

Monday, April 15, 2024

MINUTES

Date: Monday, April 15, 2024

Location: Castle Arms 3 Board Room

Time: 5:00 p.m.

Present: Chris Mayne, Chair
 Sherry Culling
 Allen Marquette
 Mark King

Staff: Jamie Lowery- ED
 Billy Brooks- CFO
 Jillian Duchesne – Recording
 Secretary/Health and Wellness
 Jennifer Carriere- Operations

Regrets:

Guests:

	ITEM	ACTION
A.	CALL TO ORDER	
	** Recorded Meeting** “Moved by: Sherry Culling and seconded by Allen Marquette that the meeting be called to order at 5:05 p.m. Res. #11-24	<u>Carried</u>
	1. Approval of Agenda	
	“Moved by Mark King and seconded by Sherry Culling that the agenda for this meeting be adopted, as presented.” Res. #12-24	<u>Carried</u>
	2. Conflict of Interest	
	“Moved by Allen Marquette and seconded by Mark King that no member present has declared a conflict of interest.”	

	<p>Res. #13-24 <u>Carried</u></p>	
<p align="center">3. Approval of the Minutes</p>		
	<p><i>“Moved by Mark King and seconded by Allen Marquette that the minutes of the Meeting held on Wednesday, January 31st, 2024 be adopted as presented”</i></p> <p>Res. #14-24 <u>Carried</u></p>	
<p align="center">4. Business Arising</p>		
	<ul style="list-style-type: none"> • Jamie discusses the North Wing and DNSSAB Funding <p>DNSSAB announces funding for development of housing. It’s for new construction so the North Wing doesn’t qualify for that.</p> <p>Met with Marcus Wheeler Architect and went over the preliminary plans of CA4 to add 24 units and a common room. Talked with Veteran affairs and DNSSAB in a separate meeting to create a partnership. Submission date is May 3rd, we will submit an application. No motion at this point just sharing of information.</p> <ul style="list-style-type: none"> • Discussion about CA4 HVAC system. A lot of maintenance is required on it so with the project we are hoping to replace it while adding new units. • OHT approached us about Seniors urgent care center in North Wing because its central and an ideal location. No motion, just direction. 	
<p align="center">5. Castle Arms Operations</p>		
	<p>5.1 Operational Update*</p> <p>5.2 Finance Update*- 2024 Castle Arms balanced Operating Budget to be presented. Year to date budget to actual to December 2023</p> <p><i>“Moved by Sherry Culling and seconded by Allen Marquette that the Board approve The December 2023 year to date budget to actuals as presented.”</i></p> <p>Res. #15-24 <u>Carried</u></p> <ul style="list-style-type: none"> • Audit is almost complete, BDO to come to AGM in May <p>5.3 Health & Wellness Update*</p> <p>5.4 Executive Update</p> <ul style="list-style-type: none"> • Bedbug treatment has been completed. Dogs were in to sniff out all units in CA2 to see if there was anymore. • All active units have been treated. ORKIN is who treats are unit. • All Tenants were happy with this year’s snow removal. <p>*See attachments</p>	

	6. New Business	
	<p>6.1- Acceptance of James Peters resignation.</p> <ul style="list-style-type: none"> • Formal letter to be sent to Jamie Peters <p>6.2- Elect New Vice-Chair</p> <ul style="list-style-type: none"> • Allen to be nominated as Vice Chair. All in favor- Allen accepted. <p>6.3- MOU Update</p> <ul style="list-style-type: none"> • for North Tower, MOU for governance as invites ONLY and not appointed Board Members by the City of North Bay. <p>6.4- Social Media/Website-</p> <ul style="list-style-type: none"> • Board happy with the website <p>6.5- Elect-New Board Member</p> <ul style="list-style-type: none"> • Larry Fuld proposed as a new board member. He is knowledgeable with business plans and very good with financials. • D. Charbonneau also proposed, has a nursing background. • Unanimous decision, Larry Fuld accepted & appointed as a new board member. <p><i>“Moved by Mark King and seconded by Sherry Culling that the Board approve that Larry Fuld be accepted as a new member of the Castle Arms Board”</i></p> <p>Res. #16-24 <u>Carried</u></p>	
	<p>7. <i>“Moved by Allen Marquette and seconded by Mark King that the Board proceed to an In-Camera Session at 6:01pm.” To discuss legal matter</i></p> <p>Res.#17-24 <u>Carried</u></p> <p><i>“Moved by Mark King and seconded by Allen Marquette that the Board approve the In-Camera Session to be adjourned at 6:15pm”</i></p> <p>Res.#18-24 <u>Carried</u></p>	
B.	CORRESPONDENCE	
	None	
C.	REQUEST FOR FUTURE AGENDA ITEMS	
D.	DATE OF NEXT MEETING	

	AGM May 22 nd 2024	
E.	ADJOURNMENT	
	<p><i>“Moved by Sherry Culling and seconded by Mark King that the meeting be adjourned at 6:17 p.m.”</i></p> <p>Res. #19-24 <u>Carried</u></p>	

Secretary

Chairman

Board of Management Meeting – April 15th 2024

Jennifer Carriere –Operations Coordinator

Billy Brooks – Chief Financial Officer

Jillian Duchesne – Health & Wellness Coordinator

❖ OPERATIONS UPDATE (Jennifer Carriere, Operations Coordinator):

❖ Building Condition Evaluations

We have received the Building Condition Evaluations and will meet with Bertrand Wheeler soon to review. They have included a helpful spreadsheet with cost estimates for identified items that require attention. This will be helpful when developing a capital plan.

❖ DNSSAB Affordable Housing Development Collaboration

The DNSSAB recently announced that they are looking for expressions of interest to partner on developing affordable housing. We will submit our interest with the goal of adding new 1-bedroom units and a common room onto the CA4 building. We would plan to address the HVAC issue for the current units at the same time. The new units would be filled from the DNSSAB's waiting list. Submission are due by May 3, 2024 at 1:00pm.

❖ Elevator update in CA1

Late last year, we submitted proposals to the DNSSAB when they were allocating the COCHI OPHI Repair and Renovation funds. We were successful in being awarded \$295,000 to put towards an elevator modification in the CA1 building. The above ground components and the below ground components require replacement. In upgrading the elevator, we will need to replace our fire panel, which we know is obsolete and due for replacement. By completing the work on the elevator and the fire panel at the same time, we will save money overall. The funding asks that the work be completed by March 2025. Considering the scope of the work, we may need to request an extension on the timeline from the DNSSAB. We should know more about that in the near future.

❖ Lawn maintenance for 2024

We've received 3 quotes for lawn maintenance. Tony's Lawn Maintenance has closed their doors unfortunately. This year, the 3 quotes we received came from BNA Lawn Maintenance, Lawn Care + and Bayland Yard. The best price came from Bayland Yard. They were lower by \$11,000 for the season.

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

❖ Billy to provide update

❖ HEALTH & WELLNESS (Jillian Duchesne):

- Valentine's Day Couples' dinner at Castle- we hosted 36 couples and enjoyed a Davidi Club Meal
- Pancake Drop in breakfast February 29th was a huge success we had over 50 tenants participate. They enjoyed pancakes, sausages, juice, coffee and tea between 9am-12pm.
- Website is up and running
- March Newsletter attached. Castle Arms Newsletter comes out on quarterly basis.
- We are gearing up to do a survey to all tenants.
- LIPI is providing our Tenants the service again this year to get their taxes done. 53 tenants took part in the service this year which is up by 11 from 2023.
- Community Paramedic Program is becoming an asset to Castle Arms
- May events include Mother's Day pancake breakfast and Cinco de Mayo party. Mother's Day breakfast is free for all female tenants and \$5.00 for all male tenants who which to attend.
- June 1st will be our 2nd annual Castle Arms Campus Yard Sale
- We are celebrating our campus volunteers this year during volunteer week. Friday April 19th we will be hosting a luncheon for 34 volunteers and all the work and support they have provided to the campus in the past year.