

## **MTCC No. 600 Minutes of Board Meeting of Thursday, January 12, 2006**

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Diane Turner called the meeting to order at 7:05 p.m.

### **Attendance:**

Board Members: James Dubro, Greg Geralde, Warren Holder and Diane Turner

Regrets: Malcolm Broadbent

Other Attendees: William Edwards – Suite 6D, Gary Akenhead and Dayne Ogilvie – Suite 10C, Alex Lefter – Superintendent

### **1. Minutes**

1.1. Moved to approve the minutes of Tuesday November 29, 2005. By James Dubro. Seconded by Diane Turner. Unanimous. Carried.

### **2. Superintendent's Report**

2.1. Contractors completed the following work during this period:

- 2.1.1. November 1, 2005 - Spectrum Carpet Cleaning completed the carpet cleaning throughout the building.
- 2.1.2. November 1, 2005 - The new Treadmill was delivered.
- 2.1.3. November 15 and 16, 2005 - Lonergan Alarm completed the Annual Fire Inspection in the building.
- 2.1.4. November 29, 2005 - Northern Generator provided biannual service to our emergency generator.
- 2.1.5. November 30, 2005 - Honeywell replaced the leaking flow switch in the boiler room.
- 2.1.6. November 30, 2005 - Décor Building Restoration fixed the leak in the ceiling of the boiler room.
- 2.1.7. December 8, 2005 - Standard Pest Control provided routine service in the building as well as special treatment in suites 2D, 5D, 11B, 14D.
- 2.1.8. January 12, 2005 - Standard Pest Control in addition to the routine service provided the special treatment for ants in suites 2B, 4A, 5D, 6B, 9C, and 12B.

2.2. The following was done by the Superintendent:

- 2.2.1. Set up the traffic mirror on P1 Level
- 2.2.2. Installed "Keep Left" signs on the Garage Door
- 2.2.3. Fixed the keypad for the Parking Gate
- 2.2.4. Patched the leaking pipe in the laundry room in Suite 3B
- 2.2.5. Fixed the hole in the pavement in front of the Rabba Food Store
- 2.2.6. Patched the leaking pipe in the Sprinkler room
- 2.2.7. Fixed the door lock in the Suite 11C

**To Be Approved – At Next Board Meeting**

2.3. The following were the moves which occurred in and out of the building:

2.3.1. December 21 - one resident moved out from Suite 14D

2.3.2. December 26 - Suite 3A moved in

3. Building Maintenance

3.1. Garage Restoration – No change to the schedule which calls for work to commence in early March 2006, depending on weather and material availability. Currently the forecasted duration of the project is 16 weeks, going to July however this too is subject to weather, etc.

3.1.1. Gary Akenhead asked how bicycles will be handled during the project. To be investigated.

3.2. Off-site parking alternatives – Greg Geralde reported that he and Malcolm had presented our parking request to the Property Manager at 40 Homewood. It will be voted on at their January 31<sup>st</sup> Board meeting.

3.3. Sidewalk Between Mutual and Jarvis Street - Toronto Community Housing rejected our offer to undertake the beautification of the earthen strip and had a new sidewalk laid at their own expense, overtop the tree stumps and covering the earthen strip. In one sense, this is regrettable since the planned landscaping would have been attractive, however we have definitely benefited since the sidewalk is now much safer, it was done at no cost to us, and given their unilateral undertaking, Toronto Community Housing's responsibility for the area has been clearly established which is very important from a liability perspective.

3.4. Kitchen Stack Clean-Outs – We are awaiting an estimate from MTB Plumbing re the installation of kitchen stack clean-outs on the 5<sup>th</sup>, 10<sup>th</sup> and 15<sup>th</sup> floors.

3.5. City of Toronto Waste Reduction Levy – Diane distributed a City of Toronto excerpt from their website explaining how the Reduction Levy will be calculated. It is important that owners and residents recycle as much appropriate material as possible since, as noted in the Board Minutes of October 18, 2005, any fines we receive will be reflected as an increase to our monthly Maintenance Fees.

3.6. Greg Geralde to follow up with MTB Plumbing regarding their quote and the planned timing of their work to replace independent water shut off valves which would enable us to independently shut off water to each corner of the building, rather than turning it to the entire building, when plumbing emergencies call for water shut off, as they did this week.

4. Financial, Legal and Insurance

- 4.1. Greg Geralde presented the Draft Financial Statements for December 31, 2005. Greg is awaiting the bank statements at which time he will reconcile the December bank activity. This is the last item that needs to be done to close the books for 2005.
- 4.2. We finished the year with an Operating Surplus of \$28K for 2005.
- 4.3. The Reserve Fund stands at \$401K at the end of December 2005.
- 4.4. Greg also reported on our investments advising that we have \$351,089 currently earning interest in variable rate GIC's.
- 4.5. Insurance – Greg reported he has renewed our Liability and Directors' & Officers' insurance which was set to expire on February 7, 2006. Our current policy calls for coverage of \$5 million at a premium of \$9,824. Greg secured an additional \$5 million of coverage for the relatively low incremental cost of \$1,125 (all numbers before taxes). We now have a full \$10 million of coverage.
5. Owner, Tenant and Board Relations:
  - 5.1. Warren reported the one parking problem he was working on has now been resolved. There were no other Owner, Tenant, Board Relation matters to report.
6. Fire Drill and Inspection
  - 6.1. The Board is reviewing the results of the recommendations arising from the inspection. Owners will be advised of any issues which affect them directly. Among other things, the report calls for replacement of smoke detectors in the following 5 suites 8C, 14A, 15C, 15D, and PH A. Diane to determine the reason for the replacement and notify owners. We will proceed to have smoke detectors replaced rapidly.
  - 6.2. Diane reported on Information letters, Unit Information forms, and Emergency Assistance forms were distributed to owners and residents in conjunction with the drill and inspection. Condominium records have been updated based on information received.
  - 6.3. Greg Geralde reported on the Fire Drill which was held on November 15, 2005 as well as the Debrief meeting held immediately after the Drill.
    - 6.3.1. All residents who participated conducted themselves in a calm and responsible fashion.
    - 6.3.2. The Public Address system was extensively checked with testing by both the Superintendent and the Fire Inspection Company.

6.3.3. Each floor was checked to ensure the alarm system was operating satisfactorily.

7. Other Business

7.1. Green Container / Composting - Gary Akenhead volunteered to investigate a Green Container and Composting programs for possible implementation.

7.2. Pest Control – It was discovered when the ant bait traps were put in the 6 units today (see Superintendent's report) that the traps contain peanut butter. Residents in these units were notified at once because of possible problems for anyone with a peanut allergy. Residents were asked to notify the office right away if they wished to have the traps removed.

Units in which the traps were placed previously will also be notified of the presence of peanut butter.

The Material Safety Data Sheets for this product have been obtained and Greg will email them to the appropriate suites. A copy may be obtained from the Superintendent for residents who are not on our email distribution list.

7.3. Recreation Room Committee – The committee is to continue its work. Its first project is to develop and distribute a survey to all owners in order to gather suggestions for improvements/alterations to the Recreation Room.

7.4. New Rule regarding Construction Damage Deposit went into effect. October 15, 2005.

7.5. 256jarvis.com Website – The website continues to improve. Our thanks to Terry Whittleton and André Grenier for their hard work on this.

7.6. The Board is targeting mid-May for our Annual General Meeting. Exact date to be confirmed.

8. Next Meeting

8.1. The next meeting will be Tuesday February 28, 2006.

9. Adjournment

The meeting was adjourned at 8:45 p.m.