

MTCC 600 Minutes of Board Meeting of Thursday, November 21, 2013

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In Attendance:

Board Members: Doug Gibson, Alan Gracan, Vincent Tondreau, and Ron Horton

Absent: Diane Turner

Other Attendees: Alex Lefter (Superintendent), William Edwards (6D), Howard Craven (12B)

1. Call to Order

Doug Gibson called the meeting to order at 7:02 p.m.

2. Minutes

MOVED by Ron Horton to approve the minutes of Thursday, October 24, 2013.

SECONDED by Doug Gibson. CARRIED.

3. Business Arising

3.1. Planters – A registered letter was sent to Dan Blair demanding return of the deposit on planters that were not delivered, with a deadline of November 25th. No response has been received.

3.2. Elevator Quotes – Complete written quotes have not been received from either Schindler or Direct Elevator. Quotes segregated between mechanical and cosmetic refurbishment will be requested from both for review in January.

Because of the lengthy elevator outage experienced, due to problems in delivering the needed part, the bidding companies will also be asked to assess and comment on the current status of our elevators and the urgency of replacement to minimize future outages, while also balancing expenditures from the Reserve Fund.

3.3. In Suite Electrical Panels – Some replacements have been completed, but unavailability of parts has delayed the remainder.

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- 3.4. Lobby Redecoration – Vincent reported that the chairs originally recommended for the main lobby area are no longer available and will be substituted. It is expected that the furniture will be delivered and installed by December 16.
- 3.5. Fire Inspection – Some heat and smoke detectors will be replaced as a follow up to the annual inspection. It was noted that 13 fire extinguishers will expire and need to be replaced next year.
- 3.6. Garbage Room Odour – No odour has been detected.

4. Superintendent's Report

- 4.1. Contractors completed the following work during this period:
- November 8th – Lonergan Alarms replaced leaking pipe in our sprinkler system.
 - November 11 – Hartwell Irrigation winterised our irrigation system on the top roof patio.
- 4.2. The following work was done by the Superintendent:
- No extraordinary items were required
- 4.3. The following moves were made during this period:
- November 15 – New owner moved in in suite 7B.

5. Building Maintenance Report – Ron

- 5.1. Sprinkler System – A sprinkler system pipe in the boiler room needs replacement. The job was quoted at \$850 plus tax.
- 5.2. Pipe Failure – A leaking pipe in the sprinkler system needed immediate replacement, requiring shut down of the water supply. The pipe was replaced. In addition, a shut-off valve was installed so that future repairs will not require complete shutdown of the building water supply.

6. Financial Report – Alan

- 6.1. September Financial Statements – Preliminary statements for the third quarter up to September 30 continue to indicate the expenses for the year should be below budget.

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- 6.2. Budget for 2014 – The In Camera meeting to discuss the budget has been moved to Wednesday, November 27th. Alan expects to distribute the draft budget by Monday, November 25th.

7. Owner Relations Report – Vincent

- 7.1. Miscellaneous – Some minor renovations to individual suites are currently underway.
- 7.2. Noise – The mysterious noise heard recently was likely from the elevator recently repaired.

8. Other Business

- 8.1. Occupancy Form – Forms with current information will soon be sent to owners for confirmation or changes.
- 8.2. Ron Absence – Ron will be out of the country from January 15 to the end of March, but will be available on line much of the time. Coverage of his duties will be discussed prior to his leaving.
- 8.3. It has been proposed by the city to replace Seaton House with a higher building, and renovate the houses at the south end of the street.

9. Next Meeting

The next meeting will be Thursday, January 9, 2013 at 7:00 p.m.

10. Adjournment

The meeting was adjourned at 7:44 p.m.

Approved by the Board Thursday, January 9, 2014