

Minutes of the Board Meeting Darlington Arms Condominium Corporation April 9, 2019

Attendance: Erik, Martin, Connor, Jon, Shantel, David, Heidi

Keystone Grey Representative: Jennifer Wilcox

Called to Order: 7:05pm

Approval of Previous Minutes. A motion to approve the meeting minutes from Jan 19. Date amended to Jan 15, 2019.

2019. 1: Martin ; 2: Jon . Motion carried.

Last Agenda

- Monthly arrears
- Odour issue with 2nd floor suite
- Noise complaints with 7th floor suite
- AGM
 - What deliverables do we still need?
 - Reserve Fund Study
 - Audit
- BEVA quote
- 2019 Budget
- Reserve fund contributions
- Various Maintenance Items
- Updated property information
- Air conditioners
- Landscaping quotes

Current Agenda

- Confirm that building insurance was renewed
- Contracts:
 - a. Recycling Contract (attached)
 - i. Process
 - ii. Proceeds
 - iii. Volunteers
 - b. Cleaning Contract (attached)
 - i. Responsibilities/Requests
 - c. Parkade and Property Sweeping and Cleaning – Komodo Services
 - d. Summer Landscaping Contract
 - e. Mechanical Contract – CAON
- Hot Water Tank Replacement

- Darlington Arms Guidebook and house rules (attached)
 - a. Update building management
 - b. Balconies & Common property
- Financials
- Arrears
- Bylaws
 - a. Clause 5. Powers of the Corporation
 - b. G & P
 - c. Clause 43 Violation of By-Laws
 - d. Clause 58 Privacy Areas and Parking Areas
 - e. Specify and limit the nature and extent of the use or uses of any such privacy area assigned or designated by it
 - f. Clause 62 Use and Occupancy Restrictions
 - a. IX, XV, XVII, XXV, XXVIII
- Spring Cleaning
 - Large Item Haul Away

New Items / Discussion

- Monthly arrears, one unit is still in arrears – Open Item
- Two units will be credited for zone valves that were replaced – Action by: JW
- Erik to provide quote for an alternate cleaning company – Action by: ER
- Keystone provided the board with quotes from alternate companies who can replace CAON's services (plumbing and building mechanical), board decided to review the existing contract with CAON to determine if the contract needs to be revised – Open Item
- Hot water tanks replacements were discussed but the board decided to keep them running for now as is, a quote for \$18k for the replacement of both has been received (for future consideration) – Closed Item
- Board decided not to alter existing recycling contract – Closed Item
- Keystone to roll out new DA annual budget in July 2019 for new fiscal year
- Board advised Keystone to schedule spring cleaning for this year – Action by: JW
- Large item haul away will be scheduled for May 2019 by Keystone – Action by: JW
- Heidi volunteered to take on the bike cleanup initiative to remove unused bikes from bike rooms, Keystone to post notices – Action by: Heidi / JW
- Financials:
 - Martin volunteered to review on a monthly basis (cashflow, cheques, purchase orders, etc)
 - The board discussed getting a credit card for petty cash expenses – Open Item
 - Strategy for pay back to reserve fund was discussed, increasing condo fees and increasing monthly contributions to the reserve fund were discussed, options include a one-time special assessment to raise \$40k at once or \$8k per year for 5 years through condo fee contributions – Item motioned to raise condo fees this coming year, Keystone will advise on recommendations based on revised budget
- Security deposits / damage deposit for renters:
 - The board discussed raising the security deposit amount from its current \$500 limit to \$1000
 - Jennifer mentioned that Condo Act will be setting a \$1000 cap this year

- Noise complaints from a 7th floor unit were discussed, the frequency of disruption decreased and is now reoccurring, Keystone will contact the unit owner on behalf of the board and continue with warning notices and/or fines

Motions: New Business

- Motion to raise condo fees and revise budget to include increased contributions to the reserve fund. 1: Martin. 2: Jon. Motion carried.
- Motion to raise security deposit for rented units from \$500 to \$1000 (as of July 1, 2019), and attempt to pay back outstanding collected deposits or move to operating fund. 1: Jon. 2: Erik. Motion carried.
- Motion to increase find for 7th floor unit for ongoing noise complaints from \$150 to \$250. 1: David. 2: Martin. Motion carried.
- Motion to modify insurance payments to a monthly installment program. 1: Conner. 2: David. Motion carried.

Next Board Meeting

To be held: May 29th, 2019 at 7pm in the lobby (later moved to June 11)

Adjournment

Meeting adjourned at: 9:32pm