

Condominium Corporation No. 8311933 (Madison Heights)

VIRTUAL Board Meeting via Microsoft Teams

January 26, 2025; 6:00pm (Mountain)/8:00pm (Eastern)

Meeting Minutes

Board Present: Crystal Donaldson, Connor Tams, Brenda Fischer, Thomas Paul (6:02-6:19) and Cordell D’Andrea (6:50pm)

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

Regrets: Katherine Kuyltjes

1. Call to Order 6:00 p.m. by Connor
2. Approval of Agenda
 - Motion to approve the Agenda, as presented
 - Moved by Connor; Second Brenda **Carried**
3. Approval of Minutes
 - Motion to approve the November 24, 2025 Board Meeting Minutes, as amended.
 - Moved by Crystal; Second Connor **Carried**
4. Reports *Thomas declared a conflict and left the meeting for the Financial Report.
 - 4.1. Financial Report – Crystal: The Board was advised will really need to watch expenses through April to ensure there are funds for the flood repairs and insurance.
 - a. CRA Remittance Issue:

The Administrator contacted the CRA to request a hard copy of the total funds now due on January 5th 2026 to the CRA Relief department, by voicemail. While the Administrator was away, a message was left requesting a return call. The administrator called on January 22nd and left another voicemail. Additionally, the Administrator contacted the CRA Business phone number following leaving the message and a rude agent would not provide access approval to disclose information to the Administrator. On January 23rd a call-back was received from the Relief department advising they could not provide the final amount due, only the Business Dept could do so. Another call was made by the Administrator to the Business department and was able to receive the current amount due of \$2,321.02 as of January 23rd. Interest & Penalties on this amount accrue daily at 7%. The Administrator has calculated the approximate amount payable (due) on Tuesday January 27th to be \$2,322.80 – rounding up to \$2,323.00 to be safe. The Board agreed the payment should be made.

Motion to Approve the payment of \$2,323 on Tuesday, Jan. 27th.

Moved by Crystal; second Brenda **Carried**
 - b. BFL Insurance Action against Braemore: The Demand Letter was provided to Braemore on Dec 15th 2025 and Braemore responded on January 14th 2026. Both letters were provided to the Board. The response from Braemore is to pay the \$13,802.09 base amount the Condo Corp has already remitted, EXCLUDING the penalties & interest in the amount of \$2,323 (above) AND Condo Corp administrative costs reported as \$9,000. Additionally, Braemore would make the \$13,802 payment via monthly payments, without interest, to the Condo Corp. The BFL lawyer feels this is a good start to a settlement, suggesting asking to add the penalties & interest amount of \$2323 (total ask of Braemore would be \$16,125.09). This is (assuming approval above) the actual amount of payments made by the Condo Corp to the CRA. A reminder that the Condo Corp retained \$3,915 of RAP Insurance refund that was credited towards the \$13,802 payment made to the CRA in Feb 2025. The NET funds the Condo Corp is out-of-pocket is \$12,210.09. There was discussion amongst the Board and the following motion was put forward.

Motion to ask for all \$16k to be paid by September 15th. Monthly payments can be made. Alternately, \$1000 monthly payments can be made until the total is paid in full, but a \$40 late fee will be applied to each month.

Moved by Connor; Second Crystal **Carried**

To cover our bases, the lawyers needed to file a claim with the court before the two-year expiry of the Appeal decision, which was last week. The details of the filing were provided to Connor and Katherine and reviewed by the Administrator, as such the Treasurer provided the approval to file. Should the Board choose to settle with Braemore, the filing can be withdrawn. If the Board wishes to proceed to collect all funds from the demand (\$25,500) and Braemore does not agree, we can proceed to the court system. The Administrator will confirm with the lawyers as to what happens with the court filing.
 - c. 925 Flood Levy: To-date the owners of 925 have made \$1,500 in payments towards the levies for Breach and passthrough of plumbing cost. Late fees of \$40 are included effective Nov 5th. The amount currently owing as of January 23rd is \$1,998 (with a \$40 late fee added as of Feb 5th).
 - d. The 2024-2025 Financial Review was signed and emailed to all owners.
 - e. A mandatory tax declaration for our ATB Business account was required and completed Dec 9th.
 - f. Q1 FINAL and Q2 YTD Budget to Actual, P & L, Balance Sheet and Reserve Fund Report were provided to the Board.

Motion to approve the Financial Report, as presented.

Moved by Brenda; Second Connor **Carried**

4.2 Administrator Report - Victoria:

*Thomas re-joined the meeting

- a. Rubber flaps for the garbage chute have not yet been quoted or ordered yet.
- b. 925 updates, other than Levy: 825 & 925 are nearing restoration completion. 825 is still underway, but On Side should be done with the flooring and cabinet this week, with the plumber coming in to hook up the plumbing next week. No invoices have been received yet. The Administrator asked Cordell to get her the invoices ASAP. Once received and paid, we can request reimbursement by both Insurance companies. Sadly, it looks like the payments to On Side and our 2026 BFL insurance premium will both be made within 30-days, suggesting the need to balance payables so the approx. \$85,000 is available, until insurance reimbursements are received. The owner of 925 will replace the balcony matting prior to any occupancy of the unit. The unit is not yet occupied. The owner of 925 was provided a waiver for the Home Depot bath vanity, then asked questions that were answered; however the form was not delivered by the deadline and has been requested again.
- c. Dec 16th the Pest Controller advised unit 921 had a serious roach infestation, after treatment earlier in the month the Pest Controller returned to find over 100 dead roaches. As such the Administrator authorized traps to be installed in every unit and gel-treatment if roach evidence was a possibility. Notice was given to enter every unit on Dec 17th. Follow-up inspection was completed Jan 9th with good results. Unit 921 was charged by the Pest Controller for treatment of their unit and a precautionary spray of unit 822 below and the 9th floor laundry room. Results of the inspection are provided to the Board. Several units were observed to have 'weevil' type carpet beetles that are not a big issue and the responsibility of the owners to abate, should they choose to do so. The Administrator also contacted our building Pest Controller, who inspected and treated the garbage room, as roaches could have travelled in the trash from 921 to the garbage bins. This was also completed.
- d. Lethbridge Elevator did not charge to paint the open/gap areas of the elevator ceilings. A Board member advised that 1 of the 2 elevators is not done, nor is the back half of the one completed. The Caretaker advised that the large elevator stopped working on Dec 26th. Apparently, it was a computer error. Administrator will ask Lethbridge Elevator to paint at the next visit and the Caretaker will also mention it, should he see the technician onsite.
- e. Amazon Key: The Administrator spoke with Amazon Key and requested installation by contacting Bruce, as the Administrator would be away. Bruce has reported nothing has been installed, so a follow-up email was sent to Amazon Key's account rep on January 22nd. No reply yet.
- f. Car Accident: Following the November Board meeting Neulite provided the corrected quote for the block heater electrical line damage, which was forwarded to the Claims Adjuster for the tenant of 921. Shortly thereafter the temps were dropping well below freezing, so the Administrator approved the Neulite repair to ensure the row of vehicles could plug in. This was communicated to the Claims Adjuster, who agreed with the repair, however no reimbursement will occur until all work required from the accident is submitted. The contractor expected to provide the quote for fence repair, declined the small job and the Administrator has had a hard time finding someone to quote. The caretaker advised that the next door building fixed it. LA Paving was asked to provide a quote for the damaged concrete bumper Jan 22nd and asked to contact Bruce to get it repaired. Rob is away and will have Cody contact Bruce and provide the quote.
- g. MAU Plumbing line inspection results: Borne inspected the roof stain/puddle that was thought to be a leak. They reported the plumbing line had been painted on the top, but not the bottom, so condensation/water dripping down the pipe has caused the stain. Borne agreed to return in the Spring/Summer and paint the bottom of the pipe to keep the roof from further staining. Additionally, the MAU filters were seen to be concaved and in need of replacement, however, they felt replacement should occur in March as ice will just damage any replaced filters. Bruce continues to shut down the MAU in the very cold days, since it damages the filters and only pumps cold air into the bldg.
- h. Unit 323 had no heat and Bruce contacted Reive's to investigate. It was found to be a Thermostat, which Bruce reported the tech advised (as he was leaving) the Thermostat had been replaced. The owner was contacted and advised that a Thermostat is the responsibility of the owner and that given the plumber replaced it without the owner's permission, the Condo Corp would pay the cost of the labour and just bill-back for the Thermostat itself. The owner has since paid for the bill-back.

Motion to Ratify the Board approval of the \$63 chargeback.

Moved by Connor; Second Crystal **Carried**
- i. 228 had a pinhole hot water plumbing leak over the holidays, while the owner was away and Bruce was watching the unit. The leak caused damage to unit 228 and 124, the unit below. Both units required drywall repairs and cabinet replacement/repairs. Drywall has been completed and the Cabinet Nook quote has been accepted. We await delivery of cabinet materials so Bruce can schedule plumbing disconnect/reconnect. The Caretaker advised that the tenants in 124 did their own painting and there is no painting to be done in 228.
- j. The main sewer line running horizontally in the floor of our building had a significant backup, flooding the garbage room and laundry room, in addition to a portion of unit 123. The clean-up was too much for Bruce to handle and On Side was contacted, however, On Side and Bruce were not aware of the penetration into unit 123. The owner of 123 contacted the Administrator on January 20th following a 2nd back-up. The owner reported having cleaned up the water and shampooed his carpet. Bruce is viewing the unit to see if there is any damage the Condo needs to mitigate. In the meantime, the clean-up and Mr Rooter cost is over \$6000. The backup was attributed to the 'dip' in the main sewer line from the building to the street, which the Board has been aware of for years. This dip was likely caused by settlement after the building was constructed and has been

previously managed by having the line snaked semi-annually. The line has been camera'd several times and there is no evidence of broken pipe, soil intrusion or tree roots, just a 'wow' in the pipe that can interfere with the flow, causing water or heavier items to sometimes settle in this small (approx. 4" wide) area. In the winter the water here could also potentially freeze, constricting the size of the pipe-flow.

The Administrator has taken this opportunity to request a quote to HydroFlush the drain lines in the building (as per the Reserve Fund Study/Board plans for this summer work) and asked to have the Mainline section included. Quote pending.

We are also scheduled to replace the flooring in the laundry room this summer..... we should look into a wrap of the vinyl up the wall of unit 123 to assist in keeping water/sewage from going directly under the wall into the unit.

- k. Website: While completing website updates, it was noticed that the map location at the bottom of the website had an error message. The Administrator attempted to fix it but was unable. The Administrator has made a request of our website programmer to troubleshoot the issue (is it because we downgraded our account or is Google blocking us?) and hopefully it can be fixed to use the Google Maps URL, but if not – to create a photo/pdf upload space where we can place a static image. This work is pending. Thomas considered doing the fix, but the current programmer is free or very inexpensive.
- l. BFL provided some questions to be completed as they start our Insurance Renewal process. The Administrator answered the questions and cc'd the Treasurer.
- m. Other work completed by the Administrator: All parking stalls are rented and another storage unit has been rented. Unit 222 is sold for \$180k, pending close. Christmas gift card was purchased for the Caretaker and provided with a Christmas card from the Board. The Administrator provided her 2026 travel plans on Dec 15th to the Board officers: Katherine, Connor, Crystal and Cordell, along with the Caretaker. So far remote communications are working, with the Caretaker and Cordell handling the on-site needs. The Administrator will depart Feb 6th and will not be returning until mid-March, so February payables will be completed remotely for the first time. The Administrator also completed: AGM doc prep, Website update, Parking-Storage Agreements, bookkeeping Quickbooks, emails & etc.

Motion to approve the Administrator Report, as presented.
Moved by Brenda; Second Connor

Carried

4.3 On-site Caretakers Report – Bruce:

- a. 124 Smoking – Since giving them a verbal warning, the smoking smell has been reduced, but it is still there. They have been seen outside smoking and have been told the sliding glass door needs to be closed while they smoke outside. However, they have been seen outside with the door ajar. After discussion, the Board decided to send a written warning to the owner.
- b. Snow removal from parking lot was completed in December following a heavy snowfall.
- c. Balcony decoration contest went well, other than the weather was not favorable during the judging. The winner was 124 and 326 got second place.
- d. Security system power supply needed to be replaced.
- e. Fire panel re-programming was required and TNS-1st Technical completed the work.
- f. Fire safety inspection & fire hydrant gasket. The Hydrant still works, but if use in cold weather, the leaking water would freeze. The Caretaker will reach out to Fire Safety to obtain a quote to fix it.
- g. Laundry repairs: #5 dryer wouldn't start and needed a new starter switch. #4 washer was leaking, so the Caretaker unplugged it and shut the water off. It is scheduled to be repaired on Wednesday.
- h. When the weather gets below -20, the MAU has to be shut off.

Motion to approve the Caretakers Report, as presented.
Moved by Thomas; Second Crystal

Carried

5. Business Arising

- 5.1 Saad has officially departed the Board, leaving an Officer role vacancy (Secretary). The Administrator spoke with Saad and he apologized for his absence and not making the Board aware sooner that he must step down. It was suggested the two Board positions stay vacant until the AGM, given it is only months away and the Board has had less than the current 5 Board members in the past. The Secretary position is mainly needed when the Administrator is not available to take minutes, mostly needed in the summer when HR is considered.

Motion to leave the Board and Officer vacant until the AGM.
Moved Brenda; Second Connor

Carried

6. New Business

- 6.1 Replacement Value Appraisal provided in December was shared with the Board. The value came in a bit higher than last time so an increase to insurance should be expected. Discussion if the Board wanted to increase the deductibles to possibly decrease the premium. The Administrator will ask for BFL to provide an optional price if the deductibles were raised to \$50k.
- 6.2 Post-tension inspection proposal from RJC Engineering was provided to the Board, which is due this summer.

Motion to Approve the \$5,250 Post-tension inspection.
Moved by Connor; Second Cordell

Carried

- 6.3 Draft AGM Notice and Proxy were provided to the Board: Katherine has agreed to stay for another year. Connor advised that he cannot stay on for another year. Brenda will also not be returning. Board members are encouraged to seek out potential nominees to put their names forward for the open positions. Treasurer and President should have their draft report sent to each other and the Administrator prior to the AGM. The Administrator has templates she can share. Edits will be made to the documents and they will be provided to the owners.
- 6.4 Rental mortgage rule changes were provided to the Board. The Board thought it was a good idea to share it with the owners.

7. Next meeting – Monday, March 30th, 6:00pm (Mountain)

8. Adjournment at 7:35pm

Moved by Crystal; Second Connor

Carried