

**Minutes of the Board meeting
Darlington Arms Condominium Corporation
15 December 2011
Held at #703, Darlington Arms Condos**

Attendance: Gerald Rotering of #703, David Kelly of #405, Ross Conner of #602, Erik Ross of #701.

Regrets: Russ Kuksin of #404 and Tony Grimes of #406.

Call to Order:

Gerald called the meeting to order at 7:15 p.m.

Board membership and number:

Director Merlin Keillor of #103 wrote to resign his position due to time constraints. MOVED by Erik and SECONDED by Ross that: We accept the resignation of Merlin Keillor and reduce the number of Directors of the Board from seven to six for the remainder of the term, namely until the AGM on 18 October 2012; CARRIED.

Erik Ross confirmed that he will serve as Vice-Chair for the year, which clarity is needed because Gerald will be away for the rest of the winter and several times more during 2012.

Gerald distributed a list of functions he performs around the building and that other Directors may volunteer to carry out while he's away.

Financial report:

Our balance sheet for 30 November 2011 shows that we have \$47,300 in operating funds and \$214,000 in the reserve-fund account.

Old business:

1/ Gerald spoke with an accounting person at Gateway Property Management in Vancouver to confirm that our natural gas bills ARE being paid, even though the "year-to-date" November report showed no expense incurred. Apparently we had a credit for our current year (which began July 1) under that heading due to payments made on bills from May and June. We are cautioned that utility bills cannot be accurately monitored early each budget year via the "year-to-date" reports.

2/ Lori signed our service contract with DWD Industries for snow clearing from our driveways and walkways, which contract at \$550 per month we want to end on April 30, 2012.

3/ Directors had received in advance Gerald's list of hours worked for the corporation since August, and for his spending and requested reimbursements. MOVED by Ross, SECONDED by David that: Gerald be paid the \$747.50 he's billed and be reimbursed \$630.71, for a total amount of \$1,378.21; CARRIED.

4/ The Board noted that improper use of the 20-minute loading zone on our building's east side continues. MOVED by Erik, SECONDED by Ross that: The loading zone time limit will be enforced and that one owner specifically will be notified of that; CARRIED.

5/ Gerald met with plumber Normand today and gave him access to locker unit 73 and the water room. Normand will soon quote on replacement of the original cast-iron sewer line running the length of the basement

hallway. The project will not involve the pipe emerging from locker 73, but will require some opening of the pipe's access through the wall to that locker near the garage door, which damage we can ask Josef to repair. This project will require an all-day shutdown of the building's water supply and the flushing of all toilets and draining of all fixtures before the old sewer pipe is removed.

6/ Erik reported that he still hopes to have a design prepared for a new canopy cover for our lobby entrance, and that he hopes to soon find time to complete framing of photos for our lobby, which he can then turn over to our contractor, Josef, for hanging/securing.

New business:

Reserve-Fund Study and Report bids sought:

Gerald reported that we have two up-to-date bids to perform a Reserve-Fund Study and Report, and one from last year. The bidding firms were:

Excalibur Efficient Buildings, which bid \$5,500 in 2010 but declined to update the bid and noted that they are booked until 2013.

Clear Path Engineering, which bid \$5,500, down from their 2010 offer to property manager Lori at \$5,750. Gerald commented that their reports are impressive with technical detail.

Calgary Condominium Consulting, which bid to do the job for \$4,600 and has a 2012 limit of 20 studies for condo buildings. Gerald noted that Calgary Condo Consulting (Mr. Emery Leraand) is a former engineer who performed our building's first study in 2002, and that he's known to take a practical approach in his recommendations.

After discussion it was MOVED by Erik, SECONDED by David that: We contract with Calgary Condominium Consulting for performance of our 2013 Reserve Fund Study and Report at the bid price of \$4,600, and that we ask Mr. Laraand for a price to also look at our roofs, discuss the work we've had done, and give us a one-page report with his recommendations for the eventual re-roofing of areas under the two roof-top decks; CARRIED.

Meeting adjourned and next meeting scheduled:

The meeting adjourned at 8:15 p.m. The next meeting of the Board is scheduled for Thursday, January 19th, 2012, at suite #701.
