

Minutes
THE STELLA NOVA
BOARD OF DIRECTORS MEETING
Thursday, September 20, 2012
Owner's Lounge – Stella 1110- 11th Street SW
6pm to 7:50pm

Present: Brian O'Neill Frank Meriwether Nathan Zacharias Rob Murray Ken MacAulay (absent from 7:31pm onwards) Wayne Trieu Kerry Fitzsimmons – Rancho Realty Evelyn Thompson- Rancho Realty	Absent: Tim Pollak
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1. Brian Called the Meeting to Order at 6:15pm on September 20, 2012-09-21

1.2 Introduction and welcoming of Ken MacAulay to the board

- Discussion by the board and everyone got acquainted

2. Approval of Minutes

2.1 Meeting Minutes of June 27, 2012

- *Frank moved to approve June 27, 2012 board meeting minutes, 2nd by Rob, Passed*

3. Financial Report

3.1 Acceptance of June, July and August 2012 Financial Statements

- *Motion by Wanye to approve June, July and August 2012 financial statements, 2nd by Rob, Passed*

3.2 Accounts Receivable

- Stella Receivables are down and now total only \$4,253.38. All appropriate notices for arrears have been sent out by Rancho Realty
- Stella 1505 \$1,768 remains after double payments for past 4 months, however, post dated cheques have run out, so this will now go back to the lawyer
- Stella 1805 has been sent Final notice, after which it will be going to the lawyer for registration of caveat and collection
- Nova Receivables are \$139,607, which is mostly due to charge backs to unit owners that are responsible for water damage. This amount includes the most recent water deductible in the amount of \$50,000

- It should be noted that the water deductibles are anticipated to be fully recoverable
- 1302 Nova and 1604 Nova, there are letters of undertaking received by lawyers to pay outstanding debts from the proceeds of their sale
- Caveats have been placed where necessary according to the bylaws and policy, including any Nova '08 units from water damages that were not able to be collected by our insurance adjuster

3.3 Reserve Investments

- There are currently no investments maturing, and there will not be for about another twelve months time

3.4 Ratification of the August 29, 2013 email approval of the 2-12-13 budget

- ***Wayne motioned to accept the email approval of the 2-12-13 budget, 2nd by Ken, Passed***

4. Correspondence

4.1 Ratification of the email approval of flooring in 706 Nova

- ***Rob motioned to accept the approval of the flooring request for 706 Nova, 2nd by Brian, Passed***

4.2 Ratify email approval to purchase a new exercise bike for Stella gym at a cost of \$1,899, plus an additional \$150 + GST for the disposal of the old bike

- ***Rob moves to accept the email approval for the new exercise bike for Stella gym with the costs of replacing the bike coming from the reserve fund, 2nd by Brian, Passed***

4.3 Ratification of the email approval of flooring in 701 Nova

- ***Wayne Moved to approve the ratification of the email approval for flooring in 701 Nova, 2nd Brian, Passed***

4.4 Email from Nova Resident #405 regarding fire alarm incident

- The fire alarm was pulled by one of the owners guests as they exited the building and this was caught by the security cameras
- The Police talked to the owner about the incident and later recommended that the board fine the unit owner in accordance with the provisions in our fines policy
- Bylaws hold any owner responsible for their guests actions while on the property and the board can issue a \$500 fine
- ***Frank moved that the board hold the unit owner responsible for the actions of his guests and impose the \$500 fine, plus the costs of repairs to the fire pull station, Brian 2nds, Unanimously Passed***

4.5 Newsletter

- The board directs that copies of the same will be distributed to all non resident owners via mail, as well as delivered directly to all resident owners/tenant, rather than making copies available at the concierge and posting them in the elevators with the hope that this will increase the reach and improve readership
- Frank suggests that in the next newsletter we mention to owners that they can adjust their thermostats to appropriate levels while they are away from home to help us reduce our power consumption
- Kerry suggests that instructions on how to adjust thermostat should possibly be included in the resident information package

5. Old Business

5.1 Update on the investigation into the possible roof leak on Stella 19th floor

- Kevin Hawes from Assured Home Inspections conducted an infrared scan and analysis of the areas concerned and his follow-up report determined that there were no issues

5.2 Update on Stella penthouse noise complaint

- Quotes to have an acoustical sound test range between \$1,500 and \$2,000 to have this noise checked into to see if it meets the average acoustical range
- Rancho has indicated to the owner that they will allow access to determine if the noise is, or is not within acceptable levels, and that if it is determined that the noise is within, and not exceeding the average acoustical range that the owner would be charged back for the costs
- There has been no response from the owner

5.3 Update on insurance claim 2507 Nova

- Bruce Sunderland with Crawford Adjusters is following up on this

5.4 Nova Security upgrades

- With the exception of one security camera they are now complete
- Programming will be arranged in the most logistically beneficial way for bicycle rooms and the storage rooms
- There are concerns that there may be some bikes that no longer have owners that are taking up space in the bike room

5.5 Update Nova P4 potential ground water issue

- Board decided to table this issue as the report was just received September 20, 2012 and there has not been adequate time to review its contents
- Postponed until the next board meeting

5.6 Door moulding for townhouses

- Door moulding is in stock and the work will be done within a two week time period

6. New/Other Business

6.1 Potential water leak into 2502 Nova

- Report from Morrison Hirschfield was distributed to the board prior to the meeting, and it documents the recommended repairs which are estimated at \$15,000
- 2502 Nova issue should be dealt with before it's too cold for the work to be done
- The report also recommends that a sample be conducted on other units to determine building material used and if there could be a potential issue with other units
- ***Frank moved to proceed with Morrison Hershfield's recommended scope of work for 2502, Nova with the costs of 2502 Nova work to come from the reserve fund, and also that we proceed with the sample tests on other units, and that Qualex landmark be put on notice as to the deficiency, 2nd by Ken, Passed***

6.2 Concierge and maintenance personnel

- Update and reminder that one concierge shift has been eliminated effective October 1, 2012 as a result of the new budget
- One full time position is gone, and one full time shift will be turned into a part time shift

6.3 Fire system repairs

- Kerry updated board on where repairs and updates are currently at

6.4 Contracts – cleaning/landscaping/snow clearing/recycling contract

- ***Rob moved to approve the new cleaning contract with Clean Team Property Services for 2012-2013 common area cleaning for \$6,100 +GST for the period of November 1, 2012 to October 31, 2013, and to approve Bugaboo for the 2012-2013 snow clearing and landscaping for cost in summer months of \$320 from April-October and winter months at a cost of \$1,575 per month from November to March which includes hand removal plus de-icer, and to approve Little Big Recycling for the recycling services for \$350 per month for the period of November 1, 2012 to October 31, 2012, Brian 2nds, Passed***
- The contracts will be forwarded to Brian and Wayne for their signatures once they are ready

6.5 Management Agreement renewal

- It was decided that this would be discussed in more detail by contract committee, but not at this meeting

7. Date, Time and Venue of Next Meeting(s)

- 6 pm October 18, 2012-09-20
- 6 pm November 22, 2012
- December 13, 2012, Christmas Party
- January 24, 2013
- AGM 1st try January 31, 2013
- AGM 2nd try Potentially February 7, 2013

8. Adjournment

- At 7:50pm September 21, 2012 Brian adjourned the meeting