to being too full.

Motion to approve the Caretakers Report, as presented.

Moved by Kartik; Second Lori

Carried

5. Business Arising

- 5.1 AGM attendance detail report, including those who attended in-person, by proxy and with no response, plus all Owner comments were shared with the Board.

6. New Business

- 6.1 Alberta Condo Conferences are coming and the details were provided to the Board to gauge interest in attendance. ACR in June is \$179 for Saturday only and ACC in October has no pricing yet. Kartik and Crystal would like to go to ACR and Cordell will consider going to ACC in October, depending on his availability. The Administrator will get ACR registrations completed.

Motion to register Kartik and Crystal for the June ACR Conference.

Moved by Lori; Second Whitney

Carried

- 6.2 Reserve Fund Report and 2026 Capital Replacement quotes were provided to the Board, along with a summary prepared by the Administrator projecting the Reserve Fund balances against the Reserve Fund Study recommended replacements reflecting the forecasted health of our Reserve Fund with actual amounts from the quotes received. Photos of the front landscaping and grass were provided, along with photos of the Fire Hydrant area. The Administrator overviewed all the quotes for the Capital Replacement projects that were identified for 2026, which included; Laundry room flooring, Laundry room & Garbage room painting, Front landscaping & South lawn replacement, Exhaust fan replacement (12), Drain line cleaning and the Hot water tanks. A further discussion was had regarding the Fire Hydrant leak quote.

Two flooring quotes were reviewed and the company that did a good job on the lobby had the best price.

While considering the laundry room flooring, it would be good to paint the laundry room at this time so any paint drips end up on old flooring and it was not done when the hallways were painted. Also, the Caretaker mentioned the garbage room, which has not been painted in many years. As such, quotes were obtained for both. The Board felt it was logical to paint these areas when the flooring is done, freshening up both.

While meeting with the Landscaper on-site it was determined the South lawn has several dead areas and quack grass, therefore the quote provided has an optional price to replace this lawn with new sod. The North lawn is in pretty good shape. The total of the two options for front low maintenance landscaping renewal and South sod was at the amount included for the Reserve Fund Study and, as such, agreed to complete by the Board.

The drain line quote from RotoRooter is much better than Mr Rooter and in line with the Reserve Fund Study.

The price of the exhaust fans has increased significantly over the past few years and the cost is double what is reflected in the Reserve Fund Study. Additionally, the water heater design changed as of January 2026 and the plumbers can still get units like the ones we have, otherwise next year the price for replacement water heaters will also almost double. The Board considered completion of only partial fans and water heaters this year, but the Board felt a priority to replace mechanical elements, given additional Operations account surplus that can be transferred to Reserve, per the Administrators projection, and the savings for the pricy crane coming only once.

Motion to approve the quotes for Flooring, Painting, Landscaping, all 12 Exhaust fans, all 3 Water heaters and the Drain line cleaning.

Moved by Crystal; Second Lori

Carried.

The quote for the Fire Hydrant leak repair is almost \$40,000 and the leak has been there for years, only just called out at this year's inspection. The work will require removal of a large section of concrete we just installed. The leak only occurs when the fire hydrant is in use, but the fire hydrant itself will still work in the case of a fire, it will just leak. The inspector will not sign off on the Fire Hydrant with the leak. There is another fire hydrant on the street. While the Board places a priority on completing mechanical elements, this repair seems to be a lot of non-budgeted funds to fix something that has been there for years and will still function. This repair can be tabled to consider next year, depending on the cost to paint the building and the funds available in Reserve.

Motion to table the Fire Hydrant work.

Moved by Kartik; Second Whitney

Carried.

6.3 Election of Officers (President, Vice-President, Treasurer, Secretary, & HR Chair)

Katherine agreed to be Past President; Cordell agreed to be President; Kartik agreed to be Vice President; and Crystal is happy staying as Treasury. Cordell will still be part of helping with the capital projects. The Administrator said that the HR Chair and Secretary role can be combined or be two different people. Kartik is willing to do the combined HR and Secretary role. Katherine, Lori and Crystal will be HR committee members.

Motion to Elect Officers as;

Katherine Past President

Cordell President

Kartik Vice President, Secretary and HR Chair

Crystal Treasurer

Moved by Whitney; Second Lori

Carried.

The Condo Corp ATB Bank account authorized signers needs to change for the new Board. Connor will be removed as ATB bank signer and the previous others; Katherine, Crystal, Cordell and Victoria will remain.

Motion to remove Connor as a Condo Corp ATB Bank authorized signer.

Moved by Crystal; Second by Kartik

Carried.

6.4 HR Discussion (Bruce Departed). Another dog barking complaint was received. The hallways echo and Bruce doesn't leave the dog alone in his unit – which is when he barks. Improvement in the barking has been made, no action at this time. The Administrator will provide Kartik with the details for preparing the performance reviews over the summer.

7. Next meeting: Monday, August 10th at 6:00pm (Mountain)

8. Adjournment at 8:28pm

Moved by Whitney; Second Kartik

Carried.