

**MINUTES**  
**RENAISSANCE PLACE**  
**THE OWNERS: CONDOMINIUM PLAN NO. 942-3146**  
**SPECIAL MEETING OF THE BOARD OF DIRECTORS**  
**Wednesday February 7, 2024 7:00 PM – In Person Meeting**

- 1) **CALL TO ORDER** – The meeting was called to order by Janey at 7:03 PM in person, Corporate Office (9918-101<sup>st</sup> NW).
- 2) **PRESENTATION** – N/A
- 3) **QUORUM** – Obtained with 6 out of 7 members present.
- 4) **MOTION to approve the agenda** – **MOTIONED** by Janey, **SECONDED** by Shawn. **CARRIED.**
- 5) **A Short History (New Directors)**
  - a) Discussion about location/style of regular meetings, Chairing of Board meetings and Roberts Rules for Small Boards. Meetings used to be in person pre-covid. Discussion about going back to in person meetings.
    - i) **MOTION that board of directors meetings will be in person, with option to appear remotely if need be** – **MOTIONED** by Grant, **SECONDED** by Adrienne. **CARRIED.**
  - b) Discussions about duties and responsibilities of Board of Directors.
    - i) **MOTION that the board will be assuming responsibility of their position** – **MOTIONED** by Grant, **SECONDED** by Janey. **CARRIED.**
  - c) Discussion about Employees without supervision (no organizational structure) and implications regarding Employee Bonus Program.
  - d) Discussion about overlap of responsibilities/duties by Property Manager and Employees.
  - e) Discussion about three-year, mandatory Tender schedule for: Building Inspections (Save-On Plumbing and Mechanical) Property Insurance (Hub International) Management Company (KDM).
- 8) **NEW BUSINESS**
  - a) None
- 9) **DATE OF NEXT MEETING** – Next meeting is February 13, 2024 and the next meeting after that is March 19, 2024.
- 10) **ADJOURNMENT** – Adjourned at 8:18PM.