

Minutes of the Board Meeting

Darlington Arms Condominium Corporation

September 18, 2018

Attendance: Martin, Erik, Nicki, Jon, Tony

Keystone Grey Representative: N/A

Called to Order: 7:13pm

Approval of Previous Minutes. A motion to approve the meeting minutes on July 31, 2018. 1: Martin; 2: Erik. motion carried.

Last Agenda

- New PM:
 - Welcomed, did a tour through the building.
 - Discussed next immediate steps (Condo fees transfer, overall finances, after hours phone-line guidelines, policies, setting up of our site, etc.).
 - Preparing of AGM, budget, Reserve Fund Study, etc.
- Cleaning fees:
 - Several cars/items not cleared from the parking stalls.
 - Cleaning still progressed with 3 stalls skipped and some items cleared around.
 - Fines were forgiven this time, warning letters to be sent to owners and will be tracked to act against repeating offenders.
 - We'll do aim to do cleaning twice a year.

Current Agenda

- Update condo guide book
 - lead: Martin
- Reserve Fund Study
 - waiting on the consultant for next draft
 - Keystone have not received all required documents, will follow up with Erik.
- Canada Post Parcel Box
 - it's installed and working awesome
 - no more actions; project is done
- Bulletin Board location
 - leaving it where it is
- Noise complaints for #702
 - baby and toddler are creating a lot of noise on hardwood

Motions: New Business

- Motion to send warning letter to owner of unit 702 regarding the noise complaints (screaming and banging from children), include tips for mitigating the noise (carpets, soft soled shoes, etc) and mention that further complaints may result in fines. 1. Erik; 2. Martin. Motion carried.

Motions: Old Business

- none

Keystone Actions

- set up monthly financial reports for board meetings
- have we paid CAON's outstanding invoices?
- send letters to owners of the following units to remove their window air conditioners by October 31, 2018:
 - 706
 - 501
- send a letter to owner of unit 702 regarding the recent noise complaints. See motion.

Next Board Meeting

To be held: October 16, 2018.

Adjournment

Move to adjourn at: 8:16pm. 1. Tony. Motion carried.