

MTCC 600 Minutes of Board Meeting of Thursday, July 10, 2014

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In Attendance:

Board Members: Greg Geralde, Alan Gracan, Vincent Tondreau, Diane Turner, and Ron Horton

Other Attendees: Alex Lefter (Superintendent), William Edwards (6D), Claus Wall (14A), Howard Craven (12B) [After In-Camera session]

1. Call to Order

Diane called the meeting to order at 7:04 p.m.

The meeting began in-camera.

The board decided to assign responsibilities as held by members prior to the Annual General Meeting, with Greg Geralde taking over as President from Doug Gibson.

The Board is composed of:

Greg Geralde – President
Alan Gracan – Secretary-Treasurer
Vincent Tondreau – Owner/Resident Relations
Ron Horton – Building Maintenance
Diane Turner – Superintendent Liaison

It was agreed that communication would continue with the President acting as the point of contact between the Board and owners and residents. Greg will present a communication protocol at the next meeting.

The meeting was opened to owners at 7:21 p.m. and the agenda continued.

2. Minutes

MOVED by Diane to approve:

- Minutes of Thursday, May 22, 2014 as amended;

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- Minutes of the Special Meeting held Wednesday, May 28, 2014 to approve the audited financial statements for the year ended December 31, 2014; and,
- Minutes of the Special Meeting held Thursday June 5, 2014 to review the status of the recreation centre renovation.

SECONDED by Vincent. CARRIED.

3. Continuing Business

3.1. Recreation Centre Project Status

- a) Projected completion date: Greg reported that the work is on schedule to complete within two weeks of the original date of July 15.
- b) Opening event: It is hoped that an opening event of the recreation centre for owners and residents will be held Wednesday, July 30, dependent on completion of renovations. Confirmation of the date is expected by July 16.

3.2. Elevator Project

- a) Financing issues: Alan reported that the elevator project is covered by two separate items in the reserve fund study:
 - Project #30 – Interior Elevator Finishes for \$30,200
 - Project # 64 – Elevator Upgrades for \$180,000

The consultant, Tom McCorkell, suggested that the interior finishes could be completed at a cost of \$12,500 per elevator, or a total cost with tax of \$28,250. Therefore, this part of the project should be completed within the allowance in the reserve fund study.

The cost of the mechanical upgrades is estimated by the consultant at \$140,000 to \$160,000 per elevator, plus tax. The total cost will therefore be between \$316,400 to \$361,600. At this cost, there is a shortfall in the reserve fund allowance of between \$136,400 and \$181,600. These costs exclude the cost of the consultant.

Alan then presented all the alternatives to dealing with the shortfall:

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1. Identify any part of the project that is an improvement rather than a replacement and fund those from current operations, as is required by the Condominium Act;
2. Use a special assessment for the shortfall;
3. Revise the scope of the project to bring down the costs, or phase in the project over time; and
4. Fund the shortfall with future contributions to the reserve fund as calculated when the next study is conducted in late 2015, as may be allowed by the Condominium Act.

It was discussed and concluded that the only reasonable options were to use a special assessment or spend above the allotted amount and recalculate funding requirements at the time of the next reserve fund study.

The pros and cons of a special assessment were discussed, and opinions of the guests were elicited. Various levels of acceptance of such a plan were expressed.

The Board has decided to revisit the method of funding once firm quotes are received for the work.

b) Review of consultant presentation:

Moved by Ron that MTCC 600 engage VDA Vertical Transportation Consulting Ltd. (represented by Tom McCorckell) as consultant for the elevator project at a cost of \$8,865.00 plus HST of \$1,152.45 for a total cost of \$10,017.45.

Some Board Members were of the opinion that such a motion was not necessary as the consultant had already performed work, made a presentation to the Board, and was directed to continue to phase two of his scope of duties (preparing specifications for work), and that these actions were a de facto approval for engagement of services.

However, a formal motion was insisted upon and was **SECONDED** by Greg. **CARRIED.**

Upon further discussion, it was noted that the project will take several months from sending out Requests for Proposals (RFPs) to finalization of the refurbishment. It was considered important to keep the timeline as short as possible and therefore finalization of specifications, sending out RFPs, evaluation and recommendation by the consultant, review by the Board, and a decision to proceed with a contractor should follow a tight schedule. A chronology of the steps, including timing of presentations to, and required decisions by, the Board will be forwarded by Greg and Ron.

4. Superintendent's Report

4.1. Contractors performed the following work during the period:

- June 3 and 4 – Merrit provided semi-annual service and replaced the filters for in-suite A/C units.
- June 4 – Hartwell Irrigation serviced and started our irrigation system on the rooftop.
- June 11 and 12 – Marble Renewal company polished marble floor in the lobby.
- June 30 – Northern Generator provided semi-annual test for our emergency generator.
- July 9 – Proactive Water Solutions tested our back-flow preventer valve.
- July 9 – Lonergan replaced leaking pipe for the sprinkler system

4.2. The superintended performed the following work during the period:

- July 4th – Repaired the sink hole in breezeway.
- July 4th – Repaired parking gate.

4.3. There were no schedule moves during the period.

5. Building Maintenance Report – Ron

5.1. Roof anchors test was completed and they passed. The certificate has been received.

5.2. Window washing was completed, including replacement of caulking where required.

- 5.3. Bicycle removal – Labels to identify bicycles can be obtained from Alex. All to be labeled by July 21. Greg to send another reminder on Monday. After that date, unlabeled bicycles will be removed and relocated to locked storage for one week before disposal.
- 5.4. Rabba had three water leaks. Two were caused by workers in the rec centre. One was from an overflow of a fan coil unit. Two of the leaks required replacing ceiling tiles, which was completed. One caused damage to a bulkhead, which will be repaired by the rec centre contractor.
- 5.5. Elevator Outages -- There was a broken cable above one of the doors, putting the elevator temporarily out of service. A second problem was likely caused by humidity. Ron has started taking temperatures in the elevator room. Highest has been 85 F. Exhaust fan is kept on all the time to help keep the temperature down.
- 5.6. The following projects are being considered for the future:
1. Elevator project (in progress).
 2. Exterior caulking in 2015 (in the reserve fund study for \$145,200).
 3. Painting corridor walls.
 4. Replacing the Pergola, which was constructed in 1996. It had an estimated ten year life expectancy in the reserve fund study.
 5. Replace rotting beams in planter below Rabba sign.
 6. Surveillance camera replacement possible for 2015. This would be tied into the security system upgrade.
 7. Fan coil unit replacement – This is the responsibility of the owner, but the Board will try to get a group rate. Merrit updated its quote from a prior year to \$2,000 per fan coil unit. Greg will send a note to owners to determine interest once some price-break levels are determined. Also, it will be determined if drip pan units can be replaced.
 8. Auto door openers in parking levels. Ron will get a new quote.

There was a question from an owner about repairing the grill at the entrance to the garage. A settlement has already been paid by the insurance company. The contractor was on-site last week for measurements, and was supposed to order the replacement. Alex will follow up.

6. Financial Report – Alan

- 6.1. Second Quarter Results – Alan will report on the six month period ending June 30 at the next meeting.
- 6.2. Gas Costs – A preliminary look at the gas costs shows that it is above budget up to May. Alan will determine the contribution of consumption and price changes to the difference, and the potential effect on the year results and report at the next meeting.

7. Owner Relations Report –Vincent

There are no matters to report

8. Other Business

- 8.1. Distribution of Minutes to Owners – Diane noted that the past practice of distributing minutes of meeting to owners by email has not continuing. Going forward, Greg will distribute minutes by email.
- 8.2. Lights in parking lot – Diane noted that half are not working. Alex recognized that they need to be replaced but he hasn't been able to access all because of cars being in the way during the day, particularly because of the rec centre renovation contractors. However, he will immediately replace those lights he can safely access.
- 8.3. Owner Guide differences. It was discovered that there are some inconsistencies between the Owner Guide and other documents and practice. For example:
 - Need 48 hours notice for elevator, but this not stated in Guide.
 - The letter to contractors needs to say they can't park in resident parking lot.
 - The Guide states no food or beverage in common elements, yet there are barbecues and tables on the roof, and will soon be on the second floor, and a kitchen will be installed in the rec centre.

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Diane will change the documents to correspond to the Owner Guide and the rules about food in common areas will be clarified in due course.

8.4. Electronic and Fluorescent Recycling – With the renovations to the rec centre, some residents have left fluorescent bulbs in the garbage chute rooms on each floor. It was discussed whether it would be appropriate to re-establish a recycling centre in the renovated recreation centre. Ron will look at alternative locations.

8.5. Agenda of Future Meetings – Claus Wall (14A) asked about the possibility of owners and residents receiving agendas of meetings ahead of the meeting. The practicality will be looked into, but it was noted by Greg that often the agenda isn't set until the day before a meeting, and items can still be added before and during a meeting, so any agenda distributed will not necessarily be final or complete.

9. Next Meeting

Thursday, August 7, 2014 at 7:00 p.m. in the office (2C).

10. Adjournment

The meeting was adjourned at 9:13 p.m.

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