

MTCC 600 Minutes of Board Meeting of Thursday, April 25, 2013

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In Attendance:

Board Members: Doug Gibson, Alan Gracan, Claus Wall, Ron Horton, and Diane Turner

Other Attendees: Alex Lefter (Superintendent), William Edwards (6D), Vincent Tondreau (15C), Mark Lepine (15C)

1. Call to Order

Doug Gibson called the meeting to order at 7:01 p.m.

2. Minutes

MOVED by Ron Horton to approve the minutes of Thursday, February 21, 2013.

SECONDED by Alan Gracan. CARRIED.

3. Business Arising

3.1. Auto Entry P1 and P2 – MOVED by Ron Horton to in principal accept the proposal by Candoo; SECONDED by Claus Wall. It was agreed that the project will not proceed until the financing of the project is approved.

3.2. Exterior Wall Repairs – Work to start May 6; expected to take three weeks. Ron will have a meeting to discuss details with Nick prior to start. Alan will review the contract.

3.3. Progress on Current Projects –

Garage cleaning completed. Marble cleaning in the lobby will occur May 2. Carpet cleaning to be done. Caulking of windows on the exterior was completed. Sprinklers for roof planters will be turned on when the new planters are delivered and installed. Fan coil maintenance is underway.

4. Superintendent's Report

4.1. Contractors completed the following work during this period:

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- March 22 – Atlas overhead Doors repaired our garage door.
- April 16 – Underground parking has been power washed.
- April 17 – 22 – Windows have been cleaned.
- April 19 – Northern Generator provided semi-annual service for our generator.
- April 23 – National Time Inc. repaired parking gate.
- April 25-26 - Merrit Building Solutions serviced in suite coil units and replace the filters.

4.2. The following work was done by the Superintendent:

- April 15 – New tenants moved into suite 7C.

5. **Building Maintenance Report – Ron**

- 5.1. Water damage 2B through 6B – Source of leak was from above the window at 6B, at the concrete panel. This will be repaired as part of the concrete slab repair project.
- 5.2. Break in iron fence under Rabba sign. Suggestion to do nothing at this point. Not a structural problem, and it is not easily noticeable. Members will inspect to make decision on whether to repair or leave as is.
- 5.3. Garage Door – Twice annual maintenance will be done at \$80 per visit. Hopefully this will decrease breakdowns in the automatic door system.
- 5.4. Proposal to do sealing and cosmetic to step outside front door for \$750. Will not proceed.
- 5.5. Planters – ordered last year; will be delivered and installed in early May. Three of the four planters can be reused. Will consider using them on the second floor balcony.
- 5.6. Fan coil units – There was discussion about balancing the need to ensure drains are not blocked inside the units against the possibility of owners causing additional problems by doing inspections themselves. The crew doing the work today and tomorrow has checked the drains as part of the filter replacement, and no other suggestions or direction will be given to owners at this point to supplement this work.

6. Financial Report – Alan

6.1. Nothing to report.

7. Owner Relations Report – Claus

7.1. Renovation starting Monday 11D.

8. Other Business

8.1. Reserve Fund Study – MOVED by Alan Gracan to accept the final report submitted by Building Sciences Inc. dated November 8, 2012 and finalized April 21, 2013. SECONDED by Ron Horton. Form 15 will be sent out to owners.

8.2. Garbage Chute – We now have two people to shut down compactor if it continues cycle of compaction.

8.3. Advance Notification on Major Jobs – Will try to give at least one week advance notice of jobs affecting owners.

8.4. Garage Cleaning – Extra detergent was used on oil stains on the garage floor. The effectiveness of this will be looked at over the coming weeks to see if oil within the floor rises to the surface.

8.5. Broken Concrete from Window Work – 6B

8.6. Electrical Panels – The Board will get a group quote for owners who still have a fuse panel and wish to replace it with a breaker panel, at the cost of the owner.

8.7. Date of AGM – Tuesday, June 18, 2013 at 7:00 pm. [Subsequent to the meeting, the date of the AGM was changed to Wednesday, June 19, 2013 at 7:00 pm.]

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9. Next Meeting

The next meeting will be on Thursday, May 23, 2013 at 7:00 pm.

10. Adjournment

The meeting was adjourned at 8:38 p.m.

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