

MINUTES: BOARD-RPM MEETING: MAY 28, 2026

Location: GMS Office
 Time: 1:30 pm
 Present: RPM (Denali & Irene), Lansing Point (Mike)
 Regrets: Ted, Bill

TOPIC	DISCUSSION	NEXT STEP
a. Review of Expenditures to Date	A review of expenditures has identified 3 areas of concern: Electrical – at approx. At the 6-month point of the year, we have spent \$7,800 of the \$11,300 budget or 70%. Snow Removal ... approx. \$3,500 was for Little Rivers (but this has yet to be paid). What we spend on repairing the fence will be deducted from this bill. Elevator ... we continue to pay TKE, though we had hoped that we were done by March 31st.	We could be several thousand dollars over budget in 2026. The Board needs to look at the budget and find areas of savings. . The effect will also be felt in 2027 when we will not have funds to carry over to offset any approved contribution to the reserve fund.
b. Review of RPM Facility report	RPM presented a report that detailed work done to date or in progress.	The report was much appreciated
c. Status of Reserve Fund Projects	At the AGM, Owners voted to allow expenditures from the reserve fund up to \$35,000 to address the following projects ... the Board is prioritising and will address the most urgent projects first	
	a. Fence	We will not replace this year, but stabilise a number of the posts. Ted will ask Barb if she has any additional signposts to use. Direction will be given to the RPM to determine whether Yukon Handyman can take on this project.
	b. Electrical	We spent some time discussing this issue, and RPM said we should expect a report from the electrician shortly. It is hoped that this report will be used to pressure ATCO into examining the meters.
	c. Siding	We have a quote of \$1,200 dollars to undertake the siding repairs. RPM to initiate this work.
	d. Attic	The attics inspection took place, and for the most part, they were found to be in good condition and free of mould. It was recommended that when the buildings are reshingled, a ridge vent be installed. It was discovered in Building B that the bathroom vents from one unit had not been vented through the roof but into the attic space. This needs to be corrected.

		RPM to obtain a quote for doing this work. This is identified as a priority.
	e. Rekeying of Entrance Doors and Utility Rooms	This work has been completed, and owners have been issued keys to the entrance doors. All keys have been logged to the specific units and are considered the property of the Corporation. Additional keys can be requested, and a deposit can be registered to the unit. The “deposit/lien” is voided if the unit is sold and the keys returned. Keys to the Utility rooms are only issued to Board members.
	f. Parking Lot	There are a number cracks in the parking lot that should be cleaned out and filled to prevent water penetration into the subsurface. RPM to locate a contractor that can do this work and obtain a quote.
	g. Balcony Inspection	All balconies have been inspected. The overall assessment is that they are in good condition (railings, posts and glass). However, some posts were missing screws, and in some cases, the rubber gaskets holding the glass in place had lost their flexibility and needed to be replaced. RPM to follow up and address these issues.
	h. Painting of 3 rd Floor	It was decided that this could be put off for another year, as parking lot and vent repairs will cost more than the original estimates and take priority at this time.
	i. Garage Drains	An inspection of a number of garage drains has been conducted with two outcomes in mind: a. To determine how the drains are connected b. The status of the “rock pit” This became an issue this past winter because a number of garages experienced water in their garages, centred around the drains (sometimes the water had to be vacuumed out because it was slow draining). Further discussion has raised the question of whether we actually want the water to drain into the subsurface beneath the slab. One idea to consider is installing a “catchment” basin that is periodically vacuumed out. This would involve the removal of concrete around the drain and the installation of a “on-permeable-basin” that water would flow into. This idea should be discussed further, with a possible “test” using one unit this year.

	j. Column Inspection and base Millwork	We have planned to have four columns examined and the mill work repaired this year. The Board should examine the four done last year to see how well that work held up, and identify four more for examination and fixing of the millwork.
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UPDATES / NEW	DISCUSSION	NEXT STEP
1. Owner Keys to RPM	The recent bylaw change requires all owners to ensure they have provided a working key for their unit and garage.	RPM to remind owners once more and let them know that they will be doing a site visit to see if the keys they have work. For those who do not take notice, a notice will be sent to the owner requesting compliance.
2. Occupant Forms	All owners are to register all occupants of their unit with RPM. The current form that RPM uses only has room for two names	RPM will adjust the form and send out a notice that this is a bylaw requirement.
3. Hot Water Tanks and Smoke Detectors	We require all owners to provide the expiry dates for their hot water tanks and smoke detectors. This is not for enforcement but to act as a reminder.	RPM will send out another notice and offer to help any owners who can not locate the expiry date. The Board may want to consider having this requirement in the Rules sections of the Bylaws. To be discussed at the next meeting.
4. Landscaping	JATS did the initial spring cleanup, and unfortunately, they did so without our calling them. Although we have offered to pay them for their time, they have refused. They were also not interested in matching K&G's quoted price or changing their billing practice.	K&G will do our landscaping this year at a fixed price of \$5,000
5. TKE	We had a lengthy discussion as to the implications of the contract and possible next steps. TKE now have a key to the building and elevator room and has resumed servicing.	The Board will take this up at a meeting on the 30 th of May and advise RPM as to the next step.
6. Fence Repair	This refers to the damage caused by Little Rivers this past winter. Their snow removal bill of \$3,500 (approx.) has not been paid yet (though noted in the quarterly report). The cost of fence repair will be deducted from this invoice.	a. We do not want Little Rivers making the repairs, as we want some control over the quality of the work. b. RPM is requesting a quote from Yukon Handy Man
7. Deck Repair	The common deck on Building B has a tear in the covering. Alpine has been brought on to suggest a repair option	RPM is working with Alpine to arrange a time for them to make the repair.

8. Exterior Lights (Entrance) Building B	Building B appears to have 8 exterior pot lights that may be out. They are on both sides of the entrance.	RPM will have this checked out, along with all other exterior lights, and initiate replacement. Mike will confirm the exterior lights adjacent to the entrance are, in fact, out, as these would require high ladder work or a lift to install new bulbs
9. Interior Lights	At a recent meeting of the Board, it was agreed that we should look at interior hallway and stairwell lighting in both buildings with the intent to reduce the number of lights that are on 24/7. Those designated not to be 24/7 should be replaced with motion- or light-sensitive lightbulbs. It was felt that having 4 lights in a hallway that are on permanently was sufficient.	Note: this item was overlooked at the meeting of May 28th, and this serves as direction to RPM after the fact. RPM is being asked to determine how many light bulbs would need to be replaced with motion or light-sensitive bulbs and what the cost may be. The Board will take this information and make a decision on implementation.
10. Garage Sales	We have set a date for the garage sale of July 11 th . July was chosen as many people will be away in June.	Ted is taking the lead on organising the garage sale and community BBQ that follows.
11. Gutters (Balconies)	It has been suggested that installing gutters below the balconies may prevent damage to the columns and redirect water away from the base.	RPM will get a quote as to what it may cost. This may be a project for 2027.
12. Window Issue	At least one unit has identified that a seal between the glass triple-panelled window (Insulated Glass Unit – IGU) has/is failing, thus causing “fogging/moisture” to appear.	RPM to verify this is the case. If confirmed, then the replacement of the glass unit is the corporation's responsibility as it is considered part of the building envelope. RPM to oversee the replacement.
13. Fireplace	Unit 202 would like to change its secondary heat source, but has not yet decided what to do. They had asked to meet with the Board to discuss options. The Board feels that it would not be appropriate to influence their decisions regarding the direction they take, as the fireplace is considered part of their unit and is not exclusive use or common property. The Board will only become involved after a decision has been made, and its involvement is limited to potential impacts on the common property.	See the briefing note below. Unit 202 will be asked to submit a “renovation” form to RPM. This will start the formal review process. The Board believes it is not appropriate to meet with the Owners and advise them on what to install. - The Board are not an expert in this area and any advice provided could be wrong or biased. - A formal request will allow for the “option” chosen by the Owners to be evaluated by persons better informed under RPM's direction.
14. Reserve Study	Last year, we determined that the Reserve Fund study was inadequate; therefore, the recommended yearly contribution was considered unreliable. It was agreed at the 2026 AGM that the 2026 budget should be adjusted to fund a condition-based assessment of the major	We need to find a firm that can conduct a “condition-based” reserve fund study. Note: The following list represents a brief search of firms in Alberta and BC that are highly recommended:

	common-property elements. This could be accomplished by deferring the rewrite of the Declaration by one year and returning our contribution to the reserve fund to 2025 levels.	Tier 1: Gold Standard (Engineering-Grade Condition-Based) 1. RDH BUILDING SCIENCE (VANCOUVER, BURNABY, VICTORIA) <i>Deepest engineering bench; true condition-based methodology; highest technical accuracy.</i> Tier 2 — Strong Engineering + Condition-Based 2. RELIANCE ASSET CONSULTING / BUILDING SCIENCES (AB & BC) <i>Excellent engineering depth; strong envelope and electrical expertise.</i> Tier 3 — High-Quality Condition-Based Reserve Planners 3. RESERVE FUND PLANNERS LTD. (AB) 4. APR BUILDING STRATEGIES (BC) 5. CLARITY RS / NLD (BC) 6. CANWEST (AB) Tier 4 — Technology-Driven Condition Tracking 1. RESERVE PLUS (AB) RPM to start with #1 and obtain quotes and availability.
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