



MINUTES OF THE BOARD OF DIRECTORS THE MANSION HOUSE ESTATES LTD.

January 21, 2015 at 7:00 p.m.
Cabana Room – Mansion House Estates,
6076 Tisdall Street, Vancouver, B.C.

BOARD OF DIRECTORS:

Marcelle LaCasse
Sandra Webster

President/Chair
Secretary

Mabel Chau
Lizbeth Flores

Vice-President
Treasurer

PROPERTY MANAGER / MINUTE TAKER: Claudia Chui, ColyVan Pacific Properties

REGRETS: John Cheng, Director

CALL TO ORDER

The meeting was called to order at 7:00 p.m.

ADOPT AGENDA

MOVED/SECONDED and CARRIED; the agenda be approved with the proviso items be added as may be required throughout the meeting's proceedings.

ADOPT MINUTES OF THE LAST BOARD OF DIRECTORS MEETING

MOVED/SECONDED and CARRIED; the minutes of the Board of Directors meeting held November 26, 2014 be approved as previously circulated.

FINANCIAL REPORT

1) Approve Financial Statements

The President noted a minor scanning error in the December invoices, the accounting department will rectify accordingly.

The Treasurer has advised the year to date financials are still under review. Therefore, approval is pending.

2) Review Accounts Receivable

Accounts receivable report was reviewed noting any Shareholders in arrears. Shareholders in arrears are urged to bring their account up to date in order to avoid any costly collection procedures. A unit owing fines was sent to Hammerberg Lawyers for collection in Dec. 2014. The Agent will follow up on status of case.

3) Term Deposit

The term deposit in the amount of \$31,161.31 matures January 28, 2015. The accounting department will be asked to check if Vancity can offer a better rate as a preferred member. **MOVED/SECONDED and CARRIED;** the non-redeemable term deposit to renew for a period of 12 months for an interest rate of 1.55% or higher.



4) **Audit Fees**

Reid Hurst Nagy submitted a proposal for lower fees upon agreement on a three year term. **MOVED/SECONDED and CARRIED**; the agreement with the three year term be approved. The accounting department will be requested to find out if transfer of required records/files can be done electronically for a further reduction of \$125.00 per year in audit fees.

5) **Insurance Claim Receivables**

It was reported that all parties have been reimbursed for expenses relating to insurance claims.

6) **Schindler Elevator Collection**

Clarification with Schindler Elevator has been made to confirm that the letter previously received regarding collections of outstanding arrears was sent in error and does not apply to MHE.

7) **2015 Property Assessment Notice**

The 2015 property assessment notice was received. The assessment for land was \$11,212,000 and building was \$4,807,000 for a total of \$16,019,000. It was an approximate 15% increase from 2014 property assessment of \$13,933,000.

8) **Fortis Rebate**

The cheque in the amount of \$25,200 for the Fortis BC rebate has been received in December of 2014. It has been deposited into the operating account under the boiler special assessment as directed by the Board.

9) **2015 Proposed Operating Budget**

The 2015 proposed operating budget will be finalized and sent to the Shareholders to vote on at the upcoming EGM currently scheduled for February 18, 2015.

- 10) **Chargeback**: Nuwest Contracting, invoice #3784 dated Dec. 16/14, amount of \$273.00 charged back to Shareholder re: leak investigation, seal replacement to bath tub drain.

UNFINISHED BUSINESS

1) **Boiler Service Contract**

MOVED/SECONDED and CARRIED; the service contract for the boiler proposed by Spears be approved subject to a revision being made to the agreement as requested by the Board.

2) **Pipe Insulation**

Three quotes have been received for insulating the piping for the boiler system. **MOVED/SECONDED and CARRIED**; the proposal submitted by Nelson Mechanical be approved.

- 3) **Drywall Repairs/Painting** The contractor has not yet carried out the refinishing to the work previously done in the common hallways as agreed. The Agent will follow up with the contractor regarding this issue.

4) **Boiler Expansion Room Waterproofing**

Status is pending.

5) **Pool Filter**

Pipe leak above the pool filter will be repaired and pipes from boiler room leading to pool filter will be anchored as per code by Mr. Plumber. The pool filter replacement will occur one day after pipe repairs are completed. The cost to replace the pool filter will be withdrawn from the CRF as this item is not considered as a recurring annual operating expense.

6) **FOB Audit**

A fob audit has been scheduled tentatively for February 12th afternoon, February 15th afternoon and February 17th evening. The above dates are subject to change, notices with final details will further be sent / posted to notify Shareholders. Shareholders will be asked to present each and every one of the fobs for it to remain activated.

7) **Annual Fire Inspection**

The annual fire inspection has been scheduled for February 10, 2015. Further details will be available in form of the fire inspection noticed posted/sent.

8) **Unauthorized Storage Structure**

The Agent was requested to contact the associated Shareholder regarding the unauthorized storage structure on the 9th floor stairway landing - common property. The Board will employ trades for removal if adequate action is not taken by the Shareholder.

9) **Letter regarding Schedule of Coefficients**

Status pending.

10) **Roofing Investigation Report**

Status pending

11) **Security Surveillance**

Status pending

NEW BUSINESS

1) **Emergency Generator – ATS Replacement**

Power-West Industries submitted a quotation to replace the ATS (automatic transfer switch) which may fail in the foreseeable future. It was noted that the generator is being tested every month, and will be continued to be monitored. Consideration for ATS replacement will further be made upon failure.

2) **Postal Boxes**

MOVED/SECONDED and CARRIED; names on the postal boxes be removed to provide security and protect the privacy of MHE Shareholders. Only unit #s will appear on postal boxes.

3) **Agency Agreement**

The Board was advised by Colyvan that there may be a possible increase in management fees of 2%+ for 2015. This has been noted in the proposed 2015 operating budget. The Agent will follow up on an updated agency agreement for Board's review.

4) Property Manager's Report

Some highlights of the report for the Property Manager's site visits are as follows:

- Items found on 8th floor landing
- Storage structure remains on 9th floor stairway landing
- Previously loose weather stripping was cut
- Lawn on Southeast corner of the property in bad condition
- Items placed outside storage locker – north locker room
- Crack on the corner of the mirror on the table in the lobby
- Wall missing panel in south locker room

5) Completed Items

1. **CMW Insurance:** Insurance policy for MHE has been renewed, expiry date on the policy is December 1, 2015.
2. **Elevator permit:** Elevator permit has been received, expiry date on the permit is November 30, 2015.
3. **Power West Industries:** The annual mandatory generator inspection has been completed.
4. **Webir:** Replacement of roof top fan #5 has been completed
5. **Lobby Art:** Two prints were gifted to MHE and previous large print was trimmed down to fit previous smaller frame now displayed in the lobby
6. **Elevator Failure:** Elevator contractor has provided further details regarding two elevator failures in September of 2014.
7. **Elevator Inspection:** the annual driving machine brake dismantling traction inspection has been completed in December of 2014.
8. **Board of Directors' resolution:** The resolution regarding garburators effective January 1, 2015 has been distributed to Shareholders in December of 2014.
9. **2 yard dumpster:** The three year contract for the 2 yard dumpster has been signed with Emterra Environmental.

CORRESPONDENCE:

A summary of emails and letters were received and considered by the Board of Directors. The Board's response to any correspondence may be communicated to the Shareholder directly, by email, by mail/post or via the Board of Directors' minutes.

- Additional fobs have been issued per Shareholder's request
- A Shareholder reported cigarette odour detected on the late evening of January 8, 2015 at the South end of 8th floor

NO SMOKING

Shareholders/guests are reminded that smoking is strictly prohibited on Mansion House Estates property including within individual suites.

- A Shareholder wrote to the Board regarding making changes to the privacy fence:
 - The Board's position regarding this issue remains unchanged
 - The wall shall remain as originally built / repaired.
 - The Board may arrange to carry out repairs at the Shareholder's expense
- A Shareholder requested to organize exercise activity in the Cabana Room
 - After consultation with the insurance provider for the corporation, the request has been approved subject to various conditions set out by the Board. Further details
 - pending.
- An anonymous donation of \$50 has been made to the flower fund in memory of

B Pendleton. The Board will instruct the gardening committee to purchase a perennial.

Gentle reminder:

Shareholders must communicate their concerns, complaints and suggestions in writing (preferably by email) directly to the Property Manager and copied to the members of the Board. All correspondence received will be considered by the Board of Directors collectively at scheduled Board meetings with the assistance of the Property Manager. Please note voice messages to the Mansion House Board of Directors are not sufficient and will not be returned.

The Board of Directors would appreciate Shareholders' compliance regarding MHE Lease and House Rules, any Special resolutions and Board of Directors' resolutions.

TERMINATION OF MEETING:

There being no further business, the meeting terminated at 8:40 p.m.

NEXT BOARD OF DIRECTORS MEETING: MARCH 25, 2015 – 7:00PM

PROPERTY MANAGER: CLAUDIA CHUI, CCHUI@COLYVANPACIFIC.COM
MANAGER'S ASSISTANT: CATHERINE MARSHALL: CMARSHALL@COLYVANPACIFIC.COM

**AFTER HOURS EMERGENCY CONTACT INFORMATION:
PLEASE CALL COLYVAN'S OFFICE AT 604.683.8399 (24 HOURS)**

Reviewed, approved and original signed by
President: Marcelle LaCasse

Reviewed, approved and original signed by
Secretary: Sandra Webster