

**THURSDAY, SEPTEMBER 24, 2020**

**MINUTES**

**Date:** Thursday September 24, 2020

**Location:** ZOOM Meeting

**Present:** Chris Mayne  
Mark King  
Terry Kelly  
Dean Backer  
Tanya Vrebosch

**Staff:** Jamie Lowery, Chief Executive Officer  
Billy Brooks, Finance Manager  
Angie Punnett, Director of Operations  
Shani Giroux, Director of Human Resources  
Julie Pilkey, Recording Secretary

**Regrets:** Sherry Culling

**Guests:** Bill Vrebosch  
Blanche-Helene Tremblay (Family Council)

ITEM		ACTION
<b>A.</b>	<b>CALL TO ORDER</b>	
	<p><i>“Moved by Terry Kelly and seconded by Mark King that the meeting be called to order at 5:05 p.m.</i></p> <p>Res. #30-20 <span style="float: right;"><u>Carried</u></span></p>	
	<b>1. Approval of Agenda</b>	
	<p>Add: 4.1 Mold Issue – CA3</p> <p><i>“Moved by Dean Backer and seconded by Tanya Vrebosch that the agenda for this meeting be adopted as amended.”</i></p> <p>Res. #31-20 <span style="float: right;"><u>Carried</u></span></p>	
	<b>2. Conflict of Interest</b>	
	<p><i>“Moved by Mark King and seconded by Tanya Vrebosch that no member present has declared a conflict of interest.”</i></p> <p>Res. #32-20 <span style="float: right;"><u>Carried</u></span></p>	
	<b>3. Approval of Minutes</b>	
	<p><b>3.1 Approval of Minutes of the Meeting held on June 25, 2020</b></p> <p><i>“Moved by Terry Kelly and seconded by Dean Backer that the minutes for the Regular Meeting held on June 25, 2020, be adopted as presented.”</i></p> <p>Res. #33-20 <span style="float: right;"><u>Carried</u></span></p>	

	<b>4. Business Arising</b>	
	<p><b>4.1 Mold Issue – CA3</b>          Jamie noted there is a wet patch behind CA3 causing water to sit against the foundation. Area was inspected and it was determined to be mold. Emergency repairs started, dehumidifier installed in apartment, tenant to be relocated for a couple of days, unblock drainage. MTO advised to do their part, asap.</p>	
	<b>5. Castle Arms Operations</b>	
	<p><b>5.1 COVID-19</b>          Ongoing daily cleaning, 7 days a week, is completed in all common areas. Common rooms are open again with a limit of 10 people. Tenants are asking when they can come back over to Cassellholme to the hairdressers? Looking into setting up hairdressing in the common rooms.</p> <p><b>5.2 Castle Arms Market Rent Increase for 2021</b>          Tanya requested to keep as an agenda item for 2021 to discuss the thresholds for market rent.          Jamie to do a comparison of rentals for seniors.          Billy to check with government freezing rents due to Covid.</p> <p><i>“Moved by Mark King and seconded by Dean Backer that the Board approve the provincially allowed market value rent increase of 1.5% for Castle Arms for 2021.”</i></p> <p>Res. #34-20 <span style="float: right;"><u>Carried</u></span></p> <p><b>5.3 Castle Arms I, II, II – August 31, 2020 – Budget to Actual Expenses</b>  <b>5.4 Castle Arms IV – August 31, 2020 – Budget to Actual Expenses</b>  <b>5.5 Castle Arms Mattawa – August 31, 2020 – Budget to Actual Revenue &amp; Expenses</b></p> <p><i>“Moved by Tanya Vrebosch and seconded by Terry Kelly that the Board approve the budget to actuals for August 31, 2020 for Castle Arms I, II, III, IV and Mattawa, as presented.”</i></p> <p>Res. #34-20 <span style="float: right;"><u>Carried</u></span></p>	<p>Tanya</p> <p>Jamie</p> <p>Billy</p>
	<b>6. New Business</b>	
	No new business noted	
<b>B.</b>	<b>CORRESPONDENCE</b>	
	No items noted	
<b>C.</b>	<b>REQUEST FOR FUTURE AGENDA ITEMS</b>	
	As noted in 5.2 - Tanya is requesting to add an agenda item for 2021 to discuss the thresholds for market rent.	

<b>D.</b>	<b>DATE OF NEXT MEETING</b>	
	Thursday October 22, 2020 @ 5:00 p.m. – or at the call of the Chair.	
<b>E.</b>	<b>ADJOURNMENT</b>	
	<p><i>“Moved by Mark King and seconded by Dean Backer that the meeting be adjourned at 5:35 p.m.”</i></p> <p><b>Res. #36-20</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	

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**Secretary**

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**Chairman**