

# VANTAGE POINTE

## Condo Board Meeting Minutes

**Date:** March 1, 2018

**Place:** Toombs

**Time:** 5:30 PM

Meeting to order: 05:37 pm

**Present:** Keelin Glendon, Community Manager  
 Terry O'Neill, Building Operator  
 Darrin Boust  
 Terry Heinrich  
 Luna Helal  
 Mark Toombs  
 Murray Shuturma  
 Daniel Fischer

**Guests:** McLEOD LAW LLP

Regent Protection Services Ltd.

Sentinel

Arc Protection Corp

Switch Advanced Lighting Solutions

**Regrets:** Mark Dubeau  
 Jonathan Axford  
 Alex Borissov

Item	Topic	Discussion	Decision	Action By
	Conference Call	<ul style="list-style-type: none"> <li>Arbitration with Bob Peterson</li> </ul>	<ul style="list-style-type: none"> <li>The call was initiated by explaining the continuous issue with the communication with Bob Peterson.</li> <li>The court application was submitted in late 2017.</li> <li>Bob does not want to go to arbitration and is requesting an action committee.</li> <li>The court date was last week but moved to March 16 for a 20-minute meeting, each side gets 10 minutes.</li> <li>Bob's lawyer has showed concern that 20 minutes in total is not enough to present the case in full and is requesting a Special Chambers Application. This hearing is usually held in the afternoon and for a couple of hours. Moreover, the court requires a brief of law prior to setting up the Special Chambers Application, where Bob's affidavit can be examined by us and vice versa, which will take time.</li> <li>The lawyers from McLeod LLP suggested that the Special Chambers Application request is a delay tactic by Bob and his lawyer, as it will be 8 to 10 months before the hearing is set.</li> <li>They suggested a settlement meeting, as well as, mediation as another option.</li> <li>The arbitration process was explained to the board;</li> </ul>	

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			<ol style="list-style-type: none"> <li>1. The application is filed.</li> <li>2. If not cooperating, the courts force Bob to adhere.</li> <li>3. It usually takes 30 to 90 days to find an arbitrator.</li> <li>4. The arbitration agreement is created.</li> <li>5. Vantage Pointe to produce documents within 70 to 90 days.</li> <li>6. Bob to produce his defense.</li> <li>7. Questioning period.</li> <li>8. Arbitration date is set.</li> </ol> <ul style="list-style-type: none"> <li>- A board member suggests that we have a settlement meeting by proposing that a written agreement be produced to Bob and a drafted legal document registered on title be presented at the meeting.</li> <li>- A settlement meeting will be set for the end of March.</li> </ul>	
	<p><b>Security companies presentations for Concierge</b></p>	<ul style="list-style-type: none"> <li>• Regent Protection Services Ltd.</li> </ul>	<ul style="list-style-type: none"> <li>• Regent explained that they have a new operating system.</li> <li>- They will be able to deal with resident issues, illegal parking, access control, deliveries, buzzing people in and up, etc.</li> <li>- They are very flexible to adjusting their services based on the board's needs.</li> <li>- It has been confirmed that the guards can dress in professional plain clothing during the day hours, so as to provide a friendlier environment for the residents.</li> <li>- They have 94 guards on duty and are currently servicing 15 properties similar to ours.</li> <li>- They offer 12-hour shifts where there will be 4 guards on rotation per week and their shifts will be 3 days on and 3 days off.</li> <li>- The guards can be introduced to the board as required prior to final selection.</li> <li>- Regent is currently providing security services to Vantage Pointe for three days a week, with the below costs: <ul style="list-style-type: none"> <li>❖ \$18.50 per patrol, for three patrols per week.</li> <li>❖ \$23.50 / hour (plus GST).</li> </ul> </li> <li>- Regent has revised their quote to include the below costs:</li> </ul>	

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			<ul style="list-style-type: none"> <li>❖ <u>Option 1:</u> \$26.00 / hour (plus GST) for 1 concierge security guard for 24 hours per day and 7 days per week.</li> <li>❖ <u>Option 2:</u> \$27.00 / hour (plus GST) for 1 concierge security guard for 11:00 pm to 7:00 am seven days a week and 7:00am to 11:00 pm Saturdays and Sundays.</li> <li>- Additional services provided by Regent are uniformed security guard for \$30.00 / hour (plus GST) and alarm response for \$35.00 / callout rate (plus GST).</li> <li>- Regent's rate for a 10-15 minute patrol is \$15.50 (plus GST). Their rate for 20-30 minute patrol is \$18.50 (plus GST)</li> <li>- Statuary holidays are charged at 2.5 times the hourly or per patrol rates when applicable.</li> </ul>	
	<p><b>Security companies presentations for Concierge</b></p>	<ul style="list-style-type: none"> <li>• Sentinel</li> </ul>	<ul style="list-style-type: none"> <li>• Sentinel has been in business since 1988.</li> <li>- They have the largest mobile fleet and respond to alarms faster than competitors.</li> <li>- They also have dedicated field supervision and extensive technologies.</li> <li>- Sentinel has RFID tags to scan the guards' IDs.</li> <li>- They have 116 clients and 120 to 150 guards.</li> <li>- Sentinel currently takes care of 5 properties with concierge, where they enforce parking and receive packages.</li> <li>- They can provide a dedicated site cell phone, where visitors can call the posted number in case the security guard is away from the desk.</li> <li>- Sentinel also advised that the security guards can dress in plain professional clothing during the day.</li> <li>- They offer 12-hour and 8-hour shifts, in which case, 4 and 6 guards will rotate those shifts per week.</li> <li>- Sentinel has provided the below costs for their services;</li> <li>❖ Option 1: \$24.36 / hour (plus GST) for 24 hours and 7 days per week.</li> <li>❖ Option 2: \$24.36 / hour (plus GST) for Monday – Friday, 23:00-07:00 and 24 hours on weekends and holidays.</li> </ul>	

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			<ul style="list-style-type: none"> <li>❖ \$90.00 – \$160.00 / month for a dedicated site cell phone, dependent on the device needed for the site.</li> <li>❖ The guard patrol software fee will be dependent on the number of RFID tags required for installation. It will be a one-time fee for tags and installations.</li> <li>- Sentinel will match any reasonable quote.</li> </ul>	
	<p><b>Security companies presentations for Concierge</b></p>	<ul style="list-style-type: none"> <li>• Arc Protection Corp</li> </ul>	<ul style="list-style-type: none"> <li>• Arc is a B.C. based company.</li> <li>- They have a wide range of clientele.</li> <li>- It was mentioned that one of Arc's most important priorities is the satisfaction of their guards. He said that they pay them more than their competitors and give them great benefits.</li> <li>- Arc has a canine (K9) security patrol dog division.</li> <li>- The guards wear audio and video body cams at all times.</li> <li>- They have the same guards on rotation per client, as permitted.</li> <li>- The guards check the parkade during the night time and complete outside patrols.</li> <li>- The reports from the guards are generated every 20 minutes, which insures a steady flow of information between all shifts.</li> <li>- They have 1 mobile patrol car.</li> <li>- They typically provide 12-hour shifts that are 4 days on and 4 days off, rotating 4 guards per week.</li> <li>- Arc uses TrackTik: security workforce management platform.</li> <li>- They can provide a dedicated site cell phone, where visitors can call the posted number in case the security guard is away from the desk.</li> <li>- The board was presented with the below options;</li> <li>❖ Option 1: \$23.00 (plus GST) / hour for 24 hours.</li> <li>❖ Option 2: \$24.00 (plus GST) / hour for nights and weekends.</li> <li>- The board has decided to reach out to all three security companies for a summary of their employee policies amongst other information, prior to proceeding with a decision.</li> </ul>	

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	<p><b>Presentation</b></p>	<ul style="list-style-type: none"> <li>• Switch Advanced Lighting Solutions</li> </ul>	<ul style="list-style-type: none"> <li>• Switch Lightning was asked by the board to provide a second presentation.</li> <li>- The Government is making changes to the incentive program on March 15. They will be expanding the program but decreasing the incentive.</li> <li>- Switch provided the board with a booklet containing 3 quotes as per below;</li> <li>❖ Quote 1: Parkade only</li> <li>- This quote is for tubes only.</li> <li>- These tubes would decrease from 32 watts to 11.5 watt and produce more light. The ballast will be removed.</li> <li>- Switch is estimating that the total fixture cost would be \$16,989.00. The installation cost estimate is \$11,580.45, which provides a total of \$28,569.45 for the job.</li> <li>- Switch is estimating that the Alberta BNI Incentive would be \$5,663.00, making the net cost for the job \$22,906.45</li> <li>- The estimated monthly power and maintenance savings are \$1,234.74</li> <li>- The estimated total lifetime costs savings for these tubes is \$84,803.00</li> <li>- The average lifetime of the replacement tubes is 5.7 years and they have a 5-year unconditional warranty.</li> <li>- These tubes are factory direct and are manufactured in house.</li> <li>- Total CO2 reduction is estimated at 630.21 Tonnes.</li> <li>❖ Quote 2: Round Flat Panel (RFP) replacement for the VP Tower</li> <li>- This quote includes various bulbs for the hallways and tubes for the stairwell. These tubes are the same ones proposed for the parkade.</li> <li>- The report from Switch indicated that the current bulbs used in the pot lights on each floor are 55 watt and can be reduced to 8 watt with the replacements.</li> <li>- The RFPs have a 5 years warranty.</li> <li>- The Total fixture cost is estimated at \$33,724.10. The installation estimate is</li> </ul>	

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			<p>\$25,354.81, bringing the total cost to \$59,078.91</p> <ul style="list-style-type: none"> <li>- With an estimated incentive from the government of \$5,863.50, Switch is estimating the net job cost to be at \$53,215.41</li> <li>- The estimated monthly power and maintenance savings is \$1,682.44</li> <li>- The total lifetime cost savings are estimated at \$117,013.00</li> <li>- The Average lifetime of these replacement bulbs is \$5.8 years.</li> <li>- Total CO2 reduction is estimated at 896.12 Tonnes.</li> <li>❖ Quote 3: RFP &amp; Sconce replacement               <ul style="list-style-type: none"> <li>- The replacement sconces would have a 5 year warranty.</li> <li>- The estimated total fixture cost is \$53,699.10 with an installation estimate of \$38,028.56, making the estimated total job cost \$91,727.66</li> <li>- Switch is estimating the Alberta incentive to be \$5,863.50. The net cost based on that would be \$85,864.16</li> <li>- The monthly power and maintenance savings on this quote are estimated to be at \$444.85</li> <li>- The estimated total lifetime cost savings is \$112,670.00.</li> <li>- The average lifetime of the replacement bulbs is listed at 5.8 years.</li> <li>- Total lifetime CO2 reduction is estimated at 850.90 Tonnes.</li> <li>- The sconces are not part of the Government of Alberta incentive and so they would be at full price.</li> <li>- The board has agreed that we will not be replacing the sconces along with the bulbs as we will discuss it when we repaint and change the carpet in the building.</li> <li>- Switch has provided leasing options for all 3 quotes, which the board is not interested in.</li> <li>- The board is not certain on moving with the proposals provided by Switch, based on these points;</li> </ul> </li> <li>❖ After further calculations made by a board member, it was found that the savings that we will have, will be low.</li> </ul>	

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			<ul style="list-style-type: none"> <li>❖ Lights that were recently bought and have low wattage should not be discarded with.</li> <li>❖ The bulbs offered by Switch are pricy.</li> <li>❖ The lights examined in the elevator lobbies are already 8 watts, which is the wattage of the lights Switch is proposing that we purchase from them.</li> <li>❖ Switch is proposing that we replace our current exterior lights for ones with 60 watts. Terry O'Neill has confirmed that our exterior lights currently use 70 watts. These savings will not be valuable, considering Switch's costs.</li> </ul>	
	<p><b>Approval for the last meeting's minutes</b></p>			
	<p><b>Business arising from the minutes</b></p>			
	<p><b>Building manager's report - Parkade</b></p>	<ul style="list-style-type: none"> <li>• Imbalanced air in the elevator</li> </ul>	<ul style="list-style-type: none"> <li>• Terry O'Neill has mentioned that the air is not balancing properly in the elevator, as the elevators in the parkade lobby don't meet code and must be examined.</li> <li>- The cost for bringing in an engineer to visit and document findings is \$1,800.00.</li> <li>- The board has approved that Terry proceeds.</li> </ul>	
	<p><b>Building manager's report - Apartments</b></p>	<ul style="list-style-type: none"> <li>• Composting / Garbage and Recycling</li> <li>• Gas</li> </ul>	<ul style="list-style-type: none"> <li>• The City of Calgary has provided a quote.</li> <li>- Our contract with Progressive expires on December 31<sup>st</sup> 2020.</li> <li>• Keelin Glendon has received a call from ATCO, explaining that the gas usage of VP has doubled in comparison to the same time last year.</li> </ul>	

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	<b>Commercial units</b>			
	<b>Treasurer's report</b>	<ul style="list-style-type: none"><li>• Parkade financials – January</li></ul>	<ul style="list-style-type: none"><li>• Parkade total current assets - \$129,406.22</li><li>• Parkade total reserve funds invested – \$389,154.29</li></ul>	
	<b>Old business</b>			
	<b>New business</b>	<ul style="list-style-type: none"><li>• Insurance</li></ul>	<ul style="list-style-type: none"><li>• On February 27th, the board has, via email, approved BFL Canada Insurance Services Inc as our new insurer.</li></ul>	
	<b>Motion to adjourn</b>	<ul style="list-style-type: none"><li>• 08:49 PM</li></ul>		