

Condominium Corporation No. 8311933 (Madison Heights)
VIRTUAL Board Meeting via Microsoft Teams
August 18th, 2025; 6:00pm (Mountain)/8:00pm (Eastern)
Meeting Minutes

Board Present: Crystal Donaldson, Cordell D'Andrea, Katherine Kuyltjes, Brenda Fischer and Thomas Paul @ 6:30pm
Administration: Victoria Chester (Administrator) and Bruce Thiessen (On-site Caretaker)
Regrets: Connor Tams & Saad Haque

- 1) Call to Order 6:05 p.m. by Katherine
- 2) Approval of Agenda
 - Motion to approve the Agenda
 - Moved by Brenda; Second Crystal
 - Carried**
- 3) Approval of Minutes
 - Motion to approve the May 12, 2025 Board Meeting Minutes, as provided.
 - Moved by Cordell; Second Katherine
 - Carried**
- 4) Reports
 - 4.1. Financial Report – Crystal
 - a. CRA Remittance Issue:
 - Taxpayer Relief document request faxed to the CRA on 11/28 has been confirmed as received. Still no reply. A message was left with our prior CRA representative with no reply to date. The Administrator intended to call CRA directly but has not done so yet.
 - BFL Insurance Action against Braemore: The Administrator received an email from SVR Lawyers on May 30th asking for status on our end, which was answered. A request for status was made on July 24th with no reply, so a further request was made and replied that our Lawyer is in Court for the week. An update was given this morning requesting an amount the Condo Corp wishes to request from Braemore. After discussion from the Board, pain & suffering and admin costs should be considered. Total due from the last CRA notice was \$20,092.27. The Condo Corp paid the original principal balance of \$13,802.09, which would now be payable to the Condo Corp. Add \$9000 for Condo Corp & Administrator time. Upon collection, Administrator should invoice the Condo Corp for this time.
 - Motion to approve \$30,000 as demand from Braemore.
 - Moved by Katherine; Second Brenda
 - Carried**
 - Letter received from CRA dated April 17th confirming Lethbridge IT audit decision that Bruce is allowed to be an employee of the Condo Corp and still have Lethbridge IT facilitate the payroll.
 - b. It is confirmed that Carbon Tax has been removed from our Gas invoicing, saving the Condo Corp thousands of dollars annually.
 - c. New tenants of unit 925 breached the Condo Corp rules by completing an after-hours move-in that included blocking the sliding doors so they were constantly opening & closing. Via email the Board considered Levy amounts and approved a \$500 Levy to the owners. The owner has since paid the \$500.
 - Motion to Ratify email approval of \$500 Levy to the owners of 925
 - Moved by Brenda; Second Crystal
 - Carried**
 - d. Q3 Final & Q4 YTD Budget to Actual, P & L, Balance Sheet and Reserve Fund Reports were provided to the Board. There were no questions.
 - e. As noted in various emails to the Board over the summer for Parking Lot work extras, the Reserve Fund is low considering invoices that are anticipated. The Operating account also needs to maintain a balance that will cover the expense of the Flood, as such a smaller but reasonable amount is recommended to be transferred from Operating to Reserve to cover invoices expected.
 - Motion to transfer \$13,500 from Operating to Reserve.
 - Moved by Katherine; Second Cordell
 - Carried**
 - f. 2025-2026 Budget Review, Draft provided to the Board.
 - Note: the Budget sheet provided does not include our Sept 30th 2025 year-end operating account balance to carry-forward.
 - Budget amounts are trying to be 'conservative', which means a little higher than the current year unless we have contracts in place to keep costs stable. Plumbing large expense is cleaning the drain lines again, as in 2023 the owners approved doing this every few years and 2026 will be 3 years. GAS is reduced by \$10k since we no longer have Carbon Tax and the Electrical is lower given new contract price was lower than expected. Projected year ending balances for income & expenses are reflected. The reimbursement for the Fire inflates both expense & income – offsetting each other. We are expecting the same for the Flood this year and will need to 'front' that expense before we are reimbursed, so there is a need to keep the

operating account with \$25k to \$50k for likely October/Nov payments. Reminder we can count the Insurance Impound towards this, since we should have it all cleared/reimbursed by insurance before March 2026.

Motion to Approve the 2025-2026 Budget, as presented.

Moved by Katherine; Second Cordell

Carried

- The Reserve Budget to Actual to-date, plus a new 5-year Reserve Expense Projection was provided. The Reserve Fund Study is used to guide the work recommended, but changes are made to what we 'should' do to fund the work over the next 5 years without any Special Assessment. The actuals amount will change, but we need to take a forward-thinking look at it each Budget cycle and looked at again before Capital Improvements are scheduled each Spring. We have been making extra contributions from Operating budget surplus at the end of each year, so even though 2027 has a Reserve Fund Contribution increase in the Reserve Fund Study, the hope is we can fund that from current funds and not need to raise Condo fees to fund the increase. It was noted that there is an error in the Reserve Fund Study, the post tension inspection was put in the wrong year.

Motion to approve the Financial report, as presented.

Moved by Brenda; Second Cordell

Carried

4.2 Administrator Report - Victoria:

- a. Roust Exteriors responded in May and said they would get us on the schedule for our South wall build-out repairs, but after several emails early summer, no date for completion. Recently no follow-up has been made, as our Reserve Fund needs a few months to catch up.
- b. Rubber flaps for the garbage chute have not yet been quoted or ordered yet.
- c. LA Paving scheduled work to start June 17th with Saw cutting for replacement irrigation line and Neulite trenches for block heater & EV conduit. Additional saw cutting was completed with Caretaker approval to investigate irrigation line break. Once the block heater trench was opened, it was discovered the electrical protective sleeve was broken in several areas and needed replacement along the whole South line to the building. There was an additional cost approved by the Board via email to complete this work and work was coordinated with the concrete removal. To enlarge the stalls in the Visitor parking line to match existing stall size and add a Handi-cap stall, a large shrub was removed that had not been quoted with the irrigation replacement. Upon review of the concrete quoted, an additional 40+- feet of curbing was needing replacement at an additional cost, along with paving patches of the additional saw cutting. Once curbing was replaced, significant sprinkler irrigation lines were damaged or simply fell apart and required replacement, another addition to irrigation line replacement. As paving was underway, Braemore was notified regarding loss of access for our neighboring buildings parking areas at 5 Berkeley Place, and this coordination went well. The Caretaker and Administrator reviewed the layout for parking stall numbering, new stall assignments were made and owners & residents notified. Backfill of the new irrigation areas adjacent to the new curbing is still required by LA Paving and then lawn seeding completed by the Caretaker, otherwise the finished project looks very good. We now have 16 Stalls available for rent (3 new), 2 new Visitor stalls, handi-cap stall & some stalls widened. Via email the Board approved extras to the Parking lot work. The original quote for LA Paving was \$142,287.25; the actual is \$167,895.50, which includes all the extra concrete and backfill of trenching for irrigation & electrical. The irrigation companies' actual came in lower than expected at \$5900. Neulite Electric is was estimated at \$7k extra, but the actual total is not yet known. The Board was impressed with how the parking lot came out.

Motion to Ratify email approval of the additional amount needed for Parking Lot work extras.

Moved by Cordell; Second Crystal

Carried

- d. The City of Lethbridge program to replace toilets was found to NOT INCLUDE Condo Owners. A discussion was had with the City regarding the disappointment Condo Owners are considered "Commercial" properties. The City has said they are considering this program for Apartments & Condos in the future.
- e. Telus was advised immediately following our May meeting that we approved the new 3-year contract terms. The June billing did not reflect the change, so an email was sent to our rep with no reply. July the invoice was still the same and an email and phone call was made to our rep, again no reply, so a 30-minute call was made to Telus, which was basically a waste of time with that 'service person' who was challenged just to find our account. A further call was made and a good customer service agent attempted to resolve the situation, however, the original rep is 'still with the company' and no other rep can make changes to our contract until it is resolved. But this person also advised the deal for internet we previously were offered, is no longer available. We are required to wait for the original Rep to contact us – no contact as of yet with a week gone by. We are currently paying the same rates as with our prior contract.
- f. Evergreen Landscaping was approved at the May Board meeting to proceed with shrub & tree trimming, however, they declined doing only that portion of the quote. The company providing the irrigation repair and tree removal was asked to quote, but with no quote because they are busy, they have referred us to 'Earthlings Landscaping', who did a site meeting and provided a quote. They recommended removing some of the 'bushes' that are actually tree suckers. Landscape improvement is in the Reserve Fund Study for 2026. Sprinkler lines are running near where the trees will be removed and will likely be damaged.

Motion to approve the \$2038 quote from Earthlings.

Moved by Katherine; Second Cordell

Carried

- g. Our virtual files in DropBox and our Domain Name both renewed. Our Website platform 'WIX' is up for renewal in October and charges our credit card 14 days in advance. We paid for 3-years in 2022 given a discounted rate, but this renewal is expensive and in US Dollars. A review of product levels was made, and we can lower our product to 'Light' and save approximately 50% of the cost. Changing the account from US dollars to CAD is complicated and unfortunately not recommended. WIX didn't offer anything but US dollars when we created the site.

Motion to Approve lowering the WIX to the 'Light' Plan on a 3-year term to Oct 2028, for \$315.79 USD

Moved by Crystal; Second Cordell

Carried

- h. On June 26th a 9th floor unit flooded two units below. The main cause was 'flushable wipes' flushed down the toilet, clogging the drain line. Whether the toilet was flushed too many times in a constant overflow or the washer drain line that had been installed into the bathroom drain line was used, the amount of water coming out the toilet was significant. Onside Restoration was contacted to complete dry-out of the units, emergency sanitization that required pulling up/out materials in the 3 units, and a Quote for Restoration to the Standard Insurable Unit Definition (SIUD). Quotes are provided to the Board. BFL Insurance was advised of the situation and is awaiting decision by the Board to open a Claim. The Owners of the 9th floor unit have been engaged, along with their insurance provider. After the owners received the Onside Restoration quotes, they requested to provide a 2nd quote by WinMar Restoration. Inspection was completed by WinMar and the Condo Corp awaits being provided the quote. The Onside quote total is \$46k for the emergency service and the restoration.

Motion to approve Onside's quote as the restoration contractor.

Moved by Crystal; Second by Brenda

Carried

Deductible for this flood is \$25,000, which has been acknowledged as payable through the 9th floor owner's insurance provider. The 8th floor unit owners have been asked to contact the 9th floor insurance provider directly regarding damage to betterments and to contact their own insurance regarding personal property damage.

The Board must decide whether to Levy the owner of the 9th floor unit for the remaining balance, beyond the \$25,000 deductible, or to open a Claim with BFL. Bill 30, which was shared with the Board last year, will clarify the right for damage chargebacks without prior notice, along with a Dispute Resolution Tribunal (and charge process via Alberta Registries) received Royal Assent Dec 2024, however, the Condo Act amendments have not yet been proclaimed. The Board heard about the extent of the damage. The Board discussed the situation at length. Because all owners will once again be impacted with our insurance premiums raising because of an owner not ensuring their tenants have renters insurance and the washer should not have been connected to the unit plumbing, it was decided a levy was appropriate. If the \$21k levy, which is the remaining balance less the deductible, is not allowable, then the Condo Corp will file an Insurance claim and provide three individual levies.

Motion to approve a levy of \$21k to unit 925. If not allowable, then approval to open a BFL claim.

Moved by Katherine; Second Brenda

Carried

- i. The Administrator also completed:

- AGM Minutes edited & posted, following Board replies for corrections
- Land Titles document prepared, signatures of two Board members acquired, and Board change filed.
- ATB banking authorized signer document was prepared, signed and provided. Our ATB account rep was waiting on one Board member response before she left for holidays through August 5th. An email has been sent asking for current status.
- CCI Membership renewed with email changes for new Board.
- Overhead Door replaced the failed glass panel in unit 325 in May at an extravagant labour cost of \$703. Following the replacement, the owner reported the screen door is not sliding well and Overhead Door advised they would come take a look. No reply to the two emails attempting to schedule this.
- RJC Engineering completed the install of new access panels in the balconies of 229 & 225, plus one access on the 9th floor hallway at the door to the roof stairwell. Report is provided to the Board with no issues found.
- New Parking stall & Storage rental agreements completed. We have 4 stalls available for rent.
- Completed bookkeeping/Quickbooks (done monthly) along with EFT editing to remove old owners and add new owners. Note: 1 new owner is now paying monthly Condo fees by e-transfer.
- Prepared Estoppel updates for those paid and new request for 429 (possession 9/2)

Motion to accept the Administrators Report, as presented.

Moved by Crystal; Second Cordell

Carried

4.3 Caretakers Report

- a. Elevator Shut-downs May Long weekend ended up being an electrical short. Since its been fixed there have been no issues.
- b. 228 Balcony bolt was replaced.
- c. Boiler shutdown was in May. In mid-September we will be doing the boiler testing prior to turning it back on for winter months.
- d. Overhead door came over and replaced a panel in 325 as the seal had been broken.
- e. MAU was serviced with some fan belts and filters replaced.
- f. Parking lot work started July 8th and went through the summer. Looks good. He seeded in the areas where dirt was moved. Hopefully people walking on it won't prevent the grass from growing.

- g. Roof Drain at Elevator Equipment room door has been assessed by C&H Roofing and they said they would do the work but it has not been done yet.
- h. Move-in/Move-outs - there was a lot of activity all summer.
- i. Leak in a hot water line damaged the water heater gas valve regulator. The leak was fixed, and all three water heaters are working again.

Motion to accept the Caretakers Report, as presented.

Moved by Crystal; Second Cordell

Carried

5) Business Arising

5.1 CCI training reports: Cordell was not able to login. Crystal thought the training was excellent. The Administrator requested the email Cordell is having trouble with so she can follow up on his login.

5.2. Summer Capital Replacements tabled from June:

- Quote for Bldg exterior trim painting (top 2' of 923) still not obtained by the Administrator.
- Main Floor ceiling tile replacement was supposed to start August 6th, but the contractor was willing to postpone, but we cannot cancel because materials have already been ordered and received. This work is tabled until the Fall when we should have more Reserve Funds and the contractor has more availability. The Board had chosen the new tiles but now are thinking they are too similar to what is there. The difference is that the new one does look more modern and updated. The new tiles will also provide more sound proofing and are better quality.

6) New Business

6.1 The Borne estimate for Generator service & repairs that are needed is \$3423.40. \$1800 of that is the normal charge for the annual service. The repairs were noted at the prior inspection, and the Board requested the estimate so we could proceed.

Motion to approve the estimate to service the Generator and complete repairs.

Moved by Katherine; Second Brenda

Carried

6.2 Condo Conference & Tradeshow in October, Calgary. The information was forwarded for Board review. Only the Saturday registration is needed, as Friday night is just socializing. Katherine & Crystal would like to attend and maybe Cordell.

Motion to register Katherine, Crystal and Cordell for the Condo Conference in Calgary, in October.

Moved by Brenda; Second Cordell

Carried

6.3 HR Committee (Bruce departs)

- Bruce's Performance Review: Members of the Board discussed performance and concerns. Administrator will prepare the review document with a 2-year term and provide to the Board for approval. Administrator and Connor (if available) if not Cordell, will schedule to meet with Bruce to provide his review prior to September 1st.

(Victoria Departs, minutes taken by Brenda)

- The Board reviewed Victoria's notice of reduction in Administrator availability effective October 1st and expectations for 2026, which requested no change in compensation as the new/reduced workload is typical for most property management companies. Board meetings will change from 10 to 6 per year and the Administrator will not be available to respond at-will, as has been the case, as she is anticipating travelling. With 5-years of organizational and capital work behind us, we should be able to move forward with less demand on the Administrator and Board.

Motion to accept the changes to Administration availability effective Oct. 1, 2025.

Moved by Crystal; Second Cordell

7) Next meeting – Monday, September 22nd, 6:00pm (Mountain)/ 8:00p, (Eastern)

8) Adjournment at 8:42pm

Moved by Katherine; Second Brenda