

THURSDAY, DECEMBER 8, 2022

MINUTES

Date: Thursday December 8, 2022

Location: ZOOM Meeting

Present: Chris Mayne, Chair
Mark King, Vice-Chair
Sherry Culling
Allan Marquette

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

Regrets: **Guests:** Jennifer Carriere, Operations Coordinator

	ITEM	ACTION
A.	CALL TO ORDER	
	<p>RECORDED MEETING</p> <p><i>“Moved by Sherry Culling and seconded by Allan Marquette that the meeting be called to order at 5:03 p.m.”</i></p> <p>Res. #50-22 <u>Carried</u></p>	
	1. Approval of Agenda	
	<p>Added: 5.2 – Maximum Benefit Firm Number</p> <p><i>“Moved by Mark King and seconded by Sherry Culling that the Agenda for this meeting be adopted, as amended.”</i></p> <p>Res. #51-22 <u>Carried</u></p>	
	2. Conflict of Interest	
	<p><i>“Moved by Allan Marquette and seconded by Mark King that no Board Members present have declared a conflict of interest.”</i></p> <p>Res. #52-22 <u>Carried</u></p>	
	3. Approval of Minutes	
	<p>3.1 Approval of Minutes of the Meeting held on November 2, 2022</p> <p><i>“Moved by Allan Marquette and seconded by Sherry Culling that the minutes for the Regular Meeting held on November 2, 2022, be adopted as presented.”</i></p> <p>Res. #53-22 <u>Carried</u></p>	

	4. Business Arising	
	<p>4.1 North Tower & Castle Arms 4 Update Received proposal from Brian Bertrand. Continuing discussions with Brian. Sherry to research Veteran interest. Jennifer to check with DNSSAB to have approximately 10 Veteran apartments in CA4</p>	
	5. Castle Arms Operations	
	<p>5.1 Operations Update Report included in package. Jennifer noted/added changes to report. Software program starting Jan 1, 2023. East Ferris, still in discussions Newly hired Scott Strange has moved on. Posting has gone out for a permanent maintenance position with benefits and pension. Looking at possibly sharing a skilled maintenance person with Cassellholme. Wellness survey to go out to tenants soon. Received an investigation visit from the Ministry of Labour. No orders received. Jillian Duchesne has graduated from her course and is now certified for environmental services. Jamie to send an acknowledgment to Jillian on behalf of the Board.</p> <p>5.2 Maximum Benefit Firm Number Castle Arms Apartments now has its own firm # for Maximum Benefits rather than falling under Cassellholme's non-union plan effective Dec 1st 2022. There are no changes to the existing employees' class structures as they were grandfathered in at the same rates and costs, simply an accounting change to ensure things are separate given the change in board composition and management. The management fee will be adjusted approximately \$25,000 to account for this change.</p>	
	6. New Business	
	<p>6.1 Approval of Revised Castle Arms Bylaws Revisions were made to the previous bylaws to remove any reference to Cassellholme.</p> <p><i>"Moved by Mark King and seconded by Sherry Culling that the Board approve the Revised Castle Arms Bylaws, as presented."</i></p> <p>Res. #54-22 <u>Carried</u></p>	
	7. In-Camera	
	<p>7.1 In-Camera – No items for In-Camera</p>	
B.	CORRESPONDENCE	
	<p>B.1 Castle Arms Newsletter Item included in package</p>	

C.	REQUEST FOR FUTURE AGENDA ITEMS	
	No items noted	
D.	DATE OF NEXT MEETING	
	Next Meeting – January 25, 2022	
E.	ADJOURNMENT	
	<p><i>“Moved by Sherry Culling and seconded by Allan Marquette that the meeting be adjourned at 5:38 p.m.”</i></p> <p>Res. #55-22 <u>Carried</u></p>	

Secretary

Chairman

Board of Management Meeting - December 8, 2022
Jennifer Carriere - Castle Arms Operations Coordinator
Billy Brooks - Chief Financial Officer & IT
Jillian Duchesne - Health & Wellness Coordinator

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

❖ Maintenance

Terry Larue has submitted his letter of resignation and will retire. Previous to this, we have hired Scott Strange on a temporary, full-time basis to complete maintenance for Castle Arms and the East Ferris Villas. Scott has been with us for 3 weeks and is getting to know the tenants and the buildings. He will begin the annual inspections shortly.

❖ East Ferris Villas

We have renegotiated our agreement to provide property management to the Villas. They have had a change in their Board of Directors and are ensuring everything is in order. The fees charged by Castle Arms have increased.

❖ Operations

We are going to roll out the new Arcori software for property management beginning January 1, 2023. We will run parallel systems for the month of January to ensure we have proper information collected. It will provide tenant management and maintenance management.

❖ FINANCE UPDATE (Billy Brooks, Chief Financial Officer & IT):

❖ Financials - Billy to provide update, if any, at the meeting

❖ HEALTH & WELLNESS (Jillian Duchesne):

❖ Included in attached Newsletter