

MONTHLY MTG held: May 17, 2022

Meeting Called to Order 5:24 pm

Members Present:

Cathie	X
Candice	X
Rahman	X
Andrew	X

NEW BUSINESS

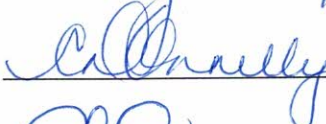
	MOTION to accept previous month minutes (April) – seconded by Candice	ACCEPTED
	MOTION to accept Director reports as presented for current May – seconded by Candice	ACCEPTED
	MOTION by Rahman to accept Quote from Renew Services to have a manhole installed on the north side of the complex. Seconded by Cathie – unanimous vote 12/21/2021 – MOTION passed by Cathie to put off the manhole job from Renew until the spring. Renew had to cancel the job due to weather so voted to cancel until spring. Seconded by Rahman	ACCEPTED
	MOTION by Andrew to accept quote from Balance Valuations to complete our Reserve Fund Study this year – Seconded by Cathie	ACCEPTED
	MOTION by Cathie to accept tree removal quotes from Active Tree Service for tree removal on common property and within yards as accepted by owners – Seconded by Rahman	ACCEPTED
	SPECIAL RESOLUTION was signed 04/26/2022 to update the additional parking stall agreement – copy attached	
Info	Board to continue working on by-laws for updates to be completed in 2022. Update – Matt Pruski is going to work on our by-laws for us 03/22/2022 – Discussed bylaw updates with Matt and he told us he will review them big picture and refer them to Anna May at his firm who specializes in bylaws	
2021 / 12-01	Cathie spoke with crime suppression unit with the police regarding Unit L80 and the complaints we have received. Police will be making visits to L80. Advised all we can do as the board and residents is to call the police non-emergency line, to either	ONGOING

	catch any activity in the act or the more phone calls that are received the more attention the police can give to the area. Will continue to monitor and be in contact with the police. Will continue to issue fines for all by-law violations.	
2022 / 01 - 04	Labels to be put on the electrical switches in the parking lot boxes for summer/winter due to large epcor bill and improper programming of switch – Andrew 04/19 Andrew waiting for weather to cooperate to add the labels on, dryer warmer weather	ONGOING
2022 / 02 - 01	Statements of Units with outstanding balances to be sent to Matt Pruski to have caveats placed on properties 03/22 – Statements sent to Matt – awaiting confirmation that Caveats were placed 05/17 – will reach out to Matt to check on progress - Candice	ONGOING
2022 / 03 - 02	Reserve Fund Study – needs to be complete this year. Companies to be called for quotes – Andrew	COMPLETE
2022 / 03 - 04	Walkaround to be complete looking for parking and concrete specifically	COMPLETE
2022 / 03 - 05	SE parking lot to have NO PARKING painted on back side of the electrical in reflective paint, and paint the cement with no parking lines in yellow. Spring/Summer project. 05/17 - Add Emergency Access Route signs from city so we can have vehicles towed by Edmonton bylaw - Cathie	ONGOING
2022 / 05 - 01	Andrew to get a quote the gate fence posts to be removed and cemented in the ground for two 6 plex to test if this will fix the gate issues – buildings N and O	

MTG ADJOURNED @ 6:20 pm

Next monthly meeting: June 21/2022 5:30 pm

APPROVED ON: June 21/22.

PRESIDENT: 

DIRECTOR: 

PRESIDENTS REPORT
APRIL 13, 2022 – MAY 17, 2022

1. Prepared May newsletter
2. Completed annual complex walk around with Candice
3. Sent documents to office re: annual walk arounds, original typed Bylaws for updating.
4. Prepared/delivered letters to residing owners regarding tree removals.
5. Texted Sgt Dyas regarding Legal 80 issues. Suggests that we go to court to have these people evicted however must know the names of all individuals living at this unit. New unauthorized dog at this unit. Has been witnessed at large on several occasions.
6. Issued parking fines on May 4th in SW, RV and NW parking lots for clean up and on May 5th for the SE and NE lots.
7. Took photos of chalk art for June newsletter
8. Cleaned debris from recycle bin in RV again!



Cathie

TREASURER REPORT

April 19 – May 17 2022

DATE	TIME	TASK / ACTION TAKEN
4/19		Prepared reports for meeting, sent letter to Unit L114 by email, emailed financials to owner of Unit L113 with statement, emailed with owner of Unit L113 regarding documents for sale and location of website
04/22		Spoke with Shaw Cable regarding email inbox size and people on shaw account
4/25		Spent 2 hours typing up bylaws to have a word document copy to send to lawyer for bylaw update
4/26		Programmed PAD for Units L65/52/104, paid bills, programmed PAD for May (file 139)
05/02		Completed walkaround with Cathie
05/03		Emailed Alex the March meeting minutes and the May Newsletter to load to the website, removed the gutter cleaning notice from the website landing page
05/04		Emailed Jason at TD Wealth regarding GIC renewal
05/06		Returned phone call to owner of unit L155 regarding yard clean up notice, spoke to city of Edmonton and made payment for the architectural drawings, added missing child information to the landing page of the website
05/07		Removed missing child information from the landing page of website
05/08		Forwarded emails from owner of Unit L83 to lawyer, sent email to owner of Unit L1 regarding state of property and yard, worked on spread sheet for walkaround tracking
05/10		Added fines for parking lot clean up to QB, worked on Complex walkaround excel tracking sheet, completed CRA form to return to TD, programmed May NSF into QB
5/15		Entered the remainder of walkaround into tracking sheet, emailed statement to Unit L153 as requested
05/17		Returned phone call to Owner of Unit L23 regarding tenant issues

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

Candice DeLeeuw - Treasurer

Primrose Gardens Condo Corp.

From: Andrew MacLeod <armacleod84@gmail.com>
Sent: Tuesday, May 17, 2022 5:17 PM
To: pgcorp@shaw.ca
Subject: Apr-may report

Emailed 4 companies about quotes for the reserve fund study
Talked to the city, epcor and then archives about sewer plans for Primrose Gardens
Went to the prince of Wales legion to archives and got some pictures of the complex underground infrastructure and had them send us a quote on giving us copies of all the maps
Talked to Gaurav in multiple occasions and updated him with the board and email so we can move ahead with the Fibre optic network, also talked to him about setting up a meeting on site to discuss the network plan
Changed the water tap at unit 215 with Mohammad Rahman
Talked to Rick on multiple occasions about the manhole discussed in his quote and is dealing with where we will put said manhole
Talked to Jon from balancevaluations about the reserve fund study and what we need to get him and when he will be on site which should be early June.
Talked to Unit 106 about lighting issues around their unit

Andrew MacLeod

Monthly Report for Rahman
Co-Director Grounds & Buildings

DATE	TIME	DESCRIPTION OF WORK
Apr. 19	7:00 pm	Deliver letter to Legal #13, #78, #128
Apr. 20	10:00 pm	Deliver letter to the Canada post
Apr. 29	12:00 pm	Visit Legal #31 outdoor motion Canada
Apr. 30	5:30 pm	Visit Legal #1 for basement water leaks
May. 1	6:30 pm	Visit Rahim's house to check the power outlet and call GRIMMON Electric
May. 5	6:15 pm	Legal #48. Repair outside water outlet (Andrew and Rahman)

9:23 PM

05-15-22

Accrual Basis

THE OWNERS: CONDOMINIUM PLAN NO CD13082

Balance Sheet

As of 30 April 2022

30 Apr 22

ASSETS

Current Assets

Chequing/Savings

4000 - OPERATING FUND ASSETS

109,274.18

TD Chequing 0305719

1,210.52

TD Debit Card 5208051

24,361.38

TD Security Deposit 5209295

134,846.08

Total 4000 - OPERATING FUND ASSETS

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

263,667.86

Total Servus Credit Union 008045270 0 (Maturity Date 5/16/2015 2.15% = \$435.89)

1,637,200.70

TD Wealth - 8AL649A

1,900,868.56

Total 4600 - RESERVE FUND ASSETS

1,202.67

CASH ON HAND

-269.06

Interest

-24.05

Petty Cash

2,036,624.20

Total Chequing/Savings

Accounts Receivable

33,048.90

11000 - Accounts Receivable (Unpaid or unapplied customer invoices and credits)

33,048.90

Total Accounts Receivable

Other Current Assets

190.00

AR 2017 audit

8,269.33

13100 - Prepaid Insurance (Insurance premiums paid in advance of policy effective dates)

8,459.33

Total Other Current Assets

2,078,132.43

Total Current Assets

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)

0.00

Total Fixed Assets

2,078,132.43

TOTAL ASSETS

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)

34,680.63

Total Other Current Liabilities

34,680.63

Total Current Liabilities

34,680.63

Total Liabilities

Equity

1,173,283.26

30000 - Opening Balance Equity (Opening balances during setup post to this account. The balance of this account s...

889,980.37

32000 - Retained Earnings (Undistributed earnings of the business)

-19,811.83

Net Income

2,043,451.80

Total Equity

2,078,132.43

TOTAL LIABILITIES & EQUITY



UNIT: _____

RENTAL AGREEMENT FOR ADDITIONAL PARKING STALL

TAKES EFFECTIVE: JULY 1, 2022

Unit owners **MUST** agree to ALL criteria set out in this agreement.

FAILURE TO COMPLY WITH ANY PART OF THIS AGREEMENT WILL RESULT IN CANCELLATION OF ADDITIONAL PARKING PRIVILEGES. SHOULD CANCELLATION OCCUR, YOU MUST REMOVE VEHICLE IMMEDIATELY TO AVOID BEING TOWED.

Initials required	
	Condo Fees must be paid in full on the first day of each month. Parking payment must be made by cheque or money order separate from condo fee payment.
	The parking permit MUST be visible and face up on the dash of <u>any vehicle</u> parked in your stall at all times. Your visitors may park in your stall if permit is visible. Failure to comply will result in cancellation of this agreement and stall forfeited.
	Payments for additional stalls must be made prior to the due dates of Jan 1st and July 1st in order to secure current stall (if renting). If you will be away, please submit a post dated cheque or money order as we do not accept e-transfers, cash or credit cards.
	When renewing parking stall(s), expiring permit(s) must be returned with payment. Failure to do so will result in a non-refundable \$30.00 permit replacement fee.
	Should you go into arrears during any rental period, parking funds are allocated to arrears and this agreement is cancelled.
	Parking permits are non-transferable if unit is sold. Landlords renting a stall for tenant(s) must provide tenant & vehicle information if tenant(s) change.
	Two (2) rental stalls per unit maximum (if available)
	NO commercial vehicles are permitted to occupy additional parking stall(s)
	All vehicles must be registered and moveable at a moments notice. Stalls cannot be used for vehicle repairs.

OWNER/TENANT/VEHICLE INFORMATION

Please print clearly and complete in full

*****Owner/Tenant information sheet must be completed prior to stall rental*****

INITIALS REQ'd

ADDITIONAL TERMS FOR LANDLORDS

You agree to be fully responsible for parking fines/replacement card fees etc that may be incurred by your tenant if left unpaid

All information required in this agreement will be updated whenever there is a change.

TENANT INFORMATION

NAME(s):

PHONE #:

ALT PHONE #:

EMAIL ADDRESS:

VEHICLE INFORMATION (Owner/Tenant)

YEAR

MAKE & MODEL

COLOR

LICENSE PLATE

OWNER SIGNATURE: _____ **DATE:** _____

FOR BOARD MEMBER USE ONLY

PERMIT # ISSUED: _____ **STALL #:** _____ **LOT DESIGNATION:** _____

APPROVED BY:

DATE:

IF CANCELLED

REASON:

CANCEL DATE: