

## **MTCC No. 600 Minutes of Board Meeting of Wednesday March 16, 2005**

Page 1 of 4

Diane Turner called the meeting to order promptly at 7:00 p.m.

### **Present:**

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

Other Attendees: Alex Lefter – Superintendent

### **Regrets:**

Malcolm Broadbent

### **1. Minutes**

- 1.1. Moved to approve the minutes of Tuesday February 15, 2005. By Greg Geralde. Seconded by Claus Wall. None opposed. Carried.

### **2. Superintendent's Report**

- 2.1. Contractors completed the following work during this period:
  - 2.1.1. February 17, 2005 - Lonergan Alarm corrected deficiencies from the sprinkler inspection, except the 2 testing valves.
  - 2.1.2. February 25, 2005 - MTB Plumbing put a clamp on the leaking pipe in Suite 3B.
  - 2.1.3. March 7, 2005- Schindler Elevator replaced the car callboard in the north elevator that was causing the elevator to respond erratically.
  - 2.1.4. March 10, 2005 - SPC provided the regular routine spraying in the building and also provided the special treatment for unit 3A because of a cockroach sighting.
- 2.2. The following was done by the Superintendent:
  - 2.2.1. February 21, 2005 - Fixed equipment in the gym and fixed the broken back chain.
  - 2.2.2. March 11, 2005 - Hung the pictures and mirrors in the Recreation Centre.

### **3. Building Maintenance**

- 3.1. Separate Gas Meter for Rabba - Claus did communicate with Malcolm but has not yet spoken with Rabba concerning the separate gas meter issue. Claus to reconfirm with Malcolm regarding the next steps as he sees them, confirm whether Rabba's portion is governed by the Declaration and handle accordingly from there with a view to achieving the separate metering as rapidly as possible.

**To Be Approved – Next Board Meeting**

4. Accounting, Legal and Insurance

- 4.1. Financial Statement status – November is almost complete.
- 4.2. There are 4 suites where maintenance fees are late for March.
- 4.3. Software upgrade - Jim will follow up again on the upgrade from Simply Accounting
- 4.4. As Jim Duncan will be leaving the building, he will be endeavoring to complete the outstanding matters as rapidly as possible given his demanding schedule. These issues include Financial Statements to December 31<sup>st</sup> to allow the work of the Auditor to commence, setting up of the separate Reserve Account and Directors Insurance as indicated below. Diane Turner to assist by going to the bank with and for forms. Greg Geralde to assist in confirming the accruals.
- 4.5. Jim reported on Building Insurance which has been paid. Jim to confirm coverage, premium and timing of renewal related to Directors and Officers insurance.
- 4.6. Jim Duncan reported on his research related to sourcing a less expensive auditor.
  - 4.6.1. Our December 31 year end poses a certain reluctance to quote because the majority of CA firm's clients' year ends are also at this time of the year. Firms are reluctant to take on new business because they're stretched and because the value of the audit to them in terms of revenue is not high.
  - 4.6.2. Can we find someone cheaper? Undoubtedly, but will it be worth it? Last year we paid \$3,745. We are unlikely to find someone of trust and competence for less than about \$2,800. Is \$975 worth changing? That difference is about \$1.50/unit/month.
  - 4.6.3. It would not be recommended to change auditors in the year that the treasurer is also changing. Any new auditor will have to rely on input from the current treasurer so while both treasurer and auditor can change from time to time, it should not be at the same time.
  - 4.6.4. It would be my recommendation to the Board not to bring a motion to change auditor at the 2005 AGM but rather to explain the rationale for staying with our current firm.

5. Owner, Tenant and Board Relations:

- 5.1. One suite has requested hardwood floor installation where the wood goes on top of a soundproofing base. Our policy on this matter, which is well documented, was reiterated. The letter will go out the owner drawing their attention to the Owners Guide which calls for carpeted floors and states that any unreasonable

noise experienced by the suite below (or any other suite for that matter) would have to be remedied by the suite causing the noise.

6. Fire Safety and Emergency Assistance Requirement:

6.1. Emergency Assistance Requirement

6.1.1. As indicated in paragraph 5.1 of the February 15, 2005 minutes, there were certain suites where the Emergency Assistance Form was not completed. Diane gave Claus the list of 16 suites needing a third reminder to submit their Emergency Assistance Form. Those suites are 2A, 3A, 3B, 3D, 4C, 6A, 7A, 8A, 9A, 9D, 10D, 14A, 14D, 15B, PH-A, PH-B.

6.1.2. Diane identified the Red Binder which has been set up with fire safety forms including the form indicating suites requiring assistance during an emergency, a master list of those requiring assistance, and the Confirmation of Unit Information forms. This information is confidential to the Board, with the master list of residents requiring assistance being made available to emergency personnel if the situation warrants.

6.2. Diane reviewed the list of 16 suites requiring smoke detector replacements and the notice which has been drafted to advise the owners. Greg Geralde will prepare note broadening the offer to any other suite owner who may wish to replace their smoke detector at the same time, with the benefit of the same cost.

6.3. Lonergan rewrote their estimate for Fire Safety repairs so that we can deal with the priority items and receive clearance for our building from the Fire Department. The estimate is for these items is \$1,975.. Repairs include repairing one of the fire fighter phones, replacing 18 heat detectors, 1 EVAC speaker in lobby, 2 pull stations, and 3 hose cabinets.

Moved to accept the quote. By Diane Turner. Seconded by Jim Duncan.  
Non opposed. Carried.

7. Other Business

7.1. Recreation Renovations – The Board acknowledged and supported the addition of mirrors and paintings which have been hung in the Recreating Centre over the last 2 weeks. In terms of other improvements, Greg Geralde will circulate a notice asking for volunteers to work on the committee. Our next moves after that will be governed by the interest of owners and the available budget.

8. Next Meeting

8.1. Date of the next meeting is Monday April 18, 2005.

8.2. **Date of AGM has set for Tuesday June 21, 2005.**

9. Adjournment

The meeting was adjourned at 8:40 p.m.