

## MTCC 600 Minutes of Board Meeting of Thursday, January 10, 2013

### In Attendance:

Board Members: Doug Gibson, Alan Gracan, Ron Horton, Diane Turner, and Claus Wall

Other Attendees: Alex Lefter (Superintendent), William Edwards (6D), Jamie Hayward (15D)

### 1. Call to Order

Doug Gibson called the meeting to order at 7:03 p.m.

### 2. Minutes

MOVED by Diane Turner to approve the minutes of Thursday, December 6, 2012.

SECONDED by Claus Wall. CARRIED.

### 3. Business Arising

#### 3.1. Door Closers – Replacement of the door closers was completed in most units.

Doug will contact owners of the remaining units in order to complete the installation. It was noted that properly functioning door closers are required in all units by fire regulations.

#### 3.2. Mail/Courier – Doug noted that there were no apparent problems with lost courier delivery notices over the Christmas season and it was agreed that no special box in the lobby was needed at this time.

It was also noted that the box under the bulletin board is sometimes used by residents for mail placed in the incorrect mailbox. However, this box is only to be used for mail mis-delivered to the building and a label reading "For Returned Mail Only" will be placed on the box.

#### 3.3. Occupancy Forms – It was reported that only 24 forms have been returned.

Doug will send out a note to owners requesting that forms be returned even if there are no changes to existing information with the notation "No changes".

- 3.4. Parking Signs – An owner has spoken to City Hall about yellow “No Parking Between Signs” at the driveways. Not all questions have been answered and the owner will do more research. The cost of these signs may be \$300 per year, but that is to be confirmed.
- 3.5. Powered Doors for Garage – Ron received a quote from Candoo Security to install automatic opening doors on levels P1 and P2. For each level, one door is needed from the garage into the building, and another into the elevator vestibule. The cost to replace one of the doors which is damaged and install the mechanics and electronics on the four doors is approximately \$17,000. It was agreed that although this work will likely be approved, the board first requires at least one additional estimate for comparison and more information on payment options.

4. Superintendent's Report

The Superintendent had no activity to report.

5. Building Maintenance Report – Ron

- 5.1. Weeping Wall Seepage on P2 – There has not been a sign of water since the electrical vault drain was cleaned out. There is cautious optimism that the problem has been solved. The wall will be monitored for signs of water.
- 5.2. Telephone Room Leak – There hasn't been a recent sign water entering the room. The addition of weatherstripping at Rabba's door adjacent to the visitor parking seems to have had a positive effect. However, the leak in the main garage area closer to the main door remains, but to a lesser degree. This will be monitored.
- 5.3. Leak in Unit – There was a leak at the window in 15C. The window had been replaced recently and a gap was noticed between the window and frame which needs to be filled. The window contractor is being contacted for repair.

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- 5.4 Boiler Room Water – Water has been noticed on the boiler room floor leaking from the boiler flange. It disappears quickly. The situation will be monitored.
- 5.5 Breezeway – Water dripping from the breezeway roof was seen on one occasion, and has not been seen since. The plumber looked in the ceiling and no leak could be found. It is possible there was some ice in the ceiling that melted, causing the drip.
- 5.6 Roof anchor inspection – The annual inspection was performed on Monday morning. The inspector noted the rust-proofing performed by our maintenance was well done. There were no issues.

Ron will be away for two months until mid-March. Doug offered to perform the walk-around made by Alex on weekdays on the weekend during Ron's absence.

### **6. Financial Report – Alan**

- 6.1. Reserve Fund – The response from the engineer who prepared the report were reviewed. He will be asked to finalize and changes so that the final report can be received and approved by the Board.
- 6.2. 2012 Financial Statements – Waiting for remaining bills to come in for the year. To date, there is no evidence that the final results will be significantly different than the forecast used for the 2013 budget preparation.

### **7. Owner Relations Report – Claus**

- 7.1. Noise complaint – Was investigated and answered.
- 7.2. Fire Safety Information – One person has been added to the list of residents requiring assistance in an emergency, bringing the total to five. The list for the fire department has been updated.

There was a question as to whether the list should include pets. However, since the list is for the use of the fire department, this is not considered appropriate.

**Approved by the Board February 21, 2013**

8. Other Business

- 8.1. Gate Security – The gate is sometimes opened by residents by pressing ‘5’ instead of ‘9’ when letting in residents at the front door. Because no car enters the lot, the arm remains up. There is a question of whether this is a security concern and what the options may be to solve the problem. One option is to update the barrier system earlier than planned in the reserve fund. However, as the risk of an open gate is only that unauthorized parking may occur, and that this is dealt with by the requirement of a note on the dashboard of the unit being visited, this is not seen as urgent. However, it was agreed to start looking at potential options for a replacement, including an intercom at the gate, and a full gate to close the lot completely.
- 8.2. Lobby Security – A non-resident was let into the lobby without calling in to a resident. The person then sat in the lobby for several minutes before leaving. It was discovered the person was waiting for a resident to return, and there was not a security risk. However, once again residents are reminded to not let people they do not know into the building. Residents should also notify their visitors not to allow people in when leaving the building.
- 8.3. Furniture Placement in Lobby – There has been a question regarding the placement of the chairs in the lobby, whether they should be across from the entrance door, or inside the main lobby space. It was noted that the current furniture is showing wear, and the plants are not attractive. Diane agreed to chair a committee of three in the spring to look at updating the furniture. Doug will send a note to owners for volunteers.
- 8.4. Recreation Centre – Doug will request a renovation status update from the Rec Centre Committee.
- 8.5. Mice – Mice were discovered in a unit on an upper floor. It is not unusual for mice to enter buildings as the weather gets colder. They can gain entrance into units by climbing the risers. The pest control company attended and placed bait. Sealing of visible holes will also be done.

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9. Next Meeting

The next meeting will be on Thursday, February 21, 2013 at 7:00 pm.

10. Adjournment

The meeting was adjourned at 8:35 p.m.

**Approved by the Board February 21, 2013**