

**Minutes of the Board Meeting
Darlington Arms Condominium Corporation
18 September 2003**

Held at #703, Darlington Arms

Attendance: **Chair:** **Gerald Rotering, #703**
 Directors: **Mark Schaefer, #605; Eric Ross, #301; Daorcey Le Bray, #102; Jim Young, #305**
 Bonnie Haslen, CDCL/Bayview Real Estate Management

Quorum established. Meeting called to order at 7:00 p.m.

Financial Report for August 2003

Bonnie reviewed key points within our August financial statements

- The current financials are quite positive and we recorded a significant profit in August, which maintains our Reserve Fund and will accommodate our future operating expenses.
- Variances in our expenses come from after-hour elevator repair calls, pest control (which is being re-evaluated by the Board), unexpected installation of a key lock box for contractors and the cleaning of the garbage chutes.
- Accounts receivable are not extensive and are in the process of resolution. Only one account is quite large, which is under legal resolution including a payment plan.

Old Business - Property Update

Bonnie continued to review her printed Management Report. Items summarised include:

- PDQ Roofing has been authorized to do the necessary flashing repairs and add additional gravel to the lower section of roof between the roof decks.
- Joseph Sponair has completed the balcony repairs for suites #704 and #703 as well as the brick repairs and building caulking investigation. The cost was reduced by 50% through Gerald's negotiation. The received quote was discussed by the Board along with a discussion of the necessity for such repairs, which revealed that any problems with the building envelop will create significant damage throughout the envelop in many suites. The expenses for this project will come, as expected, from our Reserve Fund. The cost is significantly less than the budgeted cost in our Reserve Budget. Jim moved, Mark seconded that the quote be accepted and the work begun. The Board wants to remind occupants to expect the repairs to be completed by a man in rope-harness suspended from the roof.
- PCO Orkin Services (pest control) has been attending regularly and is finding less bug problems than when they began. The Board agreed to have these visits reduced in the absence of pests.
- Garbage chutes were cleaned by Thuro Services. The Board discussed periods of garbage build-up that created the need for cleaning and reminds residents to please not stuff large packages into the garbage chutes so that we may prevent blockages.
- The stainless steel re-skin of the elevator has been ordered and will arrive the week of September 22, 2003. Lew King will paint the elevator ceiling and existing grating will be removed and placed in storage. The Board discussed elevator lighting and directed Eric explore appropriate lighting to replace the utilitarian lighting currently in use.
- The 8th floor security door has been ground down and opens and closes much more easily.
- Letters have been forwarded to all owners advising of the cut-off date of September 23, 2003 for bidding on the storage space available in the basement for 99-year lease. Opening bids will start in excess of \$1,000. To date there has been no response.
- The Board received a lengthy letter of inquiry from owner Tim Magnus. The Board discussed the letter and will dutifully respond.
- Insurance repairs to damaged suites from common property have been completed in #303 and #601. We have yet to confirm completion in #403.
- We have ordered the required winterization of the sprinkler system by Sprouse Fire, which will be completed on September 24, 2003.

New Business

A number of topics were discussed by the Board arising from old business and Director comments.

- The Board discussed recycling options for the building. Bonnie knows a contractor who has a number of recycling options for buildings such as our. The Board directed Bonnie to explore these options for future discussion and possible adoption.
- The elevator is not meeting flush with the floor and the Board directed Bonnie to have our contractor fix the problem.
- Our glass garbage doors are not closing properly, which is a security issue for the building. It appears the hinge on the door is bent, and the Board discussed replacement and repair and directed Bonnie to explore further solutions.
- Gerald brought up parking and storage control. Our current system is haphazard when it comes to connecting lease and ownership of lockers, parking, balconies, etc. The Board discussed an effective way of control, and all lease and ownership information is currently being collected by Bonnie so that the information may be maintained.
- The Board discussed future window replacement. Replacement will save the corporation significant energy costs and the windows are naturally deteriorating. Although the Reserve Fund has window replacement scheduled for 15 years from now, the Darlington Arms could begin a staggered replacement soon, which will stagger the significant costs of replacement. The Board will bring up this issue for discussion at the Annual General Meeting.
- One resident has an oil leak in their vehicle in the lower parking lot. There is concern by the Board that, while there has been some effort to satisfy the leak with cardboard, that the oil will severely damage the concrete floor. The Board has directed Bonnie to serve notice to the resident to solve this problem more satisfactorily.
- The lower parkade door will require servicing. The Board directed Bonnie to hire a contractor to attend to the door.
- Outdoor signage for the building is severely deteriorated. The Board directed Bonnie to obtain a quoter to have the awning re-lettered.
- The ventilation system on the roof has become quite loud and is disturbing some residents. The fan requires fixing, but previous attempts have failed to yield adequate results. The Board authorises Bonnie to not pay a bill for previous repairs and have the fan replaced.
- Minor brickwork repairs are required on the front walk to make the bricks even with the door. This repair was tabled until the next meeting.

Annual General Meeting

The Board agreed to hold the AGM for Thursday, October 16, 2003 at 7:00 p.m. in the lobby of the Darlington Arms. All owners are required to attend.

- In an effort to maintain a “no dogs” policy at the Darlington Arms, the Board expects to reaffirm the current policy at the AGM. Mark moved, Jim seconded to serve notice of motion to all owners to allow dogs in the building with an expectation that it will be voted down.
- Window issues will also be brought before the owners for discussion.
- A new Board of Directors will be elected. Nomination forms will be distributed to owners before the meeting.

The next meeting of the Board of Directors will be scheduled for November 20, 2003.

Meeting adjourned at 8:40 p.m.