

ESTATES VILLAGE CONDOMINIUMS

PLAN No. 942-3847

Minutes of the New Management Start-Up Meeting 2 pm, Skyline Property Management office

Present: Roger Overland, Dorothy Botterill, David Holehouse, Tom Ebertz. Also Linda Tran, property manager assigned to Estates Village, and Seang Hem, Skyline.

Regrets: Peter Gilbody

Call to Order: 2:05 pm
Quorum: Attendance as above
Approval of Agenda: Approved

Communication:

- 1) Skyline will notify vendors, banks, utilities and government of their address for official and financial communication.
 - a. Examples - County of Strathcona, Epcor, Canopy Tree Service, Solstice, Green Oasis, Garbage Man, Crystal Glass, Lety Construction, Jacks and James Garage Doors, SEI, ProConsul, Advanced Gutter.
- 2) The Board will provide owners with a short instruction sheet outlining how to reach Skyline and our property manager (email and phone) before April 29. Linda Tran will confirm details to go on the sheet.
- 3) Linda will work with Edna Dach to update contact info on several pages found on the Owners' page of the website, including the Appendix to the Policy Manual.
- 4) Skyline is working with Melissa, through Roger as needed, to finalize transfer of corporate seal, files, cheque book etc.

Maintenance:

- 1) Process – Owners and Board members should use Linda's email address as the best way to contact her with requests/notification of problems.
- 2) Linda will maintain and update the tracking spreadsheet created by Dorothy to ensure action as required, and for review at monthly meetings. David will discuss with Edna about having the spreadsheet accessible on the Board page of the website.
- 3) Skyline will confirm receipt of request with owner, research solution and quotes, and obtain Board approval for costs over \$1000.
- 4) Skyline will manage repair and close.
- 5) Skyline will maintain and update 12-month calendar for Board activity and priorities.
- 6) Linda Tran will join Spring Walkabout on May 4 (May 5 rain-out date)

Board Meetings:

- 1) Skyline will provide agenda, including headings for review of Financials, Maintenance and reports from other Board members.
- 2) The Board will provide minutes for approval.
- 3) Agenda, financials, 12-month calendar and maintenance sheet will be provided to Board a week in advance of monthly meetings.
- 4) David will notify Edna Dach that Skyline will forward approved financials and minutes each month for posting on the website.
- 5) Main point of contact for the Board is Linda Tran. For Skyline, main contact is Roger, or other Board members as appropriate to the need.

Next meeting:

Regular monthly meeting will be May 25, at Unit 33, 9.30 am.

Meeting adjourned.