

MTCC No. 600 Minutes of Board Meeting of Tuesday October 24, 2006

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Warren Holder called the meeting to order at 7:00 p.m.

Attendance:

Board Members: Malcolm Broadbent, Greg Geralde, Warren Holder, Diane Turner

Regrets: James Dubro

Other Attendees: Claus Wall – Suite 14A, Alex Lefter – Superintendent

1. Minutes

1.1. Moved to approve the minutes of Tuesday September 26, 2006. By Malcolm Broadbent. Seconded by Warren Holder. Unanimous. Carried.

2. Superintendent's Report

2.1. Contractors completed the following work during this period:

- 2.1.1. September 28 - October 6 – Honeywell fixed our chiller.
- 2.1.2. October 3 – Honeywell repaired the fan for the hallways.
- 2.1.3. October 16 – Honeywell repaired the heating unit in suite 7A.
- 2.1.4. October 18 - 19 – Intercon solved the problem with the lost communication signal.
- 2.1.5. October 12 – Standard Pest Control provided the routine maintenance for the building.

2.2. The following work was done by the Superintendent:

- 2.2.1. October 13 – Installed the new panic bar for the door on P1 level.

2.3. Recycling Scores are as follows, with the highest score being 10:

- 2.3.1. Floors 3, 4, and 14 – Score of 3 (Note Floor 4 has old shoes, bread and other such inappropriate items are being left in the recycle boxes. Floor 14 is leaving juice boxes that need to be rinsed out and broken down. Cleanliness issue)
- 2.3.2. Floors 5, 6, 7, 15 – Score of 5
- 2.3.3. Floor 8, 11, 12 – Score of 7
- 2.3.4. Floor 2, 9, 16, 10 – Mark 9
- 2.3.5. Most common problems – Plastic bottles, tin cans and boxes (including juice boxes) are not broken down and flattened.

To Be Approved at Next Board Meeting

3. Building Maintenance – Malcolm Broadbent

- 3.1. Water Leaks into the Telephone Room – Water intrusion is a result of water finding its way along pipes feeding through into the telephone/cable room caused by the removal of flashing from the outside of the building during the guest parking area restoration. Once the flashing and new water drains are installed, a hose test will be conducted to ensure this intrusion has been stopped. Meanwhile, temporary caulking has been placed in areas where water is believed to be entering. In addition, Alex Lefter has placed absorbent rags to catch any water from hitting telephone/cable wires.
- 3.2. Changeover from Air Conditioning to Heating took place on October 12, 2006.
- 3.3. Clean Out Traps – A second quote in the approximate amount of \$5,600 plus taxes has been obtained. However, the secondary quote from Jermark Plumbing came with the recommendation that clean out traps be installed at the same time domestic riser replacement occurs, so that wall cutting happens only once in those suites which would be impacted.
- 3.4. Suite Door Security – We now have 2 quotes for the Safe Door System both of which are approximately \$10K to do all suite entry doors. The door vulnerability is at the lock level, and further investigation is required as to whether a door latch guard is as effective as the safe door system.

4. Above Ground Garage Restoration Project – Malcolm Broadbent

- 4.1. We were on schedule for October 31st completion but weather and delayed sub-trade contractors may hold this up. Opening guest parking is a priority however, we still need to have the guest entry parking arm hooked up and working, the yellow posts reinstalled, and the line striping completed. In addition, ongoing dialogue with Rabba about their commercial vehicle access and the lifting of the condensing units at the back is necessary to complete this phase of the project. We may wish to open guest parking knowing that other parts of the project may be held up. Once Rabba's intentions are known, we can then seek owner input as to interest in gating areas of our property. The rear entry gate selection is being delayed until we have Rabba's response as to financial participation.

5. Financial, Legal and Insurance

- 5.1. Greg Geralde presented the September 2006 Financial Statements and walked the Board through the statements.

Moved to accept the September Financial Statements. By Warren Holder. Seconded by Malcolm Broadbent. Unanimous. Carried.

- 5.2. Greg presented his plan to approach the 2007 Budget which included preparatory work he and Malcolm had already done. Greg and Malcolm to meet in advance of the November 28th Board Meeting (which will be in-camera as is our practice.) The Budget will be presented at the November 28th Board Meeting.

6. Owner, Resident and Board Relations – Warren Holder

- 6.1. Both parking issues from last meeting have been handled.

7. Other Business

- 7.1. TV for Exercise Room – Move to install a flat screen TV after having checked with the owners of 3D to ensure they have no objection on the basis of potential noise. Moved by Diane Turner. Second by Warren Holder. Unanimous. Carried.

- 7.2. Stationery Exercise Bike – Was installed October 12, 2006

- 7.3. Breezeway Repair – The letter that was sent by our legal counsel to DTS with a copy to Stacaro required the former to reply by October 6th. This deadline has come and gone with no response. Next step is to have the repair done and Malcolm will present the case at Small Claims Court. Malcolm recommended that we file suit against DTS and Stacaro.

Moved to have Viana Roofing and Sheet Metal Ltd. which was one of our lowest quotes coming in at \$3,300 plus GST, perform the work. By Malcolm Broadbent. Seconded by Warren Holder. Unanimous. Carried.

7.4. Fire Safety - Annual Packages were delivered October 18th. Greg will mail to the non resident owners. We have 13 responses. Deadline is tomorrow (October 25th)

7.4.1. Fire Drill – Date has been established (November 1st). Diane reviewed the responsibilities of Board members and Superintendent.

7.5. Annual Superintendent Performance Evaluation – Diane reported this has taken place with input from Diane, Malcolm and Greg. Salary has been adjusted in accordance with our plan.

7.6. Following the usual session of the meeting which was conducted in the office, the Board toured several properties within a 6 block radius to survey what had been done in terms of fencing the perimeter of properties similar to our own. On the basis of those findings, quotes for fencing alternatives will be sought and reviewed by the Board.

8. Next Meeting

8.1. The next meeting is Tuesday, November 28, 2006. This will be an In-Camera session to discuss and approve the Annual Operating Budget for 2007.

9. Adjournment

The meeting was adjourned at 10:15 p.m.