

MONTHLY MTG held: October 19, 2021
Meeting Called to Order 5:20 pm

Members Present:

Cathie	
Candice	X
Rahman	X
Whaid	X

OLD BUSINESS

2020/02-4	Approval to purchase new window covers for office.	CLOSED
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NEW BUSINESS

	MOTION to accept previous month minutes (August) – seconded by Rahman	ACCEPTED
	MOTION to accept Director reports as presented for current (October) meeting – seconded by Rahman	ACCEPTED
	MOTION by Rahman to have Roto-Rooter begin ASAP on pipe repair by Legal154 from tree roots causing back ups – seconded by Cathie.	COMPLETE
	MOTION by Rahman to accept quote from Renew Services to have main line cleaned due to calcified buildup in pipes – seconded by Whaid	ACCEPTED
Info	Board to continue working on by-laws for updates to be completed in 2021. Update – Matt Pruski is going to work on our by-laws for us	
2021 / 06-1	Cathie to talk to Rob from Do-All to remove keys from Do-All staff due to bathrooms being dirty and no attempt to keep them clean 08/17 – We have not yet received the keys from Do-All. Rahman or Whaid to call Ryder and get keys returned to our mailbox	COMPLETE
2021 / 06-3	Cathie to email waste management regarding bigger garbage bins (phone calls are not being returned) 08/17 – emails and phone calls have been made, waiting on responses from waste management, they have escalated and sent to other departments	ONGOING
2021 / 08-1	Siding around complex had come off in the wind, Unit L142, L47, L1, L5, L138, L76 have all been	COMPLETE

	repaired. We have found a company that will make the corner pieces for the siding to have all those pieces replaced in the complex	
2021 / 08-2	Railing to be installed on new front steps at Unit L76 by August 24	COMPLETE
2021 / 08-3	Unit L46 needs PI homes to check on the basement leakage from foundation. We have requested that the drywall in the basement is removed so we can have PI in to inspect. Mold in their upstairs closet needs to be dealt with.	COMPLETE
2021 / 10-1	One wall left to paint on the garage – Whaid to complete	
2021 / 10-2	Fence posts for Unit L82 cementing to fix gate to be complete by Do-All 10/19/2021	
2021 / 10-3	Renew services to complete the main line flush before completing the cleaning and coating of the pipes by unit 145/100. Main line flush should be scheduled the week of October 25 2021	
2021 / 10-4	Steps at Unit L84 to be checked for separation from sidewalk – Whaid and Rahman to check	
2021 / 10-5	PI homes to move the cement barrier back in front of the recycle bin in the RV lot – Rahman has spoken with Abu, will be done when he is back in town	
UPDATE	New procedures for grounds and buildings – Binders with cards for each unit in them, to record work done on each unit. Date and simple description	ONGOING

MTG ADJOURNED @ 5:41 pm

Next monthly meeting: NOVEMBER 16/2021 5:00 pm

APPROVED ON: Nov 23/21

PRESIDENT: 

DIRECTOR: 

PRESIDENTS REPORT
August 18/21 – October 18/21

- 1.** Prepared September and October newsletters
- 2.** Washed down chairs in boardroom.
- 3.** Picked up litter from NW garbage bin
- 4.** Label all envelopes for AGM
- 5.** Prepared package for AGM – Staples to copy
- 6.** Picked up & we all stuffed AGM pkgs
- 7.** Had Land Titles run at registry. Grouped & filed.
- 8.** Called / emailed owners for proxies
- 9.** Spoke with Do-All regarding flower bed borders.
- 10.** Followed up on complaints received for fencing repairs after receiving threat that gate would be thrown in my yard. Forwarded to Legal Counsel.
- 11.** Candice and I introduced ourselves to new owner
- 12.** Did follow up for weed control at Legal 146. Fine to be issued.
- 13.** Issued parking passes
- 14.** Updated tenant information – new sheets required from all units.
- 15.** Wiped down office countertops, tables, desks
- 16.** Spoke with Jaimie regarding minutes for AGM
- 17.** Called one Property Mgmt company regarding quote to change over

There is more – forgot to write it all down!



Cathie

September/august/October

September/11/2021/ 2:00 Checked regarding siding and downspout.
September/7/2021/ 4:35 Called (311) about death cat
September/14/2021/ 1:30 Fixed gate (legal)88-82-47-25
September/13/2021/ receive a complain about the RV lot someone park abandon car
August/28/2021/ booked appointment for (legal 156) renew services.
August/27/2021/ give a ticket warning to (legal 96 and 18-96 for no plate.
October/4/2021/ 4:45 I didn't garage paint only the back wall.
October/12/2021/6:10 give a (legal 96) \$150 ticket again she parked buck up at parking lot and also not license plate hanging on her suv .
October/14-15-/2021/ clean the two side of the garage wall and painted after that only one wall left it over.
October/19/2021/ 2:00 I've cut the tree (legal) 150.

Wahid

August 3rd
September 19th

October 19th

Grounds Co-Director

For dates of:

August 10th	12:00 pm	Siding Order PI construction company and go through whole complex with ABU
August 15th	5:00 pm	Legal #46. Check steps, and basement wall. Call PI for another checking and work plan as needed
Sept 2nd	7:00 pm	Legal #74. Wall through basement
Sept 4th	6:00 pm	Legal #25. Put on repair order for electrical issue
Sept 5th	7:00 pm	Take care of dead cat. We called the city and informed them.
Sept 12th	4:30 pm	Talk with Renew services and get the latest update on the plumbing issue.
October 10th	3:30 pm	We paint the primrose garden garage.

For Director:

Rahman

TREASURER REPORT

August 17 – October 19 2021

DATE	TIME	TASK / ACTION TAKEN
8/17		Prepared documents for meeting, called staples to get a missing receipt emailed to us (no answer)
8/24		Updated renter information for unit L7 in quickbooks, paid bills, answered emails, prepared and printed statements, took in cheques for deposit, reconciled accounts for February, March, April, May and June in Quickbooks, tried to call Staples for copy of missing receipt again. Delivered Statements to James for complex delivery
8/26		Post office to mail letters, emailed Unit L46 about their lack of response to us trying to get a hold of them regarding their basement moisture, sent copies of warning and fine from 03/2021 to owner of Unit L51 as requested
8/29		Programmed September PAD for withdrawal (ref 131)
8/23-8/30		Monitor phones as Gene on holidays
8/31		Talked with owner of Unit L155 regarding outstanding fees and pmt plan and provided him with statement for all of 2020, discussed and came up with email response to owner of Unit L156, responded to owner of Unit L45 regarding parking, answered emails, took in cheque and paid bills
9/3		Td bank for deposit, mail/pay bills, emailed registries regarding land titles for AGM, wrote cheque for invoice from registries, took in cheque for condo fees
9/7		Emailed Alex at techweavers to have July meeting minutes and September Newsletter added to the website, responded to emails, emailed estoppel and invoice to lawyer for Unit L41, entered PAD and bounced PAD reports into Quickbooks, paid bills
9/14		AGM, also printed statement for owner of Unit L155 as requested
9/15		Office to write a letter to unit L155 for banking purposes as requested
9/16		Talked to Renew services on the phone regarding quote for water pipe fixing around Unit L156/tree root removal, also spoke with Abu from PI homes on their quote regarding same pipe issues.
9/17		Talked to Rob from Do-all regarding trees etc in complex
9/19		Bank for deposit, mailed letters
9/21		Worked on budget for 2022, answered emails, scanned documents to load on to website, removed landing page from the website, emailed Alex at techweavers to have documents loaded on website (2020 AGM minutes, October Newsletter and 2022 budget)
9/27		Post office to mail letters
9/28		Programmed PAD for Unit L41, programmed PAD for October 2021 (ref 132)
10/04		TD bank for deposit, entered PAD to quickbooks, took cheques for condo fees, paid bills
10/6		Returned phone calls from owner of Unit L153 regarding condo fee
10/8		Emailed statements to owner of Unit L153
10/11		Moved overflowing boxes from recycle bin in the RV lot to the SE lot so that we can get a pick up
10/19		Returned call to owner of unit L16 re towing vehicles

Also – monitor emails daily and communicate with grounds and buildings directors for follow-up on projects and/or concerns

Candice DeLeeuw - Treasurer

5:52 PM

10-19-21

Accrual Basis

THE OWNERS: CONDOMINIUM PLAN NO CD13082

Balance Sheet

As of 30 September 2021

	30 Sep 21
ASSETS	
Current Assets	
Chequing/Savings	
4000 - OPERATING FUND ASSETS	159,167.49
TD Chequing 0305719	3,025.59
TD Debit Card 5208051	24,332.80
TD Security Deposit 5209295	
Total 4000 - OPERATING FUND ASSETS	186,525.88
4600 - RESERVE FUND ASSETS	
Servus Credit Union 008045270 0 (Maturity Date 5/16/2015 2.15% = \$435.89)	263,667.86
Servus Credit Union GIC #6	
Total Servus Credit Union 008045270 0 (Maturity Date 5/16/2015 2.15% = \$435.89)	263,667.86
TD Wealth - 8AL649A	1,507,152.30
Total 4600 - RESERVE FUND ASSETS	1,770,820.16
CASH ON HAND	1,202.67
Interest	-240.48
Petty Cash	-24.05
Total Chequing/Savings	1,958,284.18
Accounts Receivable	26,702.34
11000 - Accounts Receivable (Unpaid or unapplied customer invoices and credits)	
Total Accounts Receivable	26,702.34
Other Current Assets	190.00
AR 2017 audit	8,269.33
13100 - Prepaid Insurance (Insurance premiums paid in advance of policy effective dates)	
Total Other Current Assets	8,459.33
Total Current Assets	1,993,445.85
Fixed Assets	-9,732.27
ACCUM AMORT FURNITURE & FIXTURE	9,732.27
15000 - Furniture and Equipment (Furniture, fixtures, and equipment with useful life beyond one year)	
Total Fixed Assets	0.00
TOTAL ASSETS	1,993,445.85
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	8,180.63
ACCRUED LIABILITIES	26,500.00
24800 - Tenant Security Deposits Held (Security deposits from tenants)	
Total Other Current Liabilities	34,680.63
Total Current Liabilities	34,680.63
Total Liabilities	34,680.63
Equity	1,173,283.26
30000 - Opening Balance Equity (Opening balances during setup post to this account. The balance of this account sh...	778,870.31
32000 - Retained Earnings (Undistributed earnings of the business)	6,611.65
Net Income	
Total Equity	1,958,765.22
TOTAL LIABILITIES & EQUITY	1,993,445.85