

MTCC 600 Minutes of Board Meeting of Thursday, November 13, 2014

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In Attendance:

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

Other Attendees: None. The meeting was held IN CAMERA

1. Call to Order

Greg called the meeting to order at 7:01 p.m.

2. Minutes

MOVED by Diane to approve Minutes of Thursday, October 16, 2014. SECONDED by Vincent. CARRIED.

3. Continuing Business

3.1. Recreation Centre Renovation Update – The sauna area has been completed. The entire recreation centre is now available for use. Greg drafted rules regarding use and safety issues for the sauna, which were discussed and will be posted next to the sauna control panel.

3.2. Elevator Project Update – Schindler has ordered the machinery and controls for the project.

SnapCab, which we were planning on using for the elevator interiors, has decided to cease installing their interior product, and will manufacture only; they will not be doing our project. An alternative supplier has quoted a price \$12,000 higher than SnapCab. Greg is looking for another alternative.

3.3. Pergola Project Update – Phase 1 of the project has been completed. Expansion of a phase 2 will be considered in the future, but no firm commitment has been made.

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3.4. Greg has contacted the supplier about the cost of installing a card reader on the door between the main lobby and the stairwell. They will be providing further information.

4. **Superintendent's Report**

The superintendent provided his report prior to the meeting and was read into the minutes by the Secretary.

4.1. Contractors performed the following work during the period:

- October 20 – Continental Fitness repaired the Stairmaster.
- November 5th – Hartwell irrigation winterised our watering system on the top roof.
- November 8 – Intercon replaced failed component for lobby Intercom.
- November 10th – Locksmith technician repaired broken door handle in suite 14B.
- November 12th – SDS provided semi-annual service for the kitchen stacks.

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

- October 23 – Serviced and adjusted all doors to garbage chute on the floors.
- October 31 – Repaired the door knob in suite 11D.
- November 4 – Secured both gazebos on 2nd floor patio.

4.3. The following moves occurred during the period:

- October 17th – New tenants moved in 15A.

5. **Building Maintenance Report – Ron**

5.1. Mold in Unit – An owner reported recurrence of mold in their suite. It was concluded that the cause was condensation, and therefore the owners' responsibility. A website reference to a website with information about condensation and mold was provided.

5.2. Fan Coil Replacement – Twelve suites have indicated interest in having both fan coil units replaced at owners' expense, and one indicated interest in replacing one unit.

Because shutting down the water supply for the fan coils is likely required, it was determined the ideal time for the replacements would be in the time

period between the end of heating season and beginning of cooling, or sometime in April.

5.3. Stairway Exit Doors – In response to an owner comment that the stairway doors do not seem to always close completely, Ron examined all the doors and made adjustments to those with problems.

5.4. Roof Furniture – The roof furniture was brought indoors for storage through the winter season.

5.5. Security System – Ron noted that the Intercon security system is due for an update under the Reserve Fund in 2016.

6. Financial Report – Alan

6.1. 2015 Budget – Alan presented a first draft operating and capital budget to the Board. There was discussion regarding the following points:

- Estimated operating surplus for 2014
- Potential maintenance fee for 2015
- Possible projects for new building assets (i.e. additions not covered under the Reserve Fund)
- Status of funding for current reserve fund projects, including estimated costs, amounts allocated under the reserve fund, and possible funding alternatives

It was agreed that Alan would refine the expenditures in the operating budget and present a revised budget for approval at a meeting to be held on Tuesday, November 25 at 7:00 p.m.

7. Owner Relations Report – Vincent

There is nothing to report.

8. Other Business

There is no other business requiring discussion at this time.

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9. Next Meeting

The next regular meeting will be scheduled at the Budget Approval Meeting on November 25, 2014.

10. Adjournment

The meeting was adjourned at 8:48 p.m.

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