

MTCC No. 600 Minutes of Board Meeting of Monday April 18, 2005

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Diane Turner called the meeting to order at 7:00 p.m.

Present:

Board Members: Jim Duncan (resigned), Greg Geralde, Diane Turner and Claus Wall

Other Attendees:

William Edwards and Jim Forster – Suite 6C, Jan Oddie – Suite 7D, Sheryl Hoshizaki – Suite 14B

Regrets:

Malcolm Broadbent

1. Directors

With the resignation of Jim Duncan, there is now a Director position vacant.

Moved to approve the appointment of Sheryl Hoshizaki to the Board of Directors from this meeting until the Annual General Meeting at which time she intends to run. By Greg Geralde. Seconded by Diane Turner. None Opposed. Carried.

The Board welcomed Sheryl and expressed appreciation for her willingness to become a member of the Board.

2. Minutes

2.1. Moved to approve Minutes of Wednesday March 16, 2005. By Greg Geralde. Seconded by Claus Wall. Non opposed. Carried.

3. Superintendent's Report

3.1. Contractors completed the following work during this period:

- 3.1.1. March 21, 2005 - MTB Plumbing resolved the problem with the kitchen sink in Suite 2B.
- 3.1.2. March 21, 2005 - Schindler Elevator repaired the problem with the North Elevator.
- 3.1.3. March 22, 2005 - Lonergan Alarm corrected deficiencies from the fire inspection.
- 3.1.4. March 23-24, 2005 - Honeywell completed the in-suite filters change and routine maintenance the AC units.
- 3.1.5. March 29, 2005 - Honeywell replaced the thermostat in Suite 6C.
- 3.1.6. March 29, 2005 - MTB plumbing patched the pin hole in the Suite 15A.

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- 3.1.7. April 12, 2005 - Northern Generator completed the semi-annual test for the emergency generator.
- 3.1.8. April 14, 2005 - SPC provided the routine maintenance in the building and the special treatment for Suite 3A.

3.2. The following was done by Superintendent:

- 3.2.1. April 4, 2005 - Cleaned the drain in the garage, which had caused a leak in the storage and pump rooms on the P2 Level.
- 3.2.2. April 13, 2005 - Cleaned and set up the rooftop patio furniture and one of the BBQ's.
- 3.2.3. Commenced touch up painting inside and outside of the building.

4. Building Maintenance

- 4.1. The roof was re-opened last weekend following the modification of the drain covers on Friday afternoon.
- 4.2. The barbeques and furniture are in place, and plans are moving forward for the landscaping.
- 4.3. Clarification is needed with Malcolm Broadbent re water seepage through the tiles to the drains, and re the removal of the 2 end boxes and the effect on the watering system.
- 4.4. Repairs to the pergola are needed.

5. Accounting, Legal and Insurance

- 5.1. Jim Duncan reported that he had advised auditor of the date of the AGM and with respect to item 5.2 on the agenda, has sent the electronic files for 2004 to the Auditor in order for him to balance 2003 with the opening of 2004.
- 5.2. Both new and old versions of Simply Accounting have been left in the office and the old version can be discarded.
- 5.3. Re 5.3 on the agenda - Royal Bank has been notified to open a new account for our Reserve Fund, and that the bank should now contact Greg Geralde rather than Jim Duncan.

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6. Owner, Tenant and Board Relations:

- 6.1. Claus Wall confirmed Suite PH-A has been sent their renovation letter.
- 6.2. Claus reconfirmed the renovation procedure so that he may inform Suite 2A regarding the renovation they requested.
- 6.3. Suite 15A – pin hole leak in a riser caused flooding to the ceiling of Suite 10A.

7. Fire Safety and Emergency Assistance Requirement:

- 7.1. Claus reported that the remaining Emergency Assistance forms will be sent out May 23rd.
- 7.2. Diane reported that, with the exception of 2A where the new owner has not yet moved in, all owners have paid for the replacement of the smoke detectors in the 16 units where this was required. The work is scheduled for this Thursday April 21st.
- 7.3. William Edwards' letter was acknowledged and discussed. Mr. Edwards felt that the Board should replace the smoke detectors as a common area cost and should have acted more rapidly on the smoke detector replacement. The Board agreed with respect to the latter point.
- 7.4. Jan Oddie felt the Smoke Detector Notice should have had more detail so owners understood more of the situation. The Board agreed and will endeavor to do so in future.
- 7.5. Diane reported the fire deficiencies identified in paragraph 6.3 of last month's minutes have all been addressed and resolved.

8. Other Business

- 8.1. Claus Wall confirmed that due to his schedule he must submit his resignation which will take effect at the AGM on June 21, 2005.
- 8.2. Discussed Jan Oddie's request to move the refuse container in front of the building to the other side of the Rabba entry doors. The Board agreed to move it that evening, immediately following the meeting.
- 8.3. Recreation Room Committee – There have been 7 respondents. Sheryl Hoshizaki volunteered to be the Board liaison for the committee.

Phasing in of improvements to the Recreation Room have been started through the addition of mirrors and art work. The Board anticipates the acquisition of bookcases donated by an owner to take place soon. This will facilitate the establishment of a library for the enjoyment of owners and tenants. These initial phases have been done at no expense.

Further ideas brought forth by the committee may be helpful in establishing the next year's budget.

8.4. AGM Planning – The AGM workback schedule was reviewed. Key dates are as follows:

- April 23rd Distribute Notice re Board Positions Available
- May 13th Draft Statement by Auditors Due
- May 20th Final Auditor's Report Due
- May 21st Resumes due from potential candidates for Directors positions if they wish to be so listed in the AGM Notice
- May 28th AGM Notice to be sent
- June 21st AGM

9. Next Meeting

Next meeting Tuesday May 17, 2005.

10. Adjournment

The meeting was adjourned at 9:15 p.m.