

MEETING NAME:		Board of Directors Meeting Eagle Ridge Condominium # 0728880	
Meeting Date : July 23, 2009		Location: Eagle Ridge Bldg 100 Amenity Room	
Chaired by:	C.S. Teh, President	Recorded by: Denny Morrison	
Attachments:			
Present:			
Board Members	Administration & Guests	Absent	
C.S. Teh, President Denny Morrison, Developer Liaison Dylan Dylan, Vice President Rinet Thissen, House & Grounds	Linda Grey-Martin, Condominium First, Calgary Shirley Andrews, Resident Manager.	Brenda Diebel, Secretary Shaun Farrow, Communication Liaison	

No.	DESCRIPTION	ACTION BY
1	C.S. Teh called the meeting to order at 7:05 p.m.	
2	Opening Discussion	
2.1	Budget: A brief discussion was held on concerns regarding the budget presented and fluctuating monthly costs. The Board would like better explanations on actual costs and whether or not the budget is reasonable.	Linda
2.2	Security: A discussion was held on whether or not the budget allows us to accept the security system proposal received. It was decided that any further financial commitments must be on hold until the finances are in line.	CS
3.	Resident Manager's Report - Shirley Andrews	
3.1	HVAC: A letter on what the outstanding issues are with the HVAC system is to go out to Brad at HVAC. A report outlining work done against invoices is required.	Dylan Condo First
3.2	Sprinkler Drains outside Building D: It appears that drains outside Building D have been installed too high creating water issues. Landscaping is to be contacted to determine if proper grading can rectify this..	Condo First
3.3	Paladin Security: Condominium 1 st was asked to look into what type of security is being provided and to request that a log for each night be given to the Resident Manager. A concern was expressed that Paladin is not doing complete walk throughs.	Rinet Condo First
3.4	Front Door Problems: Latches are not sticking closed. The resident manager was asked to check all doors 8:00 pm -9:00 pm. Anything to assist with securing our buildings	Shirley

No.	DESCRIPTION	ACTION BY
3.5	Parkade Doors: A box over the sensor was noticed. The garbage men use this method to keep the door open as they dispose of garbage. The garbage contractors are to be notified that they are responsible for security the doors when they are done. They should contact the Resident Manager to have proper garage door access.	Condo First Shirley
3.6	Parkade Leaks: Centron contacted the Resident manager for keys to the locker units and are fixing the problems as requested.	Centron Shirley
3.7	Dylan made a suggestion that we develop a checklist for locations to be checked off by cleaning staff. (Stairwells, doors, and main locations). There needs to be a daily log for reference. To be with the cleaning staff or accessible to confirm that cleaning has taken place.	Shirley Condo First
3.8	Resident Manager Vacation: August 17 – August 24 th . There will be office coverage during this time, and notices posted on door regarding office hours. Notices also to be posted on bulletin boards of elevators.	
4.	Financial Review	
4.1	Income: Linda Grey-Martin from Condominium First in Calgary presented the June financial report. Our monthly income was reported to be \$174,000. To be in good financial condition it is recommended that the Board keep two months of condo fees in our account for a total of \$350,000. \$208,000 in Operating as of July 22, 2009 up from 181,844 from May.	Please fill in
4.2	Arrears: May arrears was \$33,000 and the June arrears is \$18,000. Continues to be a concern although the Board appreciates that the arrears are coming down.	
4.3	Review: The Board requested a break down of all monthly billing on all contracts; including costs and provide to Dylan for review and confirm actual cost breakdown of services.	Linda
4.4	Mat Rentals: The Board directed Administration to cease the mat rental contract as soon as possible. This is costing \$2,000 per month.	Dylan Rinet
4.5	Motion to Purchase Boot Cleaners It was moved and seconded that four (4) Boot Cleaners be purchased, one for each building, to be placed in front entrances, at a cost not to exceed \$3,000.00. CARRIED.	Condo First
4.6	OTIS Contract: The bills are to be reviewed to determine what we are being charged for. Administration is to look into paying these bills quarterly instead of prepaying annually.	Linda
4.7	Resident Manager's Unit" Administration was requested to do a breakdown on the suite: monthly mortgage, taxes, etc.	Linda

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4.8	Don Davis will be back to Fort McMurray in August. A meeting with the Board is to be arranged if the board requires it.	
5	New Business	
5.1	Elevators: The annual inspection is due September 30, 2009. Administration to ensure this is done.	Condo First
5.2	HVAC Solutions: Invoices are to be reviewed to determine warranty issues.	CS
5.3	Winter Damage: The snow removal contractor (Svend) is to be contacted to determine when the winter damage will be corrected.	Condo First
5.4	Landscaping: The walk-through reports are being consolidated and will be provided to the Board.	Condo First
5.5	Inspection Report for Landscape: Permit approved by the Municipal inspector was provided to the Board.	
5.6	Cummings Generator and Emergency Lighting: The Generator is to be maintained on a regular basis effective immediately and improvement in the length of time the emergency lighting is available in the stairwells is to be looked into	Condo First
5.7	Awning Issue: The Property Architect reported that the exterior structure is not designed to support awnings. This information is to be provided in the next newsletter.	Newsletter
5.8	National Home Warranty: Brian Bec of Centron has done a walk through of buildings 1,2, and 3. They are still working on deficiencies.	Centron Warranty Comm.
5.9	Property Contact Information: A Checklist on what should be done is needed (fire extinguishers, batter packs, etc.	Condo First
5.10	Multi Gas Detectors / CO: Every six months the need to be checked. Is this being done?	Condo First
5.11	Parkade Cleaning: The contractor (Sammy) is to be contacted. As a result of the damages in the parkade that has been identified as a result of the power washing, the Warranty Committee has recommended that the power washing be stopped until a solution can be found.	Rinet
5.12	Letter from Owner: A letter was received by the Board requesting Condo Fee relief. A letter is to be sent to the owner indicating that the fee cannot be waived.	Condo First
5.13	Telus: The Billing and accounts are to be reviewed to determine what the various costs are for.	Linda
5.14	Audited Statement: The Audited statement is to be provided to the owners at the next annual meeting.	CS Linda

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6.	<p>Adoption of Minutes</p> <p>It was moved and seconded that the minutes of the June 4, 2009, of the Board of Directors for "The Peaks" be adopted. CARRIED</p>	
7.	<p>ADJOURNMENT: There being no further business the meeting was adjourned at 9:38 p.m.</p>	

C.S. Teh, President

Denny Morrison, Acting Secretary