

CASTLE ARMS NON-PROFIT SENIORS APARTMENTS BOARD OF MANAGEMENT MEETING



THURSDAY November 28, 2018

MINUTES

Date: November 28, 2018

Location: Cassellholme Garden Room

Present: Chris Mayne
Mark King
Tanya Vrebosch
Tamela Price- Fry
Dean Backer

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

Guests: Shani Giroux, Director, Human Resources
Bev VonHassell, DOC (Interim)
Kathryn Jordan, RN
Leo Jobin, Mayor Chisholm Township
Blanche-Helene Tremblay, Family Council
Elio Tignanelli, Family Council

Regrets: Sherry Culling
Walter Ross (Resigned)

ITEM		ACTION
A.	CALL TO ORDER	
	<p><i>“Moved by Dean Backer and seconded by Tanya Vrebosch that the meeting be called to order at 5:00 p.m.</i></p> <p>Res. #24-18 <u>Carried</u></p>	
	1. Approval of Agenda	
	<p><i>“Moved by Tamela Price-Fry and seconded by Dean Backer that the agenda for this meeting be adopted as presented.”</i></p> <p>Res. #25-18 <u>Carried</u></p>	
	2. Conflict of Interest	
	<p><i>“Moved by Tanya Vrebosch and seconded by Tamela Price-Fry that no member present has declared a conflict of interest.”</i></p> <p>Res. #26-18 <u>Carried</u></p>	
	3. Approval of Minutes	
	<p>3.1 Approval of Minutes of the Meeting held on October 10, 2018</p> <p><i>“Moved by Mark King and seconded by Tamela Price-Fry that the minutes for the Regular Meeting held on October 10, 2018, be adopted as presented.”</i></p> <p>Res. #27-18 <u>Carried</u></p>	

4. Business Arising	
<p>4.1 Cannabis Update All Castle Arms rent agreements have been revised to include a clause for the use, growing and production of cannabis. Tenants have signed off that they have read and understood this clause. To date there has only been one complaint of a tenant smoking cannabis. Management has dealt with the complaint.</p> <p>4.2 Windows Update The 2 units with leaking windows in CA3 were repaired and covered under warranty. 2 units in CA4 are not under warranty but are being fixed at no cost by Kenalex Construction.</p>	
5. Castle Arms Operations	
<p>5.1 Castle Arms I, II, III October 2018 – Budget-To-Actual Expenses Ric reviewed report with the Board. Noted new painter will be starting within the next couple of weeks. Currently forecasting a surplus.</p> <p><i>“Moved by Mark King and seconded by Dean Backer that the Castle Arms I, II, III – October 2018 Budget-to Actual Expenses be adopted as presented.”</i></p> <p>Res. #28-18 <u>Carried</u></p> <p>5.2 Castle Arms IV, October 2018 – Budget-To-Actual Expenses Ric reviewed report with the Board. Noted under budget on tenant revenue, utilities, maintenance and grounds. Forecasting a surplus.</p> <p><i>“Moved by Tanya Vrebosch and seconded by Mark King that the Castle Arms IV – October 2018 Budget-to Actual Expenses be adopted as presented.”</i></p> <p>Res. #29-18 <u>Carried</u></p> <p>5.3 Castle Arms Mattawa, October 2018 – Budget-To-Actual Revenue & Expenses Ric reviewed report with the Board. Noted new garbage bins were purchased. All units are currently full.</p> <p><i>“Moved by Tamela Price-Fry and seconded by Mark King that the Castle Arms Mattawa – October 2018 Budget-to Actual Revenue & Expenses be adopted as presented.”</i></p> <p>Res. #30-18 <u>Carried</u></p> <p>5.4 Proposed 2019 Castle Arms IV Operating Budget All units are market rent in CAIV. Ric clarified the question for “other expenses” as being for insurance, bad debt, vacancy loss.</p> <p><i>“Moved by Tanya Vrebosch and seconded by Tamela Price-Fry that the Proposed 2019 Castle Arms IV Operating Budget be adopted as presented.”</i></p> <p>Res. #31-18 <u>Carried</u></p> <p>5.5 Proposed 2019 Castle Arms Mattawa Operating Budget All units are market rent in CA Mattawa. Receive rent supplement from the DNSSAB</p> <p><i>“Moved by Mark King and seconded by Dean Backer that the Proposed 2019 Castle Arms Mattawa Operating Budget be adopted as presented.”</i></p> <p>Res. #32-18 <u>Carried</u></p>	

	6. New Business	
	<p>6.1 Personnel Announcement Jeannine Smith retired as of November 28, 2018. We are pleased to welcome Jennifer Carriere. She is comes with experience working at the DNSSAB and she is bilingual.</p> <p>6.2 Rent Geared to Income (RGI) / HST Update Castle Arms receives HST refunds for municipal & non-profit market. Need 40% to receive Government funding. BDO has noted Castle Arms could lose \$40,000 if 40% cannot be maintained. Ric stated we should be able to meet for 2019 but this may change in 2020. Ric noted a gap in the rent process. Applicants are requesting to move into a market apartment and then once in, they request an internal transfer to move to an RGI apartment. This speeds up their time on the external waiting list and they get in quicker and ahead of others on the external RGI waiting list. Management is looking at how to screen applicants to review their income prior to moving in, to ensure they can maintain paying the market rent. Ric suggested having those requesting an internal transfer to be put on the external DNSSAB waiting list for RGI (unless there are unforeseen circumstances that may cause hardship).</p>	
	B. CORRESPONDENCE	
	No items noted	
	C. REQUEST FOR FUTURE AGENDA ITEMS	
	No items noted	
	D. DATE OF NEXT MEETING	
	The next Board Meeting is scheduled for December 19, 2018 – Christmas Dinner. Location TBD	
	E. ADJOURNMENT	
	<p><i>“Moved by Tanya Vrebosch and seconded by Tamela Price-Fry that the meeting be adjourned at 5:35 p.m.”.</i></p> <p>Res. 33-18 <u>Carried</u></p>	

Secretary

Chairman