

MEETING NAME:		Board of Directors Meeting Eagle Ridge Condominium # 0728880
Meeting Date: November 30, 2011		Location: Eagle Ridge Bldg A Amenity Room
Chaired by:	Jason Ranni, President	Recorded by: Kevin Keightley
Attachments:	None	
Present:		
Board Members	Administration & Guests	Absent
Jason Ranni, President Stuart Josselyn, Vice President, Treasurer Kevin Keightley, Secretary Prakash Madireddy David Diebel	Amanda Loveless, Building Superintendent Sandra Pearce, Community Manager	Dean Little

	DESCRIPTION	Name	Action due
1	Call to Order & Welcome	Jason	
2	Adoption of the Agenda	Jason	
3	<p>Presentations</p> <p>3.1 Melanie Little & Brenda McKendry – 104 & 105D – Plumbing issue discussion. Toilet is overflowing, have had numerous contractors to look at it Letcar, HVAC solutions and Centron have looked at it. Problem first started in July, when 104D moved in. The next step is to change the tie-in of the bottom suites from a 4" line to 6". There is a delay in receiving the part. This will be installed when the part is in.</p> <p>3.2 Daniel Belanger – Use of parkade during cleaning. He has a sports car that he would like to leave in the parkade during cleaning. It was moved and seconded that All cars have to be moved during a parkade cleaning. Amanda to inform Daniel Belanger.</p>	Amanda Amanda	 Dec 5
4	<p>Building Superintendants Report</p> <p>4.1 Review of report. See attached report</p> <p>4.2 Update on staff bathroom installation. The installation is currently in progress</p> <p>4.3 A fuse box in building B has malfunctioned. It is a recalled part. Who is responsible for the panel box? Sandra to follow up with other Condo First, with advice of what our course of action should be.</p> <p>4.4 Sandra to inform Centron that the wrong caulking was used in the bathtub around bathtubs and as a result there have been some water leaks.</p> <p>4.5 Jonny to meet with HVAC solutions to discuss the contract and figure out who is responsible for what aspects of the site</p> <p>4.6 Jonny would like his finalized job description. To be finalized this weekend.</p> <p>4.7 Amanda now to only give one warning for bylaw infractions, before fining. There will be no warning for parkade cleaning.</p> <p>4.8 Sandra to have a second quote for upgrading the storage of the security system.</p>	Amanda Sandra Sandra Jonny Personnel committee Sandra	 Dec 14 Dec 14 Dec 7 Dec 2 Dec 14
5	<p>Adoption of the Minutes</p> <p>5.1 September 29 & October 25, 2011. It was moved and seconded that</p>		

	DESCRIPTION	Name	Action due
	Condominium Corporation No. 0728880 approve the September 29 & October 25, 2011 meeting minutes. CARRIED		
6	Recording of Electronic Motions – No electronic motions		
7	Treasurer's Report 7.1 Budget review. The new proposed budget was reviewed, but adoption will occur at a later date.		
8.	Property Manager – Condominium First Report 8.1 Financials / Arrears. There were no issues. 8.2 Review of apology letter from DE. Received the letter. The letter was reviewed and all members were satisfied. 8.3 Spruceland Lumber application – needs board signature. Jason has signed for the application. 8.4 Booking of AGM venue / date / time February 1 st 6:30, try and hold at the new Timberlea school. Sandra to work it in the invitation that you are able to show up late. 8.5 Centron storage units for sale (8) – It was moved and seconded that Condominium Corporation No. 0728880 Approve to purchase eight storage lockers form Centron for a price of \$8.00 total. CARRIED. The board needs to know the condos fees are that Centron was paying for these units. 8.6 Kevin's official resignation was received by the Board and accepted with regret. All board members filled out the change of directors form.	Sandra Sandra	Jan 1 Dec 14
9.	New Business 9.1 Sandra has sent out for quotes from 5 companies to do weekend cleaning. 9.2 It was moved and seconded to change the pay review of the cleaners pay. Pay them for regular time and if there are any discrepancies have it sorted on the next pay period. 9.3 Purchase mats into the parkade lobbies 9.4 Look at the bylaws to find out what the rules are for pet registration, and vaccination papers. 9.5 It was moved and seconded that Condominium Corporation No. 0728880 Approve to increase wages for the cleaning staff. Retroactive to October 1 st . CARRIED. 9.6 It was moved and seconded that Condominium Corporation No. 0728880 Approve to have Sandra to spend under 100\$ a person for Christmas. This is for our staff and condo first. CARRIED.	Sandra Sandra Amanda Sandra Sandra Sandra	Dec 14 Dec 7 Dec 21 Dec 21 Dec 2 Dec 21

	DESCRIPTION	Name	Action due
10.	Old Business 10.1 No old business		
11.	Committees 11.1 Bylaw Committee - To meet to review the lawyer's final January 18 6:30. 11.2 Maintenance Committee - December 17, 9am to review the technical audit. 11.3 Personnel Committee - meeting December 2 nd performance reviews 9:00 am in Jason's unit.	Bylaw Committee Maintenance committee Personnel Committee	Jan 18 Dec 17 Dec 2
12.	Communications 12.1 Website Update / Newsletter - Add to the next newsletter. Write a differentiation to what a parkade wash and clean is to inform the owners there is a difference and each procedure yields a different result in terms of cleanliness	Brenda	For next Newsletter
	NEXT MEETING: BOARD: January 25, 2011 6:30 p.m. Adjournment		