

## **MTCC 600 Minutes of Board Meeting of Wednesday January 17, 2007**

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Warren Holder called the meeting to order at 7:00 p.m.

### **Attendance:**

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

Regrets: Malcolm Broadbent

Other Attendees: Alan Gracan – Suite 6C, William Edwards – Suite 6D, Terry Whittleton – Suite 3D, Alex Lefter – Superintendent

### **1. Minutes**

- 1.1. Moved to approve the minutes of Tuesday October 24, 2006. By Greg Geralde.  
Seconded by James Dubro. Unanimous. Carried.

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

- 2.1. Contractors completed the following work during this period:
  - 2.1.1. October 27 – Honeywell replaced the filters for insuite heating units.
  - 2.1.2. October 30 – Fitness Health and Wellness replaced the motor for our Treadmill at no cost.
  - 2.1.3. November 1 & 2 – Lonergan Alarms Ltd. conducted our annual fire inspection.
  - 2.1.4. November 3 – Hartwell Irrigation Co. prepared our watering system on the roof for winter season.
  - 2.1.5. November 10 – Schindler Elevators fixed the south elevator.
  - 2.1.6. November 23 – ADT security system performed silent test of monitoring company.
  - 2.1.7. December 12 & 14 – Intercon tried to address the issue where elevator access is not always triggered by the intercom system.
  - 2.1.8. December 13 – Lonergan Alarms traced and fixed the problem with ground fault signal on the main panel.
  - 2.1.9. December 20 – Spectrum Carpet cleaned the carpets in the building.
  - 2.1.10. January 3 – Jermark Plumbing replaced the main hot water supply pipe on the PH floor.
- 2.2. The following work was done by the Superintendent:
  - 2.2.1. October 31 – Found and patched the pinhole leak in the hot water riser in janitor room on the 2<sup>nd</sup> floor.
  - 2.2.2. November 17 – Repaired the lock in the telephone room.

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- 2.2.3. November 24 – Touch up painting of elevator frames on the P1 and P2 levels.
- 2.2.4. November 29 – Waxed the floor in the lobby.
- 2.2.5. December 5 – Repaired light fixture in the breezeway.
- 2.2.6. December 6 – Sealed the leaking windows Suites 15B and 15C.
- 2.2.7. December 7 – Replaced the handset for the entrance door in Suite 14D.
- 2.2.8. December 8 – Sealed the holes in the elevator and boiler room that cause leaks inside the building.
- 2.2.9. December 22 – Patched the pinhole leak on PH floor.
- 2.3. Recycling Compliance - By a 10-point scale where 1 is low and 10 is high, the marks by floors are as follows:
  - 2.3.1. Floors 3, 4, 6 and 14 - Score is 3
  - 2.3.2. Floors and 5, 7, 10 and 15 - Score is 5
  - 2.3.3. Floors 8, 9, 11 and 12 - Score is 7
  - 2.3.4. Floors 2 and 16 - Score is 9
- 2.4. The following are the moves which occurred in and out of the building:
  - 2.4.1. November 13 – 4B moved in.
  - 2.4.2. November 22 – 10B moved in.
- 3. Building Maintenance – Malcolm Broadbent (Report submitted by e-mail)
  - 3.1. Above / Below Ground Parking Restoration Project - We have 97% substantial completion and our guarantee now becomes effective for the next two years.

Still to be done:

The area where the Rabba condensing unit and air conditioning unit sits at the rear of our guest parking. This requires waterproofing and asphaltting and is scheduled for Spring 07 completion.

The area in front of the Rabba store from window to window requires waterproofing and the resetting of the interlock brick - Spring 07 for completion.

The underground requires certain wall areas to be repaired by injection.

Minor door and drain cover replacement.

Rear gate replacement - pending.

Rear garden shrub replacement - Spring of 07.

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- 3.2. Rabba Update - They have requested a refaxing of our lawyer's opinion as they had difficulty reading the original. This has been done. Their property management group will present to Senior Management. We await their response.

Re our request of September 27th. - Although indicating several times that they wished to participate, this has not occurred and it would appear they are quite prepared to continue to unload at the front of their store.

- 3.3. Breezeway Repairs - This was completed on December 8 by Viana Roofing and Maximum Clearance signs put up. Minor painting is required and will take place in the Spring of 07.
- 3.4. Small Claims Court – Invoice has been received from Viana Roofing. Next step is to file suite in Small Claims court. We intend to file jointly against DTS (Designers Transport & Services Inc.) and Stacaro.
- 3.5. Lonergan Fire Safety Audit Deficiencies -. All deficiencies have been corrected. Certain suite owners will be billed for their audibility horn replacement, new smoke detectors, and the re-securing of a smoke detector.
- 3.6. Honeywell - Repairs were made to the 10 ton Climatrol unit on our recreation centre roof that provides for Rabba additional air and heat. Makeshift parts were used as this company is no longer in business. This unit will be replaced when the main chiller is replaced. Electrical servicing is paid for by Rabba (Alex Lefter will be advising them what is required in this regard). Our Honeywell contract covers maintenance but not repairs, so a bill to us will be forthcoming.
- 3.7. Guest Parking Gate - The arm of this gate was getting stuck between the metal folds of our breezeway roof. Decor has shortened the arm to prevent this in the future.
- 3.8. Rear gate - The rear gate chain or whatever the Board decides to install has yet to be determined. Meanwhile we will continue to use the blue gates that have been put up by the contractor, until this decision is made. The cost to us is approximately \$60 a month.
- 3.9. Gating of Entire Perimeter of Property – The cost of gating the perimeter our entire property is being investigated. We have received one quote from Miller Tool and Die for \$43,000 plus taxes. We await a second quote from Candoo Security. These quotes are being done in sections, so that the Board has the option of all or portions of the gating. NOTE no action will be taken on this item without considerable notice

and/or discussion with owners. For now, it is necessary to understand the cost so a proper evaluation can be made.

- 3.10. Torode Precision Tool - A garbage bin pulley had been ordered for 256 Jarvis for use by our Superintendent. Delivery is approximately mid to late January and instructions will be provided to Mr. Lefter on its use.
- 3.11. Lonergan (Fire Safety) – A 50-foot section of water serving pipe on the P2 level will be replaced, along with the appropriate insulation. Cold water shutdown for the building will be required.
- 3.12. Hot Water Main Replacement - - On Jan 3 Jermark Plumbing replaced the main hot water distribution pipe up to the riser level on PH floor. Notification to the building was made. Suite owners in 16B and 16C will be notified that their ceilings required had to be broken into for this pipe replacement and were repaired by the Condominium Corporation.
- 3.13. Wheelchair Accessible Door – A wheelchair accessible door and its appropriate electrical work has been ordered from Candoo Security and will be installed in mid to late January. The door will replace the moving doors beside the mailbox, just to the north of the elevators.  
  
Owners requiring wheelchair access will purchase a key in the same way access cards are currently purchased. Ten such keys have been ordered.
- 3.14. Intercon Security - A request has been made to our Account Manager, Paul Baziuk, to discuss the pros and cons of moving our entry phone system to the outside of the building, or installing a card reader to the entry vestibule doors so as to prevent undesirables accessing the building...
- 3.15. Door Safety System - We now have 3 quotes, two for the door safety system and one for a new locking system for the suite doors. Costs are approximately \$14K for all 54 suite doors for the first option and over \$21K for a new door locking system. Malcolm will prepare a spread sheet for the Board in May to facilitate their considerations.
- 3.16. Leaking windows - Repairs were made by Decor by bringing in a swing stage on December 18. The fault appeared to be in the precast caulking and not the window caulking. We need a strong wind driven storm from the east to determine whether this is the cause of the constant leak to Suites 2B and 3B. Precast caulking of the entire East side may be required in the future.

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- 3.17. Water Damage / Insurance Claim 2A.Kitchen - The appropriate authorization for repairs were mailed on December 22, along with our deductible of \$1K. This kitchen rebuild will be done by Belfor Restoration and should be completed by the end of January.
- 3.18. Roof Top Planter Urn - Alex Lefter has had these covered. Dan Blair of Great Expectations provided us with what was required.
- 3.19. Roof Top Lighting - The lighting fixtures are in need of serious repair or replacement. They have lasted us well over these last 10 years. The appropriate next step action is being determined.
- 3.20. General Interior Repairs - There are several suites requiring attention because of water intrusion. A full list will be provided to the Board when Malcolm and Terry Desjardin establish a schedule to make the necessary repairs.

4. Financial, Legal and Insurance

4.1. Greg Geralde advised that considerable work has already been done on the December 2006 year-end financial statements. Our results are coming in very close to the projections which were sent to owners as part of the 2007 Budget Package. Unfortunately, some of the work which was scheduled and budgeted to be done in 2006 will be done in 2007. As a result, owners should expect to see those cost areas coming in under budget in 2006 and over budget by the same amount in 2007. Greg plans to present the year-end statements at the next board meeting.

4.2. Greg reported that he had renewed our Building Insurance which is set to expire February 7, 2007.

Highlights are as follow.

- Our premium has decreased from \$10,949 in 2006 to \$10,424 in 2007.
- Our coverage has increased from \$19,315,800 in 2006 to \$20,281,590 in 2007.
- Our deductible for water and sewage increased from \$2,500 to \$3,500. This is because we had a \$13,000 claim in November 2006.

5. Owner, Resident and Board Relations – Warren Holder

5.1. Warren reported on the pet issue where one suite had two dogs. This issue has been resolved as the owner has found a new home for one of their dogs.

5.2. Warren also reported that the agreement which was reached to deal with one dog over the 30 pound limit was documented and sent to the order involved. The Board has received the verbal assurance from the owner that the issue will be resolved at the May 1, 2007 expiration of the current lease of his tenant.

6. Other Business

6.1. TV for Exercise Room – The flatscreen television which was approved at the October meeting was purchased on sale during the holiday season to take advantage of best possible pricing. Arrangements are being made with Rogers to have cable run. The television will be installed and connected in the next few weeks. It is notable that the price for the television we purchased has now gone up considerably, so we definitely bought it at the right time.

6.2. Second Floor Patio Lighting - Agreed to move the timer which controls the light on the second-floor patio from Alex's suite, to the patio door into the Recreation Center. This will allow light in the evening on the patio which will help in terms of comfort and safety

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for our residents, and the light will be controlled by the timer so it will not waste electricity.

- 6.3. Lighting General Exterior Area - The Board agreed that it supports the concept of adding significantly more lighting in the breezeway, guest parking and exterior area. Next step is to determine most appropriate lighting options and cost.
- 6.4. Signage - The Board agreed to investigate additional and more visible signage regarding video surveillance of our property.
- 6.5. Location of Christmas Tree - William Edwards - Suite 6A commented that the location of the Christmas tree inhibits the use of mirrors to ensure no one is entering the vestibule behind a resident who is entering the card access front door and as such presents a potential security issue. He suggested that next year we move the Christmas tree from its traditional spot to another spot, perhaps in front of the bay window. The Board agreed to consider this helpful recommendation.
- 6.6. Recycling – It was agreed the Board would write to each owner on a floor where problems consistently occur as noted in the Superintendent's Report (see section 2.3).
- 6.7. AGM Date - a tentative date for the AGM was set for Tuesday, May 29, 2007

7. Next Meeting

- 7.1. The next meeting is scheduled for Tuesday, March 20, 2007.

8. Adjournment

The meeting was adjourned at 8:25 p.m.