

Essex Condominium Corporation #3
P. O. Box 27060 • 7720 Tecumseh Rd. E. • Windsor, ON • N8T 3N5
Telephone/Fax (519) 945-1473

Board of Directors Meeting
Monday, November 19, 2007
Minutes

The meeting was called to order by Sheri Delacretaz at 6:37 PM

In Attendance

- ❖ Sheri Delacretaz, Shelley Holden, Tessie Poberezny, Dorothy Loscher, Jack Forcett, , Moe Gagner, Bob Penketh, Property Manager, Joy Penketh, Secretary, Pat Muscedere, Bookkeeper,

Regrets

- ❖ Tricia Dean

Financial Report

- ❖ Financial Report for the month of October was presented and discussed.
Shelley Holden moved to accept the financials for the month of October. Moe Gagner seconded the motion. All in Favour. CARRIED.
- ❖ The Board officially approved the Community Centre budget which had been presented to the Corporation in August.
Tessie Poberezny moved to accept the Centre Budget as presented and Moe Gagner seconded the motion. All in Favour. CARRIED.
- ❖ Joy Penketh was directed to send a letter of approval to the Association.
- ❖ Joy Penketh received quotes from two local firms and the planner who originally did our Reserve Fund Study three years ago. The Board discussed the various proposals in detail before making their decision.
Shelley Holden moved to engage the same firm (Fraser Grant of THE-GRANTS.COM INC.) that handled the Reserve Fund in the past to do the update. Tessie Poberezny seconded the motion. All in Favour. CARRIED.
- ❖ Cheques and invoices were submitted for signature and initials. Pat left the meeting at this point.

Minutes

- ❖ Minutes from the meeting of October 15th, 2007 and special meeting of November 8th, 2007, were reviewed and discussed.
Shelley Holden moved to approve the minutes for October 15th, and Tessie Poberezny seconded the motion. All in Favour. CARRIED.

Moe Gagner moved to approve the minutes of the special meeting of November 8th, and Dorothy Loscher seconded the motion. All in Favour. CARRIED.

Business Arising from the Minutes

- ❖ Joy Penketh advised, after talking with the lawyer, that a motion by the Board was necessary before proceeding with the preparation of an Indemnity Agreement because it will have to be signed by everyone and recorded as part of our By-laws.
Shelley Holden moved that we have the lawyer prepare an Indemnity Agreement which will make the unit owners (and any future owners), not the Corporation, responsible for the repair and/or replacement of improvements to the common area allotted for their exclusive use, above and beyond what is considered to be a "standard unit". Dorothy Loscher seconded the motion. All in Favour. CARRIED.

- ❖ Joy Penketh reported that 16 of the Corporation lawn service meters and faucets were removed from various units and the lines capped. She has also sent in a request for reimbursement of sewer surcharges which she hopes will go through without a problem.

Maintenance Report, Community Centre Report and Garden Committee Report

- ❖ Parking lot has been completed. New agreement for Roof Maintenance has been approved and signed. Work will be started as soon as the rain stops and it is clear and dry for a few days. They will start on the shingled roofs first. Bob requested a foot pump for the wheel barrow tires and a sledge hammer for pounding in stakes when necessary. The condition of the balance of the trash bins that have not been sent out for repair was discussed. Bob will ask around to get the best price for repair and then arrange for the rest of them to be completed this next year.
- ❖ Community Centre locks have been changed and only 3 volunteers now have keys to open the pool in the event of the supervisor's absence. The latest hearing, initiated by Condo #5, has been postponed now until April 7, 2008. Various options, and the costs for each option, are presently being researched so that ALL owners from ALL of the involved condo corporations will receive the same factual letters when each condo owners' meeting is called to discuss what is to be done regarding the centre.
- ❖ No Garden Report

New Business and Correspondence

- ❖ Joy Penketh requested permission to purchase "The Condo Guide" which was written by a member of a condo Board that had elected to self-manage. It will be a good guide if and when we run into certain problems to see how others have handled the same thing.
- ❖ Strange things seem to be happening to Joy's computer and she needs to take it in to be checked over. She cannot presently backup or download last year's condo records on to a disc because she can't access her disc drives. Jack Forcett suggested she have it checked out and repaired if necessary.
- ❖ According to a recent seminar attended by Sheri Delacretaz and Joy Penketh, the Corporation is required to have copies of all leases entered into by off-site owners and, in the event there is no official lease, these same owners are required to complete, sign and return a "Form 5" for the Corporation files. A log book will be prepared and kept up to date by the secretary. The Board will be sending out letters and making follow-up phone calls to complete this particular task.
- ❖ A review of the responses and lack of responses from lawn care maintenance firms was conducted by the Board.
Shelley Holden moved we accept the proposal submitted by Essex County Maintenance for lawn care and snow removal. The contract will commence April 1, 2008 and run thru March 31, 2011. Tessie Poberezny seconded the motion. All in Favour. CARRIED.

Adjournment

- ❖ There being no further business to transact the meeting adjourned at 8:30 PM

Notice of Next Meeting

- ❖ The next scheduled meeting will be Monday, January 21st, 2008, at Rose-Ville Community Center. There will be no meeting in December unless there is an emergency.

Respectfully Submitted by: Joy Penketh (Secretary)

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