

Condominium Corporation No. 8311933 (Madison Heights)
VIRTUAL Board Meeting via Microsoft Teams
May 12th, 2025; 6:00pm (Mountain)/8:00pm (Eastern)
Meeting Minutes

Board Present: Crystal Donaldson, Cordell D'Andrea, Connor Tams, Katherine Kuyltjes, Brenda Fischer & Saad Haque (@ 6:43PM)
Administration: Victoria Chester (Administrator) and Bruce Thiessen (On-site Caretaker)
Regrets: Thomas Paul

1) Call to Order 6:05 p.m. by Katherine

2) Approval of Agenda

Motion to approve the Agenda, as amended.

Moved by Connor; Second Brenda

Carried

3) Approval of Minutes

- Of March 17, 2025 Board Meeting

Motion to approve the March 17th, 2025 Board Meeting Minutes, as presented.

Moved by Connor; Second Katherine

Carried

- Review of DRAFT AGM Minutes for errors to post on the website and provide with Estoppel package. Question on why we provide the un-approved minutes on the website? Why not, since they must be provided with and Estoppel package per Condo Act. Not all Board members read the minutes and a correction was noted in the Presidents and Treasurers report. Majority of the Board wished to have more time to read the minutes.

Motion for the Board to provide any amendments to the DRAFT AGM Minutes via email to the Administrator by May 23rd, then available for posting on the website and provided with Estoppels.

Moved by Connor; Second Brenda

Carried

4) Reports

4.1. Financial Report – Brenda

a. CRA Remittance Issue:

- Taxpayer Relief document request faxed to the CRA on 11/28 has been confirmed as received. Still no reply.
- BFL Insurance Action against Braemore: The Administrator received an email from SVR Lawyers on April 16th reporting, as previously noted, there is a lot of information to review to build a case and will need to speak with our insured about the prospects of success on the claim. Our insurer (BFL) will then instruct SVR on next steps. As noted, they recommend correspondence first.
- Letter received from CRA dated April 17th was provided to the Board 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. 100% of the Fire Expense has been reimbursed and deposited.

c. New ATB Mastercard was picked up at the branch and activated, with all auto-payment accounts changed by the Administrator. The 1% cashback appears to be credited on each statement, as such these credits will be recorded as a Reduction in our monthly Bank Fees charges, rather than a credit of 1% to every invoice paid via the mastercard.

d. The most recent ATCO invoice was through March 31st, so we await seeing if the Carbon Tax will be removed.

e. As reported at the AGM, we have received another increase to QuickBooks from \$420 per year in 2020 to now \$816 per year. Last time the Administrator checked, we could not downgrade without losing the history, but the Administrator will check again.

f. Two owners NSF their April Condo fees, both now collected along with a \$40 penalty-levy.

g. Q2 Final & Q3 YTD Budget to Actual, P & L, Balance Sheet and Reserve Fund Reports were provided to the Board.

h. Recommendation to transfer \$25,000 from Operating to Reserve was made. In review of the Reserve Fund report reflecting the costs of capital work needed this summer, once totaled and subtracting the \$15k GIC we cannot use, then adding the budgeted deposits to the fund over the summer, we are very tight. Additions are likely, such as tree removal and the block heater electrical, later in the Agenda. The operating account has extra funds resulting from not transferring surplus last year to ensure we had funds to float the Insurance work, which is now complete. Summer is the period when the Operational payables are at their lowest.

Motion to transfer \$25,000 from Operating to Reserve.

Moved by Katherine; Second Connor

Carried

Motion to approve the Financial report, as presented.

Moved by Crystal; Second Cordell

Carried

4.2 Administrator Report - Victoria:

- a. Roust Exteriors have finally responded and hope to place us in the schedule before the end of May to repair the South wall stucco build-outs.

- b. Rubber flaps for the garbage chute have not yet been quoted or ordered.
- c. LA Paving was provided the signed contract and confirmed pricing has not changed. They hope to start work in June.
- d. Overhead Door replacement of the failed glass panel in unit 325 is scheduled for Tuesday May 17th and the owner has been advised.
- e. RJC Engineering has scheduled for Monday May 12th all day to install the new access panels in the balconies of 329 & 325, plus the one access on the 9th floor hallway at the door to the roof stairwell, and inspect the post-tension cables in these locations.
- f. The Board was emailed details regarding the loss of electrical to two 'stacks' of units and the fault being found due to flooring installed in unit 228 during renovations. Invoices for both Rieve Plumbing and 1st Technicall electrical totaled over \$1500 and was approved by the Board via email to charge back to the owner of 228 (and the owner has since paid the chargeback).

Motion to ratify the charge back to owner of unit 228.

Moved by Brenda; Second Connor

Carried

- g. The Board was also emailed details regarding a plumbing stoppage in unit 522 which was identified to be unit caused. The Board approved via email to chargeback to the owner of 522 (and the owner has since paid the chargeback).

Motion to ratify the charge back to owner of unit 522.

Moved by Katherine; Second Connor

Carried

- h. The Board was provided an ad showing the City of Lethbridge has released a new program to replace toilets. The Administrator would like to email all owners regarding this program and encourage owners to take advantage of it, as this could benefit the Condo Corp by reducing toilet overflows and water cost. The Board was asked if they want to allow Bruce to facilitate access for toilet replacement if, for example, the owners apply and are out of town. After discussion, the Board approved Bruce facilitating access. The Administrator will investigate the details and email the owners, suggesting the confirm their water shut off works and is not leaking.
- i. We have a parking stall rental with non-payment for March, April & May. After emailing several times and voice mail messages left, the Caretaker is evaluating if anyone is parking in the stall, if not, we have one available with an owner on a waitlist for 2 stalls to rent. The Board was asked if there a maximum number of stalls an owner/resident can rent, given we will have a few more stalls available after the paving is complete. After discussion, the Board agreed it is okay if a unit rents 2 extra stalls (3 total) as an empty stall does not generate income for the Condo. Each stall rental is still on a first come, first serve basis.
- j. Administrator will be away the following dates before the August Board meeting: March 17th thru 25th, June 29th thru July 8th and August 8th thru Aug 18th. Katherine will also be away June 29th thru July 3rd. Brenda has agreed to be available as the 'out-of-office' email contact and assist the Caretaker with any Condo emergencies during that time.
- k. The Administrator also:
 - Reviewed AGM scripts for President & Treasurer & facilitated AGM
 - Changed auto-payments to new credit card
 - Obtained quotes for conduit, block heaters, irrigation, lawn maintenance & refreshed ceiling tile replacement
 - Parking stall rental changes
 - Updated the website information (done monthly)
 - Completed bookkeeping/Quickbooks (done monthly)
 - Prepared Estoppels for 227 (9/2), 324 (8/5), 723 (5/7), 724 (5/1), 727 (5/23) (and pending 427 - 5/15)
- l. Our 3 year Telus phone lines for the elevators, fire panel, intercom, and internet for the security cameras contract is up for renewal and renewal offer provided to the Board. The phone line plan to the intercom was changed slightly to include long-distance that will be a net savings a approx. \$5-\$10 per month and the internet plan was changed to provide faster data at less cost.

Motion to renew the Telus contract for 3 years at \$144.00/month.

Moved by Katherine; Second Crystal

Carried

Motion to accept the Administrators Report, as presented.

Moved by Brenda; Second Cordell

Carried

4.3 Caretakers Report

- a. Washer repair of the 9th floor coin slot was jamming and needed to be replaced.
- b. Main sewer line backed up into the laundry, garbage and old sauna room drains. Roto rooter cleared the lines; nothing pulled back. Plumber didn't notice any blockages, but there are a couple of dips in the line in the parking lot that nothing can be done about.
- c. Move-ins/outs were the lowest he has seen in April. There were a few in May.
- d. Tony with Lethbridge Elevator was here today and he knows he needs to call beforehand, which he has been doing. He is working on the phone in the main elevator. Water is still at the equipment room door and he wants a drain, it's a hazard. The Administrator will follow up with C&H to see the water and get proper drainage that was requested in the quote.
- e. Lawn Irrigation leaks were found in two different places when the sprinklers were started for the season. The Administrator has called someone to come repair them. For the time being, these areas of the lawn cannot be watered.
- f. Post tension has now been checked by engineers. No damage was found and the cables look to be in good shape.
- g. Generator was loaded and ran well.

Motion to accept the Caretakers Report, as presented.

Moved by Cordell; Second Saad

Carried

5) Business Arising

5.1 Summer Capital Replacements that were tabled.

- Status of quote for building exterior trim painting (top 2' of 923). No quote has been received yet.
- Main floor ceiling tile replacement. As Cordell has quoted for this job, so is in conflict, the Chair asked Cordell to leave the call for this discussion. It was commented by the Board that although Cordell is more than capable, he would not be covered by WCB and would be doing the job in his spare time. Ward Bros updated their 1-year-old quote and increased it by \$5k given recent materials inflation. The quote from No Limit Exteriors was similar to Ward Bros. No limit Exteriors is a referral from a Board member and is a new company that the Board is not familiar with, while they know the work of Ward Bros and they are local.

Motion to contract Ward Bros. at \$18,850 +GST to do the lobby/main hall & laundry room ceiling tile replacement.

Moved by Connor; Second Saad

Carried

6) New Business

- 6.1 Quotes for irrigation line repair, tree trimming, lawn fertilization & weed control were provided by three companies. Chinook has provided our prior weed & feed service. Due to the irrigation leaks, it was suggested a repair to the irrigation system should be made when the parking lot is redone. The irrigation lines are 40 years old, so it was suggested they be replaced. Based on quote descriptions, selecting both for parts of the service spreads the work.

Motion to approve Chinook Turf Care for lawn fertilization and weed control.

Moved by Connor; Second Katherine

Carried

Motion to approve Evergreen Landscaping for Tree trimming.

Moved by Brenda; Motion Cordell

Carried

Motion to approve Rosco's quote for the irrigation repairs.

Moved by Crystal; Second Saad

Carried

- 6.2 Quote for EV conduit + block heater electrical for new parking stalls was provided to the Board.

Motion to approve the Neulite quote to the EV Conduit and block heaters.

Moved by Cordell; Second Connor

Carried

- 6.3 Condo Conference & tradeshow October; Calgary. The Chair has previously attended and spoke to the content of the conference. The Admin will share the link to the Board for review and decide if anyone would like to attend.

- 6.4 CCI Board Training for new members – any interest? Cordell, Saad and Crystal were interested in the training. CM101 in person and Crystal can attend. Online training for 'Condo Basics' for Cordell and Saad.

Motion to approve registering the interested Board members for the CCI training.

Moved by Katherine; Second Brenda

Carried

- 6.5 Election of 2025-2026 Board Officers (President, Vice-President, Treasurer & Secretary). Existing members of the Board spoke about their roles. Two current officers may sell their units, as such are stepping down from their role just in case, but will remain on the Board. A call for nominations or volunteers for each Officer role was made. Those who were nominated or volunteered had no competition. A final call was made and no others came forward, as such the nominees are elected by acclamation.

Motion to acclaim the 2025-2026 Board Officers as Connor as President, Cordell as Vice President, Saad as Secretary, Crystal as Treasurer and Katherine in a new Officer position as Past President.

Moved by Katherine, Second Brenda

Carried

- 6.6 Call for HR Committee members to review Caretaker & Administrator contracts and performance. Katherine nominated Thomas who is not present. Saad expressed interest in the Chair position again this year, even though he will be remote. Crystal as Treasurer accepted her recommendation. Katherine was willing as an advisor. The HR Committee is Saad, Thomas, Crystal and Katherine. Over the summer the Committee will need to meet and work on the Caretaker's review first and then the Admin's.

- 6.7 ATB bank account authorized signers needs revision with new Board members. Discussion that 4 is adequate.

Motion to approve the ATB account signers as Crystal, Conner, Victoria and Cordell.

Moved by Saad; Second Connor

Carried

- 6.8 HR Discussion (Bruce departs): Another complaint was made about Ziggys barking with recording provided to the Board. The Board talked at length about prior warnings, possible solutions and the need to follow the Condo disciplinary protocols.

Motion to send a sternly written final warning about barking and leashing.

Moved by Katherine; Second Crystal

Carried

7) Next meeting – Monday, August 18th, 6:00pm (Mountain)/ 8:00p, (Eastern)

8) Adjournment at 9:02pm

Moved by Connor; Second Cordell

Carried