

***Darlington Arms, Condominium Corporation #9811439***  
***Established 15 May, 1998***  
***Forty condo homes under one roof at 317 Fourteenth Ave, SW, Calgary***

Minutes of the meeting of the Board of Directors  
20 November 2003  
Held in #702, Darling Arms Condominiums

**In attendance:** Gerald Rotering, #703  
Jim Young, #305  
Erik Ross, #301  
Mark Schaefer, #605  
Daorcey Le Bray, #102  
Leonard Krahn, #104  
Chris Murray, #405

Gerry Callan, CDCL/Bayview Real Estate Management Inc.

**Meeting called to order and quorum established at 7:08 p.m.**

**Approval of the Minutes of meeting held October 16, 2003**

Moved by Erik  
Seconded by Leonard  
That the Board approve the Minutes as presented.  
**Carried unanimously**

**Property Manager's report**

Gerry reported on the activities during the past month, which include:

- Joseph Sponair is now 2/3 completed the Exterior caulking of the building as per the quote negotiated with Gerald. Although Mr. Sponair has noted that the work required is more extensive than anticipated, he has not adjusted his fee.
- Aadelard Plumbing removed and repaired two exhaust fans on the roof and has installed one new one.
- Aadelard Plumbing completed annual test on three back flow devices.
- The passenger elevator was re-skinned with stainless steel panels. Gerry asked if there still remains some edging to be done and the Board responded that there is not. The Board also noted that Erik had purchased a light fixture cover as directed at the previous meeting.
- Tim Magnus was refunded \$120 for storage locker fees as per the Board's approval.
- Membership for three years was sent to the Beltline Communities committee for \$600.
- Aadelard Plumbing replaced the re-circulation line in suite #601. Upon the recommendation of Aadelard, Gerry and Gerald approved the action to remove a low-quality pipe that was responsible for leaks in the suite. This should end any leaking problems, although it did incur an increased expense.
- Gasonic Instruments inspected and repaired the CO<sup>2</sup> detector in the parkade. Gerald noted that he is concerned that the detector may still not be working, and suggested that, should this be the case, Viking (who originally installed the detector last year) be called in to fix at their expense.

**Financial Report**

Gerry discussed with the Board various budget/actual variances within the financials for combined September and October 2003. He noted that we had significantly lower expenses during the past two months than budgeted, but that we should expect to recognize more expenses this month via incoming accounts payable.

Moved by Erik  
Seconded by Chris

That the Board approve the combined Financial Report for September/October as presented.  
**Carried unanimously**

### **Old Business**

Shower heads: Tabled until later date

Storage lease agreement for suite #701: Tim Magnus has paid the \$1,100 for his 99-year lease of the lower-lobby storage locker, but has refused to sign the contract due to issues with Section 4 concerning the ownership of the locker as-is. The Board discussed action in this regard.

Moved by Jim

Seconded by Mark

That Mr. Magnus be given the option to sign the un-amended contract within the period of 10 days or the Board will refund this payment of \$1,100 and reclaim the locker.

**Carried unanimously**

Storage locker #1: This is currently a rental locker rented by Gerald. Given that the Board has previously agreed to get out of the business of renting lockers in favour of 99-year leases, Gerald has formally requested that he purchase a 99-year lease of locker #1. Also given that the previous open call for locker lease purchases elicited the interest of only two people (Magnus and Rotering), the Board deemed that an open call for future leases need not be made.

Moved by Leonard

Seconded by Erik

That storage locker #1 be leased to Gerald Rotering for 99 years for the price of \$1,000.

**Carried unanimously**

Small storage lockers (#2 and #3): #3 is about to become available as the renter leaves the building and #2 is currently being rented by suite #302. The Board discussed leasing options for these as well. Erik Ross expressed an interest in purchasing a 99-year lease for locker #3 and so removed himself from the discussion and consequent voting due to a conflict of interest.

Moved by Mark

Seconded by Jim

That the Board offer the two small lockers to the owners of suites #301 and #302.

**Carried unanimously (with the noted abstention of Mr. Ross)**

Insurance Claims: Gerry noted that some work had yet to be done under the sink in suite #403 and that this will be included in the quote to the insurance company.

Building recycling: As directed by the Board at a previous meeting, opportunities for recycling within the building will be researched by Bayview. Any Board members with information will pass that along.

Eighth-floor utility access: As per previous Board discussions, members would like to secure the eighth floor access to reduce to opportunity for future break-in.

Moved by Erik

Seconded by Jim

That Gerry serve written notice to the renter of this "storage" space to vacate within a 60-day period and return access key.

**Carried unanimously**

Should this renter require space and should Mr. Magnus not sign the require contract for the lower-lobby storage locker:

Moved by Jim

Seconded by Leonard

That the Board offer the lower-lobby storage locker to the previous occupier of the eighth floor utility area for a 99-year lease at the cost of \$1,000.

**Carried unanimously**

Current lawyer: Gerald expressed concern over the length of time it takes for our current lawyer (through Bayview) processes our collection issues.

Moved by Jim

Seconded by Leonard

That Bayview no longer use their current lawyer for our future collection issues.

**Carried unanimously**

Bookshelf: As directed by the previous AGM:

Moved by Leonard

Seconded by Mark

That Jim purchase a bookshelf that may be anchored to the wall for a maximum cost of \$200.

**Carried unanimously**

Side glass doors: There is still a problem with these doors not closing properly. The Board directed Gerry to retrieve quotes for metal doors with upper partial windows.

Moved by Chris

Seconded by Jim

That should the quote come under \$2,000 Gerry be given the authority to purchase them.

**Carried unanimously**

Side parking signage: Gerry directed by the current Board to follow up on the past Board's request for signage in the loading zone area.

Front awning signage: The lettering on the awning is peeling off beyond recognition and need replacement.

Moved by Daorcey

Seconded by Mark

That Erik be directed to order the lettering and be authorized to spend a maximum of \$300.

**Carried unanimously**

Freestanding key sign-post: the sign-post at the entry of the underground parkade is outdated and illegible. The Board directed Gerry to remove the pole and sign completely.

Surface parking lot gate: tabled

### **New Business**

2003 Audited Financial Statements: Discussion of the auditor's comments and report. Gerald notes auditor's comment that the auditor only has Bayview as a source for financial information and lacks a second party with which to compare financial information. Gerald suggested that a solution to this problem could be that we have a member of the Board, possibly the Treasurer, act as this second party by signing cheques and reviewing expenses. The Board agreed that it was comfortable with the current system of having all Board members review monthly financial reports supplied by Bayview.

Moved by Daorcey

Seconded by Chris

That the Board approve the Audited Financial Statements for 2003 as presented

**Carried unanimously**

Intercom Control Person: Gerry noted that the current system of having the property manager adjust the intercom numbers for new owners and renters is inefficient. Jim volunteered to be the new intercom control person from within the building. New owners and renters will still register with Gerry, but Jim will put their code into the intercom system.

**Other Business**

Chris brought up the possibility of changing to a fixed (locked) rate for natural gas in the building. After some discussion, the Board directed Chris to research options and report back. Gerry will transfer available information to Chris.

Leonard noted the arrival orange-backed Maple bugs to suite #104. Although he is not interested in their extermination, as they are a minor and erratic nuisance, he wished to make their existence known to the rest of the Board.

**The meeting was adjourned at 9:24 p.m.**

-----