

## **MTCC 600 Minutes of Board Meeting of Thursday, February 20, 2014**

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### **In Attendance:**

Board Members: Doug Gibson, Alan Gracan, and Ron Horton (via Skype)

Absent: Diane Turner, Vincent Tondreau

Other Attendees: Alex Lefter (Superintendent), Andy Ng (3C), Claus Wall (14A), Rishi Agarwal (3A), William Edwards (6D), Howard Craven (12B)

### **1. Call to Order**

Doug Gibson called the meeting to order at 7:05 p.m. Because of Skype communication problems with Ron (who was required for a quorum), the meeting did not begin until 7:27 p.m.

### **2. Minutes**

MOVED by Ron Horton to approve the minutes of Thursday, January 9, 2014, as amended. SECONDED by Doug Gibson. CARRIED.

Doug noted that he would like to re-open the discussion on the matter of 8.2 Use of Resident Parking. It will be added to the Agenda of a future meeting.

### **3. Business Arising**

3.1. Security – There was much discussion about security issues within the building including entry by unauthorized persons through the lobby by following residents or other visitors, access to the underground parking by non-residents renting parking spaces and ability to enter the building, and residents not stopping by the open garage door when entering the building.

Various ideas were brought forward including a security guard/concierge on either a part-time or full-time basis, a dual gate system at the entrance to the underground garage, and more reminders to residents not to allow entry to people without a key-card. The pros and cons of cost, efficacy, and annoyance

**Approved by the Board Thursday, March 20, 2014**

to residents were discussed as well as whether there actually is a security problem significant enough for further concern.

It was determined that most incidents regarding security are limited to anecdotal evidence and that the number, severity, and time of possible problems are not known. It was agreed that Alex would maintain a log of all security breaches of which he becomes aware so that actual data can be analyzed and assessed.

- 3.2. Elevator Project – Ron and Doug met with a consultant who would act as a project manager for our elevator refurbishment. Both were impressed with his presentation. Ron suggests engaging him prior to the next meeting in order to get started on the project as soon as possible.

Ron will forward the written proposal to the rest of the Board for review and comments regarding suggested next steps.

- 3.3. Dan Blair – An owner in the building who has had previous dealings with Dan has had correspondence with him and has suggested a plan to resolve the issue. It was agreed that the Board would pay the outstanding invoices for work performed early in 2013 with the understanding that Dan would make arrangements to deliver and install the planters.

4. **Superintendent's Report**

- 4.1. Contractors completed the following work during this period:

- January 14<sup>th</sup> – Washing machine has been fixed.
- January 27<sup>th</sup> – Leak in Rabba Food store has been stopped by Pavel.
- January 29 – Atlas Overhead Doors replaced the cable for our underground parking entrance door.
- January 29 – Locksmith repaired the lock at the main entrance to the building.
- February 12 – Intercon solved the problem with the alarm on P1 level.

- 4.2. The following work was done by the Superintendent:

- February 12 – Replaced the door knob in suite 10A.

- 4.3. There were no moves during the period

5. **Building Maintenance Report – Ron**

- 5.1. Water Leak into Rabba – Doug will provide contact information so that the suite owner and Rabba property manager can communicate regarding reimbursement of damage costs.
- 5.2. Garage Door Repairs – There was a recent problem with the garage door that required a cable replacement. We have had the door company perform periodic inspections to find problems and correct them so that such an occurrence would not occur. Ron will contact the company upon his return on why the problem was not found during their inspection.

Alex also commented that on one occasion the company apparently performed the inspection without his knowledge or review of work order. It was agreed that it is not acceptable that Alex is not included in the inspection process.

- 5.3. There is now a requirement that an engineer inspect the roof anchors used by the window cleaners as part of the annual inspection. Ron has passed it on to Nick Tassone at Building Sciences to deal with the inspection.
- 5.4. Ron informed the Board that he met an architect in Mexico who was dealing with an issue similar to our weeping wall problem and that he has some ideas on how to inspect the problem, which Ron will follow up on when he returns.
- 5.5. A resident complained of ice buildup on the unit windows. Ron gave suggestions opening window coverings during the day and closing them at night, and leaving the window open very slightly. No further problems were reported.

A guest at the meeting requested further information on what can be done to alleviate condensation. Ron will pass them on to Doug for dissemination.

6. **Financial Report – Alan**

- 6.1. Year End Audit – Alan has been in preliminary contact with the auditors regarding their work on our 2013 financial statements. The work will likely be performed late March or early April.

7. Owner Relations Report

- 7.1. Security – With Vincent absent from the meeting, Doug noted again that he has received concerns from residents regarding security, including a person who knocked on a few doors, saying he was selling subscriptions. He had apparently put his jacket in the stairwell while roaming the building. No damage or other issues were noted because of the security breach.

8. Other Business

- 8.1. Boots in Hall – The boots left in the common hallway were removed. It was noted again that residents should be aware that leaving boots or other articles in the hall is against the rules of the corporation.
- 8.2. Occupancy Forms – Doug is working on updating the information from the occupancy forms.
- 8.3. Timing of Elevator Project – There was a question of how long the elevator project will take and how long the elevators will be out of service. We do not yet know the answer to these questions.
- 8.4. Roof Life – There was a comment from a guest about an article in the newspaper regarding the life of various components of condominium buildings; one piece of information was that the life of a roof is about 15 years. It was stated that our roof is approximately ten years old and that the expected life is at least 20 years.

9. Next Meeting

The next meeting will be Thursday, March 20, 2014 at 7:00 p.m.

10. Adjournment

The meeting was adjourned at 8:48 p.m.