

Minutes of the Board of Directors Meeting
18 November 2004 at 7 p.m.
Held in Suite #703, Darlington Arms Condominiums

Attendance

Gerald Rotering, #703
Daorcey Le Bray, #102
Chris Murray, #405
Harland Bell, #306
Jennifer Medlock, #305
Shantelle Farrell, Property Manager/Agent, Co-operators Real Estate Services Inc.
Absent
Mark Schaefer, #605
Erik Ross, #301

Call to Order/Quorum Established

Gerald Rotering, #703, being President of the past year's Board of Directors of the corporation took the chair and called the meeting to order at 7:05 p.m. Quorum was established with five of seven directors in attendance.

Addition of New Director

During the 2004 Annual General Meeting, seven chairs were agreed upon although only six directors were elected. Jennifer Medlock has been nominated to fill the final director position.

Moved by Harland

Seconded by Chris

That Jennifer Medlock, #305, be added to the Board of Directors to fill the vacant position.

Motion carried.

New Board Seating

Board Chair/Corporation President: Gerald Rotering

Board Vice Chair/Corporation Vice President: Daorcey Le Bray

Treasurer: Chris Murray

Delegates to the Beltline Initiative: Harland Bell and Jennifer Medlock

Directors at Large: Mark Schaefer and Erik Ross

Moved by Harland

Seconded by Chris

That the board seating be set as proposed above. **Motion carried.**

Approval of the Minutes of Meeting held September 16, 2004

Moved by Jennifer

Seconded by Chris

That the minutes of meeting held September 16, 2004 be approved. **Motion carried.**

Financial Report

Shantelle presented the financials for the months of September and October 2004. While most expenses were expected with no major anomalies, it was noted that the Corporation is continuing to have problems with the payment of condo fees from suites #701 and #702 to a current total of Accounts Payable of \$2807.82. This issue is with a lawyer won behalf of the Corporation.

Moved by Harland

Seconded by Jennifer

That the Board resolve to seek legal advice on enforcing a once-annual payment of condo fees from the owner for suites #701 and #702. **Motion carried.**

Gerald asked Shantelle about the status of a previous request made during the past AGM to move \$15,000 from Cash on Hand to the Reserve Fund. The move had not yet been made.

Moved by Jennifer

Seconded by Harland

That the Board rescind the previous request and keep the \$15,000 in Cash on Hand to pay for upcoming security upgrades. **Motion carried.**

No further questions were raised regarding the financial report.

Moved by Chris

Seconded by Harland

That the Board adopt the financial report as presented. **Motion carried.**

Old Business

Updates were presented to the Board:

In suite #704, the water-damaged floor was repaired as recommended by the Board at previous meetings. The owners are happy with the repair.

The noisy rooftop ventilation fan has been finally repaired after much difficulty with the installation process. After firm communication with the repair company by Shantelle (as directed by the Board) the Corporation has yet to receive an invoice for the extra work associated with repairing the fan. It is possible that the invoice may never arrive.

WWW.darlingtonarmscondos.com is now up and running complete with important documents, contacts and photos. Gerald notes that, in his experience, this website is possibly the best in Canada of its kind.

New Business

A recent break-in into our storage areas gave rise to serious discussion about improvements to security for the building. Following the break-in some steps were immediately taken to improve security and address issues of repair (approximately \$4,000) including:

- Replacement of the front door latch mechanism

- Repair with “door wraps” of the two storage area doors, plus the bike room door and replacement of one lock set

- Three nights of eight-hour security (midnight to 8 a.m.) immediately following the break-in

- Replacement of the garbage room steel door lock set with a type that can no longer be left in an unlocked position

- Ordering of all steel frames and doors to replace the two storage-area doors with two matching bolts for the west-side door. As well, a follow-up visit by A-1 Uptown to install tamper-proof plates

- Have the front doors shimmed to fit more closely

 - Moved by Harland

 - Seconded by Chris

 - That the retroactive approval be given for the above actions. **Motion carried.**

Other security solutions were also discussed. Solutions with significant interest by the Board were brought to motion.

 - Moved by Daorcey

 - Seconded by Harland

 - That the Board hire a contractor to install a six-camera surveillance system with split-screen display and digital-disk recording. That a monitor be installed in a tamper-proof case at the front entrance. That the cameras be installed at the front door, the far end of the lobby looking at the elevator, the north-east corner looking toward the outer garbage doors, the lower lobby above the parkade door, the lower parkade entrance and the rear parkade south-west corner looking east. That Shantelle and Gerald have the power to act to hire the contractor. That the project be approved to cost up to \$6,000.

 - Motion carried.**

 - Moved by Chris

 - Seconded by Harland

 - That the Board hire Simplex-Grinnell to install a button-key controller in the elevator cab, restricting access to all but the ground floor with an estimated cost of \$1,500. That the Board hire A-1 Locksmiths to place stairwell-side locks on all stairwell doors except for the ground floor. **Motion carried.**

 - Moved by Daorcey

 - Seconded by Harland

 - That the Board hire Daebonn Metal Works to produce a gated 8-foot steel fence to secure the west-side ground level up to a cost of \$2,500. **Motion carried.**

Other

Gerald related to the Board that he had received a quote for hallway light housings that will increase the brightness of the lights. Replacement of the housings would cost approximately \$170.

Moved by Chris

Seconded by Jennifer

That Gerald be directed to purchase and install new hallway light housings throughout the building. **Motion carried.**

Daorcey brought to the board a complaint about the use of patio doors as access on the west side of the building.

Moved by Daorcey

Seconded by Harland

That Shantelle be directed to notify the owners of suites #102 and #104 that access to suites via the patio entrance is prohibited until the installation of new metal fencing to secure the area. **Motion carried.**

Adjournment

The meeting was adjourned at 9:35 p.m.

The next meeting of the Board of Directors is scheduled for Thursday, December 16, 2004.