

**BOARD OF DIRECTOR'S MEETING  
H.C.C.C. #181  
Wednesday, August 13th, 2008 @ 6:00 P.M.**

Attendees: Dianna Cann, President,  
Patrick Sullivan, Vice-President  
Larry Collins, Treasurer  
Patrick Babin, Member at Large  
Dan Galletti, Merit Property and Project Management Ltd

Regrets: Pearl MacAulay

**APPROVAL OF MINUTES**

A **MOTION** was presented to approve the minutes of July 15, 2008. These minutes will be posted.

**MOTION CARRIED UNANIMOUSLY**

**PROPERTY MANAGEMENT**

**Roof Project Management**

There will be three quotes – Jacques Whitford, Harvey & Associates and Merit Management. The average cost for each will be approximately 4-5%.

Discussion from Board with Dan took place re a combination for Harvey and Merit to the Project Manage. The Board proposes that Dan give us a flat rate rather than an average.

*Action: Dan will look into giving the Board a flat rate that includes the use of Harvey for his professional expertise.*

**Data Security & Backup**

*Action: Dan will have office email.*

*Action: Patrick will have a file starting 2007. Dianna will work with Dan to prepare the file.*

**FINANCIAL REPORT**

Annual statements are not prepared yet Lyle Tilley has lagged on preparation of this document.

## **Operating Budget**

It was noted that the second page of the report, one page, is missing.

***Action: Dan will get that page for Dan to Larry and will have missing numbers.***

The variance to date is \$5,000. Transfers to the Reserve Fund are low and will be caught up by October.

***Action: Larry will send out his analysis worksheet before the next meeting so member can review the worksheet.***

***Action: Timely Financials – Dan will get them out on time.***

## **MERIT REPORT**

The estimated start date is the second week of September, weather permitting.

Condominium Fees for Roof – Approximately thirty people have paid.

Shingles: There are three color choices in order of preference: 1. Charcoal grey; dual grey, dual brown. Will depend on what is available for stock to cover all the job.

Rental Unit: One application from Kiji. Unit has been cleaned. Needs a fan light adjustment; florescent light adjustment; adjust doors around washer and dryer. The unit has been shown twice.

***Action: Dan will call the notice on the bulletin board.***

## **ACTION REPORT QUESTIONS**

- Blinds: Pearl will address when she returns
- Balconies are cleaned
- New Blinds.
- Security System – quotes only
- Baseboards – scrap
- Curbs – rescheduled
- Entry step – coating warranty and add new coating to around the flower bed area.
- The Board of Directors as per the Code of Ethics members sign confidential agreements.
- The Corporate seal is in.
- Fourth floor Fire Door does not always close properly.

***Action: Dan will have Paul look at it.***

The meeting was adjourned.