

THURSDAY, JUNE 2, 2022

MINUTES

Date: Thursday June 2, 2022

Location: ZOOM Meeting

Present: Chris Mayne
Mark King
Sherry Culling
Allan Marquette

Staff: Jamie Lowery, Chief Executive Officer
Billy Brooks, Chief Financial Officer
Julie Pilkey, Recording Secretary

Regrets:

Guests:

ITEM		ACTION
A.	CALL TO ORDER	
	<p>RECORDED MEETING</p> <p><i>“Moved by Mark King and seconded by Sherry Culling that the meeting be called to order at 5:10 p.m.”</i></p> <p>Res. #28-22 <u>Carried</u></p>	
	1. Welcome New Board Member - Allan Marquette	
	<p>Chris introduced and welcomed Allan Marquette to the Castle Arms Board of Management.</p> <p><i>“Moved by Sherry Culling and seconded by Mark King that the Board approve Allan Marquette to the Castle Arms Board of Management.”</i></p> <p>Res. #29-22 <u>Carried</u></p>	
	2. Approval of Agenda	
	<p><i>“Moved by Sherry Culling and seconded by Mark King that the Agenda for this meeting be adopted, as presented.”</i></p> <p>Res. #30-22 <u>Carried</u></p>	
	3. Conflict of Interest	
	<p><i>“Moved by Sherry Culling and seconded by Mark King that no Board Members present have declared a conflict of interest.”</i></p> <p>Res. #31-22 <u>Carried</u></p>	

4. Approval of Minutes		
	<p>4.1 Approval of Minutes of the Meeting held on April 27, 2022</p> <p><i>“Moved by Sherry Culling and seconded by Mark King that the minutes for the Regular Meeting held on April 27, 2022, be adopted as presented.”</i></p> <p>Res. #32-22 <u>Carried</u></p>	
5. Business Arising		
	<p>5.1 COVID-19 Update Jamie noted staff are continuing to provide extra surface cleaning. All common rooms are open for tenants to enjoy.</p>	
6. Castle Arms Operations		
	<p>6.1 Castle Arms Operations Update See Operations Report included in package. Jamie added Jillian is designing a schedule for health and wellness checks and activities for tenants. The tenant survey is complete. Jamie will bring results to the next meeting. Castle Arms 4 tenants are complaining they don't have a common room. Management is looking into building an addition. The bush behind CA3 has been cleared and a rod iron fence will be installed to stop the foot traffic of trespassers. 3 elevator quotes were received for the hydraulic replacement in Castle Arms 2. TK Elevator, OTIS and Elevator 1. Elevator 1 came in with the best price for the services required. Billy added that he met with CMHC regarding funding envelopes and looking at grants. The Board approved, by verbal consensus, to allow Billy to proceed with an application for a building condition assessment. Jamie to send a letter to Anthony Rota's office once the application has been submitted to alert him that there is an application in the queue. “</p>	
7. New Business		
	No items noted	
B. CORRESPONDENCE		
	<p>Jamie noted Dave Smits provided a Redevelopment presentation to the tenants. Door hangers and fridge magnets have been designed with information on how to contact Percon Construction if they have any questions or concerns. Items will be delivered to tenants and surrounding neighbours.</p>	
C. REQUEST FOR FUTURE AGENDA ITEMS		
	No items noted	

D.	DATE OF NEXT MEETING	
	Next Meeting - Thursday June 30, 2022 @ 5:00 p.m. or at the call of the Chair	
E.	ADJOURNMENT	
	<p><i>“Moved by Allan Marquette and seconded by Sherry Culling that the meeting be adjourned at 5:45 p.m.”</i></p> <p>Res. #33-22 <u>Carried</u></p>	

Secretary

Chairman

Board of Management Meeting - May 25, 2022
Jennifer Carriere - Castle Arms Operations Coordinator
Billy Brooks - Chief Financial Officer & IT

❖ CASTLE ARMS UPDATE (Jennifer Carriere, Operations Coordinator):

❖ Health & Wellness

Jillian Duchesne, our Health & Wellness Coordinator, has used her time wisely since joining Castle Arms. She has hosted and organized a Meet & Greet with the tenants, providing them transportation with the Cassellholme bus if required. She provided beverages, a photo booth, volunteering opportunities and an overall very welcoming environment where the tenants heard from Jillian, Kim Joly and myself about what to expect from us. We had a good turnout to the event.

Jillian is producing our first newsletter. It will include upcoming events such as a Father's Day event and Canada Day celebration. We will also pass along some results received from our survey. The newsletter will be produced quarterly and should go a long way to providing information to the tenants about current events and relevant information.

❖ Fence Behind Castle Arms 3

We are in the process of getting the necessary information required to build a fence behind the CA3 building to discourage travel and camping in the wooded area behind the building. There is a well-traveled route behind our building going to the shelter on Chippewa street. We installed bright LED lights around the outside of the building last year but we see that more discouragement is needed to reroute foot traffic back to the street.