

MTCC 600 Minutes of Board Meeting of Tuesday January 29, 2008

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

Attendance:

Board Members: Greg Geralde, Warren Holder, Diane Turner, and André Grenier (André attended by video conference with no voting rights)

Regrets: Malcolm Broadbent

Other Attendees: Andy Ng & Don Ruttan – Suite 3C, Fred Harman – Suite 9A, Claus Wall, Suite 14A, Alex Lefter – Superintendent

1. Minutes

- 1.1. Moved to approve the minutes of Tuesday September 18 and Monday October 22, 2007. By Greg Geralde. Seconded by Diane Turner. Unanimous. Carried.

2. Superintendent's Report

- 2.1. Contractors completed the following work during this period:
 - 2.1.1. October 23 - 31, 2007 – Rogers and Intercon resolved the problem with our security channel.
 - 2.1.2. November 22, 2007 – Mainline Plumbing resolved the leak in 3B.
 - 2.1.3. November 28, 2007 - Honeywell resolved the heating problems in suites 4B, 11B and Recreation Centre.
 - 2.1.4. December 10 to 19, 2007 – Honeywell repaired the heating unit servicing the hallways.
 - 2.1.5. December 12, 2007 – Schindler Elevators replaced the main board for south elevator.
 - 2.1.6. December 21, 2007 – Northern Generator tested our emergency generator as part of our regularly scheduled maintenance program.
 - 2.1.7. January 12, 2008 – Rabba contractors repaired the leaking toilet which caused overflow in P1.
 - 2.1.8. January 26, 2008 – Mainline Plumbing replaced the leaking pipe in the Janitor Room.
- 2.2. The following work was done by the Superintendent:
 - 2.2.1. Nothing to report.
- 2.3. By a 10-point scale the Recycling marks by floor are divided as following:
 - 2.3.1. Floors 3 and 4 - the mark is 3.
 - 2.3.2. Floor 14 – the mark is 5.
 - 2.3.3. Floors 5, 6, 7 and 15 - the mark is 7.
 - 2.3.4. Floors 2, 8, 10, 11, 12 and 16 - the mark is 8.
 - 2.3.5. Floor 9 – the mark is 9

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2.4. Recycling Do NOTS! - Examples of things which may NOT be recycled.

- Plastic bags – do not put cans in a plastic bag. Cans are recyclable but the bags are not. Plastic grocery bags can be recycled at Dominion stores. If owners have a cleaning service they should inform the staff to rinse and crush the cans before putting them directly in the recycle box.
- Clear egg cartons (the plastic kind)
- Food storage containers
- Styrofoam
- Light bulbs, mirrors or window glass. A reminder that florescent bulbs must be taken to a hazardous waste site (Alex can give you addresses), as well as compact florescent bulbs – although CFL's can be disposed of at Ikea and Home Depot

2.4.1. Residents are encouraged to refer to the www.blueboxmore.ca website. We have built a link to this and other approved recycle websites on our www.256jarvis.com site.

2.4.2. Note – According to recycling regulations, cardboard from moving companies has to be tied in bundles not to exceed 30 x 30 x 12 inches

3. **Building Maintenance – Malcolm Broadbent (points 3.1 to 3.8 submitted by email)**

3.1. Garage Restoration Project:

3.1.1. Condenser Unit and Interlocking Brick - A request on January 21st, 2008 has gone to Décor Restoration for rebidding on lifting the condenser unit and completion of the work as outlined in the original detailed specifications. This, coupled with the relaying of the interlocking brick in front of Rabba, remains outstanding. Once we have received the new bid, it will be forwarded to Rabba Fine Foods, at which time they will either agree to the quote or obtain an independent bid. The Board can then decide who will complete the remaining work.

3.1.2. Ponding - Two areas in the garage are experiencing water ponding. We have received a costing for the installation of two new drains. The cost will be approximately \$4,000 and would, if incurred, be a reserve expense. The original specifications allowed for only 4 additional drains. This was increased to 12. The two drains mentioned here would increase total drains to 14. The cost is somewhat higher than the original installations, as now special equipment will be required to be brought in.

Note, the Board discussed this matter and was not yet in agreement regarding next steps and who should bear what cost.

Malcolm has requested an onsite review to be conducted by Building Sciences and Décor as to the slope and the mastic installation process. If

work is to be done, it should be done under the direction of Décor and their original mastic layer, in order to preserve our warranty.

The Superintendent was instructed to use a hose to soak the areas in question to determine where ponding occurs, and to document same by taking pictures. Warren Holder agreed to assist with this.

- 3.1.3. Mastic – The Board heard from owners who talked about concerns regarding mastic deterioration in certain spots (Example SPOT A25). Malcolm to review this with Décor. The origin of at least one of the areas of mastic deterioration does not seem to be consistent with the explanation we have received so far.

The Superintendent was instructed to take photos of the areas where the mastic is cracked.

- 3.2. Safe Door Installation - As of January 24th, 2008, all in-suite doors have had the safe door strip installed. Malcolm Broadbent will be informed of any problems with the doors, e.g., where a deadbolt appears to be too tight.
- 3.3. Back Fencing and Gate Installation - This work was completed in early December 2007.
- 3.4. Quote for New Guest Parking Entry - Both National Time and Atlas Door have taken on site measurements however despite our follow up, neither has supplied quotes or drawings. We will make another effort to follow up both. To date, of the 5 companies contacted, only one has quoted.
- 3.5. Coinamatic Contract - This contract came up for renewal on December 1, 2007. Coinamatic requested we enter into a 10 year renewal. At the Board's request we proposed a 5 year extension which they accepted. Other than supplying the space, water and hydro, there is no cost to the Corporation for these two machines. Should Coinamatic determine revenue not be sufficient, they have the right to remove the machines with 30 days notice.
- 3.6. Hallways/Audibility Horns - All hallways were washed down during December 2007. Where required, the area around audibility horns received touch-up painting.
- 3.7. Shopping Carts – The subject of purchasing our own shopping carts was deferred until May or June's Board meeting.
- 3.8. Website Address on Front Door – Greg Geralde to contact the company to have this done.

- 3.9. Guest Parking Lighting – Greg Geralde presented the quote for the Guest Parking Lighting which was received from Six Fix Services Ltd. (our electricians - the same ones who installed the augmented lighting in our breezeway to our great satisfaction).

The new quote covers 10 (ten) 175 watt MH light fixtures with white, not yellow light, as covered by the specs we provided.

The amount of the estimate is \$5,160 pre tax. We had a budget of \$10,000 in our Operating numbers circulated to owners.

This estimate intentionally does not include the cost of a pole which may or may not be required at the west-most area of the parking lot, to shine light back toward our building.

Greg is recommending we install the lighting included in the quote first, and then evaluate the need for the additional pole lighting.

It may well be that we don't require the pole and if that is the case, we will have saved \$5,000. If it turns out that we do wish to have it, it can be installed separately. Another advantage to approaching it as recommended, is that we can proceed with the lighting more rapidly, rather than delays which may arise related to obtaining the pole, researching where it may or should be placed, obtaining permissions as may be required, and having it installed.

Greg had already arranged for a test of 2 light fixtures at no cost to the Condo. Three Board members had inspected the new lighting and endorsed the decision to move forward.

Timing – Greg has met with our electrician and if approved, lighting could be in place and operational by mid February, weather permitting.

Moved to approve Guest Parking Lighting as indicated in Quote for a cost of \$5,160 plus taxes. By Greg Geralde. Seconded by Diane Turner. Unanimous Carried.

The Board further discussed lighting in the breezeway and ramp to underground. It was agreed to use 100 watt bulbs in breezeway and install additional light in the ramp area to ensure there would not be a light intensity imbalance between the breezeway and ramp (which, if not done, might encourage loitering there).

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Moved to approve ramp lighting similar to the other outside lighting at a cost not to exceed \$2,000 plus taxes. By Warren Holder. Seconded by Greg Geralde. Unanimous. Carried.

- 3.10. Agreed to move forward with the installation of the website address signage on the front door.

4. Financial, Legal and Insurance – Greg Geralde

- 4.1. Greg Geralde presented the November 2007 financial statements, and advised the final December year end statements are about to be sent to the Auditors. Greg is coordinating with our auditors for our annual on site review of our financial records and our full audit.

- 4.2. Building Insurance Renewal – Greg reported that he had finalized the renewal of our Building Insurance.

The protection we have on our building increased by \$1.2 million from \$20,281,590 to \$21,498,485 resulting from the increased valuation of the building, while the premium including all taxes for that and all other coverage increased by \$415.80 annually (3.7%).

<u>Item</u>	<u>2007</u>	<u>2008</u>	<u>Increase \$</u>	<u>Increase %</u>
Building Valuation	\$20,281,590	\$21,498,485	\$1,216,895	6.0%
Premium Cost	\$11,255.76	\$11,671.56	\$415.80	3.7%

- 4.3. 2008 Budget - Greg advised that he received positive feedback from owners on the 2008 Budget and owners expressed appreciation the increase was limited 4.1%.

5. Owner, Resident and Board Relations – André Grenier

- 5.1. One owner complained renovations continue to be done after hours including drilling past 11 p.m. This was reinforced by another owner who observed the same infractions which started for example at 7 a.m. yesterday morning. André will investigate.

- 5.2. Hallway Decorations – André to speak to the owner involved in a rule violation. It was reinforced that this matter should have been dealt with some time ago.

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6. Other Business

- 6.1. Teleconference and Video conference – The Board agreed it would be advisable to provide for meetings to be attended by these methods. We now have facilities that can allow attendance from remote locations at no cost, and as an example, André observed this meeting from Florida. The process is that the Board must pass a resolution and owners must vote in favour by a margin of 51%. As such, the Board made the following motion.

Moved to alter our by-laws to permit video and teleconferencing as necessary so Board Members may participate and vote. By Diane Turner. Second by Greg Geralde. Unanimous. Carried.

PLEASE NOTE: This item will be on the agenda for our next AGM.

- 6.2. Mailbox for Office – Earlier this year, we had 2 instances where important documents left by owners were lost. To address this the following motion was made.

Moved to install a one way mailbox so owners could put confidential or items of value safely in the office. Cost not to exceed \$400. By Diane Turner. Seconded by Warren Holder. Unanimous. Carried.

- 6.3. One owner complained about odours in the lobby including chicken smell in mid day. Terry Whittleton felt it only began since the time the HVAC on 3rd floor was installed. Warren to handle meeting with Rabba to discuss this. Greg to provide Warren with details of contact.

- 6.4. Garbage Chute Misuse - Don Ruttan noted that residents put garbage down the chute beyond the hours permitted by our rules and described the disturbance for owners who live closer to the compactor. Greg Geralde offered to prepare a note to residents to help sensitize them to this issue.

- 6.5. Lighting in garbage room – Andre to investigate a motion sensor attachment for bulb outlets, and make a recommendation to the Board.

- 6.6. Yard Sale – Date set for 2nd weekend of June - Saturday June 14, 2008

- 6.7. AGM Date – A tentative date of Tuesday May 27, 2008 was established for the upcoming AGM. Note, the date was subsequently changed to Wednesday June 4, 2008.

7. Next Meeting

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The next meeting is tentatively scheduled for Wednesday March 19, 2008, subsequently changed to Wednesday April 9, 2008.

8. **Adjournment**

The meeting was adjourned at 9:15 p.m.

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