

MTCC No. 600 Minutes of Board Meeting of Tuesday February 15, 2005

Page 1 of 2

Jim Duncan called the meeting to order at 7:05 p.m.

Present:

Board Members: Jim Duncan, Greg Geralde, and Claus Wall

Other Attendees: Alex Lefter – Superintendent, Daniel Marz – Suite 4A, William Edwards – Suite 6D

Regrets:

Malcolm Broadbent, Diane Turner

1. Minutes

1.1. Moved to approve the minutes of Tuesday November 30, 2004 and Tuesday January 18, 2005. By Greg Geralde. Seconded by Claus Wall. None opposed. Carried.

2. Superintendent's Report

2.1. Contractors completed the following work during this period:

2.1.1. January 25 – Alpha Oil replenished the tank for the emergency generator for the fuel used during the January 23rd power outage.

2.1.2. January 25, 31 - MTB Plumbing fixed the leaking in the garbage room

2.1.3. February 15 – Smart Drain Solution completed routine maintenance

2.2. The following are the moves which occurred in and out of the building:

2.2.1. Suite 16A - January 25, 2005, moved out

2.3. Other Items to Report

2.3.1. Power loss – January 23, 2005 from 8:20 a.m. to 7:20 p.m.

3. Building Maintenance

3.1. Claus to investigate with Gerry Hyman and Malcolm concerning necessary steps to invoke separate gas meter.

3.2. Project management needs to sign off on completed roof work.

3.3. Claus has received the results from the tender from Building Sciences.

3.4. Request for payment of holdback has been received relating to the Roof Restoration.

4. Accounting, Legal and Insurance

Approved – Wednesday March 16, 2005

- 4.1. Financial Statement status – November is almost complete. Took longer because of some bank issues.
- 4.2. There are 4 units late for February
- 4.3. Software upgrade - Jim has ordered the upgrade from Simply Accounting and is awaiting delivery.
- 4.4. Reserve Account - Jim to set up new bank account for Reserve Fund. We will need a supply of cheques.
- 4.5. We need a better process for NSF. Perhaps a heavier fine.
- 4.6. Jim Duncan asked for Greg Geralde to sign the Status Certificate for PH-B.

5. Owner, Tenant and Board Relations:

- 5.1. Claus reported we have received all the forms for those requiring assistance during an emergency. It was subsequently discovered that 16 units have not yet submitted the forms. Claus will conduct a personal follow up with these owners.

6. Other Business

- 6.1. Procedure for Renovations – moved to subsequent meeting
- 6.2. Greg Geralde conveyed Jan Oddie's request that she be included in discussions or at a minimum kept informed regarding plans for landscaping. The Board unanimously agreed and thanked Jan for her continuing efforts to beautify the building.
- 6.3. Daniel Marz Suite 4A voiced his concerns regard mold which he had experienced in the master bedroom. Subsequent to the meeting, he was asked to document his issue, which he did. His email was sent to Malcolm for handling as this is a Building Maintenance issue.
- 6.4. 2005 AGM Date – Date to be determined.

7. Next Meeting

Date of the next meeting is set for Wednesday March 16, 2005.

8. Adjournment

The meeting was adjourned at 9:30 p.m.