

MTCC 600 Minutes of Board Meeting of Wednesday July 11, 2012

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Doug Gibson called the meeting to order at 7:00 p.m.

Attendance:

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

Other Attendees: Malcolm Broadbent, Greg Geralde

1. Closed Meeting

1.1. This being the first meeting following the AGM, the meeting was Closed (as is our practice) so the Board could assign the roles of each Director including the two new Board members.

2. Minutes

2.1. Moved to approve the minutes of Monday, May 7, 2012.
By Diane Turner. Seconded by Claus Wall. Unanimous.

3. Welcome to New Board Members

3.1. Doug welcomed Al Gracan and Ron Horton to the Board, and expressed appreciation for their running for election.

3.2. Doug thanked Malcolm Broadbent and Greg Geralde for their many years of service on the Board, and for assisting the new Board in getting established.

4. Director Portfolios

4.1. Motion by Diane Turner, Seconded by Doug Gibson - Unanimous

That Director Portfolios be as follows:

President	Douglas Gibson
Secretary-Treasurer	Alan Gracan
Building Maintenance	Ron Horton
Owner & Resident Relations	Claus Wall
Superintendent Liaison	Diane Turner

Approved by the Board August 16, 2012

5. Allocation of Responsibilities

5.1. Chain of Contact re ADT Notification of Security Breach – Alex Lefter, Superintendent, Ron Horton, Doug Gibson, Alan Gracan, Claus Wall, Diane Turner, in that order.

5.2. Schedule for Board Meetings – Third Thursday of each month.

5.3. Information for Owners – Keep current standards.

6. Redefinition of Portfolio Responsibilities

6.1. All communications from owners/residents to be sent to President, Doug Gibson, who will forward to Board members as appropriate.

6.2. Malcolm Broadbent offered to continue to clean up litter around the building and water the plants in the early mornings, as he has been doing.

7. Building Maintenance Report – Malcolm Broadbent/Ron Horton

Malcolm has been working closely with Ron Horton re Building Maintenance issues, and submitted the following report.

Old Business

7.1. Lobby Odor originating from Rabba

My Home Renovations completed the following work with regard to odor control in the lobby

- a) sealed holes in demising wall above plenum space in ceiling
- b) sealed common wall below ceiling space (lobby area), i.e., outlets
- c) weather stripped door to stairwell

These three steps have minimized odor smells in the lobby area.

Still to be done

- a) seal bottom of side entry doors (moving doors)
- b) seal gap in utility room and furnace room with polyurethane foam (combine this with Recreation Centre renovation - drywall is not complete to ceiling, leaving a gap of 10 or more inches)
- c) investigate further odor presence in 2B ensuite bathroom.

7.2. Review of Exposed Exterior Precast Wall Panels and Cut-In-Place Concrete Walls.

A contract was signed on June 19, 2012 for Building Sciences to prepare Bid Documents, Tender and Tender Bill Analysis for a suitable Contractor for the work involved, Site Review of the Repair Work as Stipulated in the Bid Contract. Subsequent findings would be extra to the work involved. It is expected that a start date will commence in August 2012.

We anticipate the costs of this engagement will put our Professional Fee Account over-budget by approx. \$4,000 - \$6,000.

7.3. Geotechnical Soil Investigation- Soil Erosion/Sink Hole by Chih S Huang & Associates Ltd.

The drilling of the holes necessary to conduct the soil investigation has been carried out, and we await their report.

New Business

7.4. New Reserve Fund Study for 2012 as required by Condominium Act

Building Sciences was contracted on June 19, 2012 to prepare a new Building Reserve Fund Study for the Board of Directors.

We await their preliminary report for review.

7.5. Failure of HVAC air cooled chiller on June 30, 2012

Initially thought to be a condenser burn-out, it has now been established that it was a breaker governing this condenser. The breaker is made by Siemens. Carrier and Honeywell are now addressing this issue by getting us a replacement.

As of this date, no replacement has been secured. A bypass has been established so the 4 rotating condensers on this unit are now running as they should.

7.6. Annual Spring Thermal Window Review

The window audit for owners who replied to our email request was conducted on Tuesday June 10, 2012. A possible 32 windows were identified as being in need of replacement.

A date to replace these windows will be provided to us by CGA glass.

Approved by the Board August 16, 2012

7.7. Annual test of Backflow preventer required by City of Toronto

This test was conducted on June 12, 2012. The subsequent report is stamped PASSED.

8. Report of Secretary and Treasurer - Greg Geralde/Al Gracan

8.1. Greg Geralde has been working closely with Alan Gracan to facilitate the change in the Secretary-Treasurer position, and noted the following:

8.2. Greg will complete the June 2012 financial statements and then coordinate a clean transition to Alan.

8.3. Effective July 12, 2012 the pay cheques for the Superintendent will be done through Direct Deposit.

8.4. New signatories reflecting changes on the Board will be put in place at the appropriate time in the future.

9. Owner & Resident Relations Report – Claus Wall

9.1. Three renovations are on-going.

10. Other Business

10.1. Board Reference Binder – Claus will establish this binder of important information. It will be kept in the Condo office.

10.2. Visitor Parking – Claus will develop suggested protocol to present to Board for approval at its next meeting.

10.3. Status Certificate on Website – Greg will check with our lawyer to ascertain if there is anything to prevent us from referring recipients of Status Certificates to a secure section of our website so they may access PDF versions of certain attachments related to Status Certificates.

11. Next Meeting –

Thursday, August 16, 2012

12. Adjournment

The meeting was adjourned at 9:00 p.m.

Approved by the Board August 16, 2012