

# **ESSEX CONDOMINIUM CORPORATION #3**

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Board of Directors Meeting- Monday, April 15<sup>th</sup>, 2013

## **MINUTES**

Sheri Delacretaz called the meeting to order at 6:35 p.m. She welcomed our 3 new board members- Moe Gagner, Maya Mitreva and Brenda Ritchie.

**ATTENDING:** Lynn Freeland, Bookkeeper, Shelley Stieler, Secretary, Bob Penketh- Property Manager, Jack Forcett, Sheri Delacretaz-President, Mary Wiseman, Moe Gagner, Dorothy Loscher, Tom Birkner, Ramesh Patel, Brenda Ritchie and Maya Mitreva.

**REGRETS:** NONE

**FINANCIALS:** The financials were not done as they were not printed due to an error in email address.

Cheques were submitted for signatures and as there was no further financial business, Lynn left the meeting.

**MINUTES:** The minutes from March were reviewed and discussed. Moe, Brenda and Maya refrained from voting because they were not at the March meeting.

*Jack made a motion to accept the minutes and Mary seconded the motion. ALL IN FAVOUR. CARRIED.*

### **UNFINISHED BUSINESS:**

Landscaping Contract: In the best interest of the Corporation, the Board of Directors instructed the Property Manager to get quotes for lawn and snow removal services. Any or all quotes were accepted until the Board Meeting scheduled for April 15<sup>th</sup> at 6:30 P.M. then quotes were closed.

All our members should have detailed information (facts) regarding all contracts for services related to Condo #3. There were 5 different companies that submitted quotes for the contract and each board member had been given copies of these prior to the meeting, in order to be prepared to discuss and choose a company.

Canadian Lawncare priced a quote for \$4,726/mth + \$614.38 for HST = \$5,340.38/mth

Matrix Landscaping priced a quote for \$4,019/mth + \$522.47 for HST= \$4,541.47/mth

With our current company-Essex County Maintenance, the contract was \$38,400 + HST = \$4,940 = \$42,940/year, with an amendment clause of \$8,000 + \$1040 for HST = \$8,1040 and an additional charge of \$3,000 to the Corporation for extra events( such as salt application and snow removal) and they priced a renewal quote of \$48,000 + \$6,240 for HST = \$54,240/year.

Windsor Turf Maintenance priced a quote for \$41,095 + \$5,342.35 HST = \$46,437.35/year

Evernew Professional Services priced a quote for \$3,475/mth + \$451.75 = \$3,926.75/mth or Option #2- which is the same price for the summer and a rate of \$1,158 + \$150.54 = \$1,308.54/mth with a per event snow removal of \$375 and a per event salt application of \$295 and a GOODWILL Gesture which includes providing labour at no extra cost to clean and convert all our existing flower gardens into shrubbery beds. We will provide the materials and they will provide the labour as an act of goodwill towards the agreement.

Evernew came in with an revised submission of their quote prior to the meeting and they quoted a price of \$3,275 + \$425.75 = \$3,700.75 / month for summer maintenance and \$1,090 + \$141.70 = \$1,231.70 for the second option for the winter months.

After a lengthy conversation about the contracts, the board decided to give the contract to Evernew Professional Services. This was based on the price, which would save the corporation quite a bit of money and the experience, which was that they have the contracts for the community ctr and for condo #5. Shelly made a comment that she worked with Ryan Bondy several years ago and claims he is a smart businessman and a really nice guy, yet hasn't seen or had contact with him in over 6 years.

Dorothy asked the Board these questions before voting on the contract for Evernew:

1. Is anyone related to the owner of Evernew?
2. Does anyone know Evernew personally?
3. Does anyone have an alternative motive to accept the "good will gesture" that Evernew has provided?
4. Does anyone have a conflict of interest with accepting the quote for Evernew?

**With the exception of the facts that Shelley had disclosed earlier in the discussion, each and every board member answered NO to all of these questions!**

*Jack made the motion to accept the quote from Evernew Professional Services and to hire them for the landscaping contract and Moe seconded the motion. ALL IN FAVOUR. CARRIED.*

**Smoke Detectors:** The Board received quotes for the inspection of the smoke detectors and discussed them. The approval of one of these has been tabled to the next meeting as the board felt they didn't get enough information from the quotes and will ask Bob to get the companies to re-quote and clarify some information.

#### **REPORTS:**

**Property Manager-** Bob met with Collective Energy Solutions to show them the security lights that need to be lowered to accommodate the new roofs on the last three buildings. Met with Landscaping companies to walk the property and to give info for the quotes for the new contract. Bob met with companies to give quotes for the fire alarm inspections. Bob had Windsor Pest control install new bait stations and take away the old ones.

#### **Community Ctr-**

The small meeting room's renovations have been completed and it looks great! The kitchen is getting some remodelling and they are waiting for quotes for the carpentry work.

#### **NEW BUSINESS:**

**Trees-** A letter was submitted to the board from #2610 and #2612 for a new tree to be planted on their property. Years back, when trees were removed due to them being ash trees, their tree was removed, yet was not replaced. In the fall, when we plant new trees, the board will consider putting a tree where requested.

**Unit #6728-** The owners at 6728 RGD requested permission to install a gas service furnace/ac unit. They have a carbon monoxide detector in place and both of their neighbours were informed.

*Jack made a motion to accept the installation of the gas service for #6728 RGD and Shelley seconded the motion. ALL IN FAVOR. CARRIED.*

**ELECTIONS:**

Elections were made for the Board as follows:

President- Sheri Delacretaz

Vice-President- Dorothy Loscher

Secretary- Shelley Stieler

Treasurer- no one as of yet

**ADJOURNMENT : The meeting was adjourned at 9:30 p.m.**

**NEXT MEETING WILL TAKE PLACE ON MONDAY, MAY 27<sup>TH</sup>, 2013, AT 6:30 P.M.**