

MTCC No. 600 Minutes of Board Meeting of Monday June 7, 2004

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Diane Turner called the meeting to order at 7:05 p.m.

Present:

Board Members: Malcolm Broadbent, Jim Duncan, Greg Geralde, Diane Turner and Claus Wall

Other Attendees: Alex Lefter – Superintendent

Guest:

Michele Farley, President – Fire Consulting Services Ltd.

1. **Fire Safety Plan Training** – Michele Farley of Fire Consulting Services Ltd. presented to the Board. Information and action steps as indicated are being taken:

- 1.1. The Fire Department has a copy of our current Fire Safety Plan.
- 1.2. The Corporation's responsibilities are to keep the Fire Safety Plan current and maintain the building.
- 1.3. "Stay or Go" policy is in effect regarding residents' participation in fire drills.
- 1.4. **In the event of a fire Residents should NOT go to the roof.**
- 1.5. Contact information for the company servicing our fire panel to be placed on the panel. (Done June 8, 2004)
- 1.6. The Board should have an emergency list of contractors. In our case, this is prepared and maintained by the Superintendent and distributed to each Board member.
- 1.7. The list of Board members and their phone numbers that we have permanently posted in the lobby constitutes the 'alternative address' referred to on page 15 of the Fire Safety Plan
- 1.8. Sample text for announcements to be placed inside the Annunciator Case. (Done June 8, 2004)
- 1.9. Copy of Fire Safety Plan to be placed inside Annunciator Case so that they will be accessible in the event of a fire. (Done June 8, 2004)
- 1.10. October is Fire Safety month and the Board will take that opportunity to remind residents of their responsibilities in connection with fire safety.

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- 1.11. Northern Generator to provide copy of what superintendent should do in order to maintain the generator.
- 1.12. Michele to send the Board a summary of the training session, and samples of signs, and a proposal for superintendent training.
- 1.13. The training conducted by Fire Consulting Services included discussion of the various components of our Annunciator Panel including
 - 1.13.1. red light means alarm
 - 1.13.2. orange light means trouble, but things are ok
 - 1.13.3. for announcements there is a 60 second delay between the time the alarm commences and voice communication is enabled.

2. Minutes

- 2.1. Minutes of Tuesday March 16, 2004 and Tuesday April 20, 2004 meetings to be circulated and approved by Board at next meeting.

3. Election of Officers and Director Positions

- 3.1. The following positions were moved, seconded and carried.
 - 3.1.1. Diane Turner – President
 - 3.1.2. Greg Geralde – Secretary
 - 3.1.3. Jim Duncan – Treasurer
 - 3.1.4. Malcolm Broadbent – Director responsible for Building Maintenance
 - 3.1.5. Claus Wall – Director responsible for Owner, Tenant and Board Relations

4. Superintendent's Report

June Superintendent report to be included with July report and presented at the July meeting.

5. Accounting, Legal and Insurance

- 5.1. No statements were presented due to the late hour.
- 5.2. Jim Duncan is arranging for the mailing of CCRA statements to be redirected from auditors address to the Condo office address.

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6. Owner, Tenant and Board Relations:

Nothing to report as Claus Wall was just appointed with this responsibility.

7. Building Maintenance

- 7.1. Malcolm distributed 3 quotes for In Suite Fire Signaling Devices, one of which will be placed in the hallway outside the laundry room, within each suite. Horns will be white in colour. Horns will not have voice communication capability.

Moved to accept quote from Lonergam Alarms Ltd. In the amount of \$25,076. Moved by Greg Geralde. Seconded by Claus Wall. Carried

- 7.2. Upgrading Security cameras to digital capability. Proposal includes cameras for elevator lobby and lobby sitting area. Agreed to go to 16 camera capability.

Moved to upgrade camera system at cost of \$19,200 by Malcolm Broadbent. Seconded by Jim Duncan.

- 7.3. Discussed window screens. At the option of the owners, Metropolitan Glass will measure each window for exact sizing. Owners wishing new screens should contact through the Superintendent who will in turn contact the supplier. Cost of screens are to be borne by the owner at a cost of \$125 per screen. It was agreed we will determine if there are any screens in satisfactory condition in the building inventory which may be used. (This was investigated subsequent to the meeting and it was determined it is not possible to use any existing screens as the normal the shifting and settling of the building affects the precision of the fit.)

- 7.4. Hot Tub – survey to go out. Greg Geralde to handle.

- 7.5. Discussed noise coming from Rabba dumpsters, an issue which was tabled at the AGM. Malcolm Broadbent confirmed the wind is blowing the top down. We have asked Rabba employees to shut it after each use. Notwithstanding this, we investigate the cost and feasibility of other solutions.

- 7.6. Garbage Chute cleaning scheduled for Wednesday July 10th. Nothing can be placed down chute between 9 a.m. and 1 p.m.

- 7.7. Agreed to distribute a copy of final version of Renovation Approval letter to the Board. Greg to handle. Alex Lefter to keep one on file.

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7.8. Agreed on procedure such that when Jim Duncan gets a request for Status Certificate, he will advise Claus Wall, which will enable Claus to schedule a 'New Owner Orientation Meeting'.

7.9. Garage to be Power Washed June 21st.

8. Other Business

8.1. New Carts – Discussed the appropriateness of having our own carts rather than ones from Rabba or Dominion. Malcolm to research cost and availability.

8.2. Book exchange – Discussed merits of having a book exchange program in the building. Greg Geralde volunteered to obtain pricing of a suggested cabinet.

8.3. Yearly calendar – Board members were asked to bring their suggestions for additions to the Condo Annual Calendar to the July meeting.

9. Next Meeting

Next meeting Tuesday July 20, 2004 (subsequently changed to Tuesday July 27, 2004).

10. Adjournment

The meeting was adjourned at 10:35 p.m.

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