

**Minutes of the Board Meeting
Darlington Arms Condominium Corporation
15 August 2004**

Held at #703, Darlington Arms Condos

Attendance

Property Manager: Shantelle Farrell

Chair: Gerald Rotering, #703

Vice-Chair: Mark Schaefer, #605

Directors: Erik Ross, #301; Harland Bell, #305; Rhiannon Jones, #601

Attending Suite Owner: Salim, #503

Quorum established. Meeting called to order at 7:05 p.m. by Gerald

Financial Report:

We reviewed the minor variances from budgeted spending that appeared during the operating month, all of which were related to operating activities previously approved by the Board. Noted items:

- *Unpaid condo fees are low at this time: \$606, by two suites, with collection being pursued.
- *There is an added budget line for bank charges on our financial statements.
- *Pest control is now cancelled to save money. We will call on an as-needed basis.
- *Budget line called "security contract" is for ADT, which monitors our fire-alarm phone line.
- *We will budget \$500 next year for landscaping/gardening.
- *Our operating fund stands at about \$23,000.

Property Operation Update:

The Board read through the report provided by Property Manager Shantelle Farrell, CRESI. Issues raised from the report follow in Old Business.

Old Business:

*Locker Leases: Gerald has obtained signatures on all leases and delivered keys and leases to the lessees, and a set to Shantelle. He's also updated the "schedule of leased common property" to include the new lockers.

*Suite #704 has suffered floor damage due to a water leak from common property. Gerald sent a letter to the owners regarding the limits of our corporation's liability, and we await a reply.

*Joseph held off on repairs to the door of #705, which was forced open by firefighters for access to a locked-in baby. The suite owner says he will repair and paint the door. **Motion:** Erik moved, Harland seconded that Shantelle to talk to the owner and inform him that repairs should be complete within 30 days. **Carried.**

*PDQ repaired identified areas on the roof's upper and lower sections. These repairs should carry our roof through for several more years.

***Motion:** Harland moved, Rhiannon seconded that we approve spending from the Reserve Fund to pay PDQ for roof repairs and Josef Sponiar for the exterior caulking and brick mortar projects. **Carried.** After these expenses our Reserve fund balance will be approximately \$52,000.

*Keying of outside garbage doors: to be locked and keyed by Friday, August 20th 2004.

New Business:

*Boiler room's combustion air supply: As we've discussed before, we should increase the fresh-air supply to the boiler and hot water heaters. Gerald has looked into the current air intake and feels that the vent to the outside does not need to be enlarged. It should be sufficient to expand the opening of the metal louver inside the boiler room.

*Better boiler room drainage: Two small trenches along the concrete floor of the boiler room are needed so that the water from cleaning the hot water tanks drains into the sump pit. We have received a quote of \$500 from Brian to do this.

*Baseboards, lower lobby: The rubber baseboards are peeling off the walls.

Motion: Harland moved, Mark seconded that we hire Joseph Sponiar to complete the above three projects at a cost of not more than \$2000. **Carried.**

*We received a renewal invoice from Co-Operators Insurance for our building for \$4487 with a \$1000 deductible. **Motion:** Mark moved, Rhiannon seconded, that we renew with the Co-Operators Insurance. **Carried.**

*Shantelle suggested that we have a \$200 petty cash on hand to be held by either Gerald or Mark and receipts submitted when they reach approximately \$100. **Motion:** Moved by Harland, seconded by Rhiannon that we issue a \$200 petty cash float. **Carried.**

*Gerald reopened the issue of cutting down the small tree in the north-east corner of the property to discourage people from loitering under it. There being no support for a motion, the issue was dropped. Gerald reported that he'd recently trimmed excess foliage from that tree, from the large boulevard tree, and from the lilac by our parkade ramp.

*The "House Rules" second draft was brought forward by Gerald. **Motion:** Moved to be adopted by Harland, seconded by Mark and adopted as permitted by our Bylaws Clause 5(g). **Carried.**

*AGM: **Motion:** Mark moved, Erik seconded, that the AGM will be held in our lobby at 7 p.m. on Thursday, October 21, 2004. Shantelle will send out notice of the meeting to all owners. The letter to owners is to include notice of this motion that the Board will put forward: "This annual general meeting resolves that the Board is directed not to permit any dog to live at the Darlington Arms Condominiums during the Board's term of office." **Carried.**

The next Board meeting is scheduled for 16th of September 2004 at 7 p.m. at suite #703.

Adjournment: 8:15 p.m.