

MTCC 600 Minutes of Board Meeting of Thursday, March 20, 2014

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In Attendance:

Board Members: Doug Gibson, Alan Gracan, Vincent Tondreau, and Ron Horton (via Skype)

Absent: Diane Turner

Other Attendees: Alex Lefter (Superintendent), Claus Wall (14A), William Edwards (6D),

1. Call to Order

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

2. Minutes

MOVED by Ron Horton to approve the minutes of Thursday, February 20, 2014.

SECONDED by Vincent Tondreau. CARRIED.

3. Business Arising

- 3.1. Elevator Project – Considering that the refurbishment project would put one elevator out of service for an extended period of time (though the length of time has not yet been estimated), and that the rec centre renovation will occur over the coming months, it was decided to delay the project until after other renovations are completed.

Ron previously distributed a proposal from the suggested Project Manager, VDA Vertical Transportation Consulting Ltd., which quoted a fee of \$8,865 that included an inspection of current condition of the elevators; writing specifications for work; eliciting and reviewing quotes and recommending a contractor; and supervising work. Ron noted the company has done work for major organizations including Intercontinental Hotels and a local hospital. It was agreed that we would proceed with hiring the consultant after they provided documentation of their experience and references to the satisfaction of the Board.

Approved by the Board Thursday, April 24, 2014

3.2. Air Conditioning for Elevator Room – Since the elevator project will be delayed and given the experience last summer of elevator problems due to humidity, it was agreed to install an air conditioning unit in the Elevator Room before the summer. The air conditioner will be required as part of the elevator project and should alleviate the humidity issue that led to the service problems last year. Once the Project Manager is engaged, he will be asked to provide the specifications of the air conditioning unit.

3.3. Security Concerns – There was significant discussion on the types of security concerns there were, including access to the garage, use of the garage by non-residents, residents and owners allowing strangers in the front door etc. There were different opinions on the extent of changes that might be necessary and the balancing of security with the effect of increased procedures on the residents. It was agreed that the Board would continue to consider security issues, but no actions will be taken at this time.

3.4. Dan Blair – The outstanding invoices to Dan Blair will be paid shortly and he will then arrange for delivery of the outstanding planters.

4. Superintendent's Report

4.1. Contractors completed the following work during this period:

- March 20 – Mainline replaced broken drain pipe.

4.2. The following work was done by the Superintendent:

- March 10 – Repaired the sinkhole in the breezeway.

4.3. There were no moves during the period

5. Building Maintenance Report – Ron

5.1. General – Ron reported that he has had email correspondence with some residents regarding various minor issues and questions.

5.2. Dryer Venting – Ron noted again an issue that has been brought up in the past, that being potential plugs or leaks in dryer venting. However, as this occurs behind walls and in ceilings, it is difficult to locate these problems, and they are

ultimately the responsibility of the owner. Ron does not have any current recommendation for action.

6. Financial Report – Alan

6.1. Current Operations – It is too early in the year to identify any potential significant variances to the budget that may affect the 2014 results. By the second quarter, it should be easier to identify any variances.

6.2. Year End Audit – Alan will have an update on the audit at the next meeting.

7. Owner Relations Report

7.1. Garage Entrance Grill – The insurance company will be sending a cheque based on the quote received for repair to the grill by the garage door. It is unclear how the tax will be dealt with; if it is not covered by the insurance company, Vincent will contact the party who caused the damage.

8. Other Business

8.1. Rabba Leak – The cost to repair damage is being dealt with by the owner of the suite that caused the leak.

8.2. Occupancy Forms – Doug reported that over 70% of the suites have confirmed current or provided new contact information.

8.3. Election Planning – The planning for the AGM and the announcement for calls for open positions will be discussed at the next meeting.

9. Next Meeting

The next meeting will be Thursday, April 24, 2014 at 7:00 p.m.

10. Adjournment

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