

**Minutes**  
**THE STELLA NOVA**  
**BOARD OF DIRECTORS MEETING**  
Thursday, November 22, 2012  
Owner's Lounge – Stella 1110- 11<sup>th</sup> Street SW  
6pm to 7:33pm

<b>Present:</b> Brian O'Neill Frank Meriwether Nathan Zacharias Ken MacAulay Wayne Trieu Rob Murray Kerry Fitzsimmons – Rancho Realty Evelyn Thompson- Rancho Realty	<b>Absent:</b> Tim Pollak
---	---------------------------

---

1. Brian Called the meeting to order at 6:04pm November 22 , 2012

2. Approval of Minutes

2.1 Meeting Minutes of October 24, 2012

- *Ken moved to approve October 24, 2012 board meeting minute with amendment to item number 6.4 as distributed by Brian , 2<sup>nd</sup> by Wayne ,* *Passed*

3. Financial Report

3.1 Acceptance September 2012 Financial Statements

- *Wayne moved to approve October, 2012 financial statements, 2<sup>nd</sup> by Frank* *Passed*

3.2 Accounts Receivable

- Stella Receivables are currently at \$8,558 reflecting recent payments from 606 Stella, 1505 Stella, and 1805 Stella
- Nova Receivables are currently at \$141,711.86 reflecting the recent payment by 404 Nova
- *Frank Moved to ratify the email decision to decline the payment plan offer made by unit 804 Nova and initiate a statement of claim and commence foreclosure if arrears are not paid immediately, 2<sup>nd</sup> Wayne,* *Passed*

3.3 Reserve Investments

- *Wayne Moved to ratify the approval to invest the GIC investment maturing on December 3, 2012, to be re-invested in the same amount of \$102,110 with Montreal Trust for a 3 year term at 2.2% interest, 2<sup>nd</sup> Nathan,* *Passed*

### **3.4 Audit For Year End September 30, 2012 by Quon & Associates**

- Quon & Associates will be proceeding with the audit for year ending September 30, 2012  
The possibility of having them attend the AGM was weighed out against any potential costs and will be considered as AGM dates approach

### **3.5 Audit Quotes Upcoming Year End September 30, 2013**

- Shahid Naqui quoted \$4,750 plus \$200 to attend the AGM
- Quon & Associates quoted \$6,000 for 2012 (up \$500 from 2011) but no price yet provided for 2013
- Wayne will set up a call and some time to meet with Shahid Naqui, and the decision will be tabled until the next meeting

## **4. Correspondence**

### **4.1 Update 1302 Nova Former Unit Owners Arrears Held in Trust**

- Management responded to the former owners email request to release the funds and on councils direction indicated the condo association was not willing to do so and the money was due and payable
- Former Nova 1302 unit owner has hired Clark & Clark as legal council who has communicated a response disputing the demand
- ***Ken moved to refer the file to Jamie Polley at McLeod Law, and have them formulate a response and represent the condo corporation on this matter, 2<sup>nd</sup> by Wayne, Passed***

### **4.2 2501 Nova Request To Revise Visitor Parking Policy**

- Email was received requesting council and management to have a look into creating a parking policy that is more lenient for overnight parking in consideration for the arguments provided
- Nathan Zacharias wanted it noted that he believes there is still room for improvement to this policy
- Council recognizes the concern, however, the most recent parking policy has to date solved most of the reoccurring problems that unravelled with the old policy
- This is the only complaint on record
- ***Wayne moved to uphold the current parking policy, 2<sup>nd</sup> by Brian, Passed***

### **4.3 Ratification of 1606 Stella email request to install engineered flooring**

- ***Wayne Moved to approve 1606 Stella email request to install engineered flooring, 2<sup>nd</sup> by Frank, Passed***

### **4.4 408 Stella Email Pet Request For Cat**

- ***Frank Moved to approve the email pet request for a cat at Unit 408 Stella, 2<sup>nd</sup> Ken, Passed***

#### 4.5 1702 Stella, and 804 Stella Ratification of Email Approval for Flooring

- ***Wayne moved to ratify the email approval for flooring for both 1702 Stella and 804 Stella, 2<sup>nd</sup> Frank, passed***

#### 4.6 2603 Nova Potential Tenants Requesting Pet Approval for Female Dog

- ***Ken moved to approve 2603 Nova tenants request for pet approval for a small female dog, 2<sup>nd</sup> Frank, passed***

### 5. Site Managers Report

- Stella gym baseboards/closet door casing will be repaired following the flooring replacement
- Window cleaning is complete for both towers
- Site manager met with reps from ITC, Panorama, and Allen windows and AD Williams engineering to view potential issues where 2502 Nova water leak occurred. A report has been requested from AD Williams. AD Williams is willing to investigate any issue with waterproofing that they were involved with at no charge to Qualex or the Condo Corporation
- Morrison Hershfield will be starting bond testing on the parkade membrane
- ***Motion by Ken to ratify the decision made by email on October 30, 2012 to accept the quote of \$4,700 + GST and disbursements to perform a quantitative test of the parkade membrane to determine what has caused any failures in the membrane with the cost of this work to come from the Reserve Fund, 2<sup>nd</sup> by Nathan, Passed***
- Nova glass canopy still needs to be replaced and quotes are being sought, in addition, Stella canopy glass has been broken by a glass bottle that was dropped from above
- Carpet samples have arrived for 9<sup>th</sup> floor Nova common area which was ruined by the fire
- Replacement of washing machine hoses for Nova are in stock and will be installed into approximately 150 units with costs being charged back to the owners
- Intercom updates being done with new random number buzz codes for Stella tower for security purposes. Residents will be advised in advance of their new codes
- Water Losses and Insurance Claims are all at various stages with Bruce Sunderland and Crawford & Company discussing many of them, and insurance deductibles being charged back to owners where necessary. Units that have been sold the money has been held back from the sale and paid into a trust account
- Fire phone boxes are causing issues due to improper installation and need to be repaired a quote has been obtained by Concept for approximately \$1,600
- ***Nathan moved to have all the fire phone boxes repaired as needed by Concept for a cost up to \$1,600, 2<sup>nd</sup> Brian, Passed***

### 6. Committee Reports

#### 6.1 Social/Communications

- Christmas party invites need to go out and preparations need to be done. Nathan will contact Ashica from last year's council as she has expressed interest in helping out again
- Rancho Realty will donate \$100 towards a draw

## 6.2 Building Maintenance Committee

- Several resumes have been received many with building operator status and qualifications. Ranch Realty will short list the candidates and present to the board
- Custom Stone and Waterscapes plan will be presented with respect to the planters

## 6.3 Contracts Committee

- With Respect to the Rancho Realty Management Contract more definite description of roles and responsibilities has been created which should aid in determining performance/review
- Rancho Realty in recognition of our financial position and as a gesture of good faith and our long-standing relationship has agreed to keep their fee at the current level and forgo a 3% increase
- Contract almost ready to be presented, as such has been tabled until the next meeting

## 6.4 By Laws Committee

- November 8<sup>th</sup> the bylaw committee met over the course of an afternoon and went through the first draft of new bylaws page by page
- Any questions, concerns and notes, were made and sent to Heather B at McLeod Law for her review and legal opinion
- A second draft is not expected until the New Year, but once finished will be forwarded to the board for review

## 6.5 Developer Issues

- *Ken moved that the condo corporation always have an expert present, or at least a representative of ours present to represent the condo corporations interests at each and every inspection or test pertaining to any common property, and that in addition any reports that are prepared as a result be forwarded to the condo corporation for our records, 2<sup>nd</sup> by Wayne, Passed*
- This process will ensure equal representation and information and potentially help contribute to the condo corporation expediting solutions to problems

## 7. New and Other Business

### 7.1 Storage Locker Update

- There are now 61 replies, which includes 33 confirmation and 28 authorizations to request information from Qualex-Landmark

### 7.2 Unsold Parking Stalls

- Qualex-Landmark has paid outstanding condo fees, and has declined to turn over the parking stalls to the condominium corporation

**8. Date, Time, Venue for next meetings**

- December 13, 2012, Christmas Party @ Stella Lounge (time to be set)
- 6pm January 24, 2013
- AGM 1<sup>st</sup> try January 31, 2013
- AGM 2<sup>nd</sup> try Potentially February 7, 2013

**9. Adjournment**

- Brian adjourned the meeting at 7:33pm