

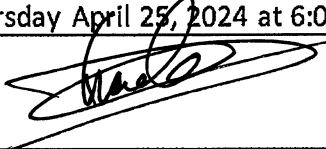
CHAPPELLE PLAZA CONDOMINIUM CORPORATION PLAN 192 2086
BOARD MEETING MINUTES
THURSDAY, DECEMBER 15, 2023 AT 6.00PM
LOCATION: VIA ZOOM

ITEM	DESCRIPTION
Owner's Contact Information	<p>Capstone Property Management to acquire and distribute among the 6 owners of Chappelle Plaza the contact information of each of the 6 owners.</p> <p>Moved by Gurpreet / Second by Demetri, all in favor, motion carried</p>
Bank Accounts	<p>Girish to open a bank account for Condominium Corporation No 1922086 on behalf of the condo corporation at ATB Bank. The bank account will require that 2 elected board member signatures to withdraw from the account. Payments for operating expenses from each owner to be paid into this account via direct deposit on the 1st of each calendar month. Cheques to Capstone Management will be acceptable for 1st year.</p> <p>Account to be open by December 22, 2023 and to coordinate direct deposits. Girish to ask for a preauthorized debit form to provide to owners.</p> <p>Moved by Elias/ Second by Girish, all in favor, motion carried</p>
Property Tax for Unit Owners	<p>To reassess the property tax for Chappelle Plaza as a whole in the hopes of obtaining lower property taxes levied for all individual units. Girish to provide contact information on the company he uses for his other properties.</p> <p>Moved by Demetri/ Second by Gurpreet, all in favor, motion carried</p>
Reserve Fund	<p>To postpone Reserve Fund Study until next year and contribute \$16,000.00 to Reserve Fund for funds that will be needed for repairs.</p> <p>Moved by Demetri/ Second by Gurpreet, all in favor, motion carried</p>
Insurance	<p>Gurpreet to provide past insurance information to Capstone Property Management and continue with coverage. Insurance information needs to be updated with the correct types of businesses present. Will discuss obtaining other quotes at next meeting.</p> <p>Moved by Demetri/ Second by Gurpreet, all in favor, motion carried</p>
Proposed Budget	<p>Alarm costs to be removed from proposed budget as there is no alarm system. Shazad to email board members information on waste removal details by end of day Monday Dec 18, 2023. Chappelle Resident Association Fee to be billed as a whole unit complex and paid as a whole from our yearly budget of \$4,300. Adjust Insurance budget to \$11,000.</p> <p>Moved by Demetri/ Second by Gurpreet, all in favor, motion carried</p>
Previous Tax Filings	<p>Gurpreet to provide business number, GST number, and all filing that were completed by Canada Revenue Agency (CRA). Articles of Incorporation, Business Number and GST number need to be provided to Girish as soon as possible so account can be opened by Dec 22, 2023.</p> <p>Moved by Demetri/ Second by Girish, all in favor, motion carried</p>
Pylon Signage	<p>Shazad to provide a letter from the trace company and/or map of electrical meters so we can verify that the pylon signs are not a part of the common area expenses. This will be provided at next meeting. Gurpreet to provide contact information as to who to contact for pylon signage.</p> <p>Moved by Demetri/ Second by Elias, all in favor, motion carried</p>

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ITEM	DESCRIPTION
Establish a Quorum and Board Members Present	Board Members Present: Capstone Property Management: Shazad Mardhani President: Girish Pandit Vice President: Elias Katsikas Secretary / Treasurer: Demetrios Katsikas Privacy Officer: Gurpreet Mander Quorum is 100% - minimum is 75% - Quorum is established. Moved by Elias / Second by Demetri, all in favor, motion carried
Call to Order	The meeting was called to order at 6:05pm
Facilitation of Meeting	A motion to have Elias act as chair to facilitate the meeting. Moved by Demetri / Second by Girish, all in favor, motion carried
Change of Address	A motion to change address of Corporation to: C/O Capstone Property Management Unit #201-10545 108 Street, NW Edmonton, T5H 2Z9 Moved by Demetri / Second by Gurpreet, all in favor, motion carried
Use of Corporate Seal	A motion to authorize Capstone Property Management to use Corporate Seal of Condominium Corporation No. 192 2086. Moved by Elias / Second by Demetri, all in favor, motion carried
Parking / Line Painting	Motion to revisit parking issues in front of the businesses at the next Board Meeting. Shazad to get two quotes for line painting by next meeting. Girish to get a quote. Moved by Demetri / Second by Gurpreet, all in favor, motion carried
Pot Holes	Potholes in front of Burger King Drive Thru. Shazad has advised they sent individuals to fix the potholes on 2 separate occasions and the owner/manager of the Burger King has kicked them off the premises. Girish will talk with the owner/manager of the Burger King to coordinate a suitable time for the repairs to be done after the next meeting. Moved by Demetri / Second by Gurpreet, all in favor, motion carried
Grading Issues	There is a manhole that is disconnecting from the asphalt on the North end of the property that needs to be addressed. Will address these issues at next meeting. Moved by Elias/ Second by Demetri, all in favor, motion carried
Landscaping	There are some landscaping deficiencies on the south end of the property with sod being laid down, but mysteriously going missing days later. Seeding the grass has not been successful. To be discussed at next meeting Moved by Elias / Second by Girish, all in favor, motion carried
Pallets	Pallets of wood being left in front of and in the back of the property being a visual eye sore and a fire hazard. Gurpreet to talk to the owners of the Millwood Meats and Bombay Spice and advise them to store all pallets at the south end of the property. Gurpreet to come up with a solution for disposing pallets. Will discuss at next meeting. Moved by Demetri/ Second by Girish, all in favor, motion carried

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ITEM	DESCRIPTION
Outdoor Daycare Playground Area	<p>Shazad to obtain all paperwork to support building an enclosed outdoor daycare playground on common property from Gurpreet. Paperwork to include city approval permits, interim board contracts, email to Shazad by Elias, etc. Shazad to review with Victoria Archer and to provide guidance as to our next steps by Jan 22, 2024 via email.</p> <p>Moved by Elias / Second by Gurpreet, all in favor, motion carried</p>
Other Issues / Warranties	<p>Gurpreet to check into window warranties with Fancy Door Windows for the complex specifically for window seal failures (typically have 10yr warranty). Elias to provide Shazad contact info for HVAC company. Shazad will have an additional 2 quotes for HVAC by next meeting.</p> <p>Moved by Elias / Second by Demetri, all in favor, motion carried</p>
Rezoning of Units #1 & 2 – reallocate unit factors	<p>Building A Unit -1 is now 810 unit factors and Building A Unit 2 is 477 unit factors. Budget to be adjusted to reflect appropriate allocation of condo fees. New condo plans has these units listed as Unit 20 & 21 respectively.</p>
Adjournment	7:41pm
Next Meeting	Thursday April 25, 2024 at 6:00pm
Minutes Prepared by Demetrios Katsikas Treasurer / Secretary	
Approved by President	