

## **MTCC 600 Minutes of Board Meeting of Thursday, October 24, 2013**

Page 1 of 4

### **In Attendance:**

Board Members: Doug Gibson, Alan Gracan, Vincent Tondreau, Ron Horton, and 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 7:00 p.m.

### **2. Minutes**

MOVED by Vincent Tondreau to approve the minutes of Thursday, September 26, 2013.

SECONDED by Diane Turner. CARRIED.

### **3. Business Arising**

3.1. Rabba Parking – A letter was sent to Rabba confirming they are entitled to two parking spaces, and will be allowed to park one vehicle perpendicular to those spots. Doug received a verbal response agreeing to the arrangement.

3.2. Planters – A letter will be sent on October 25<sup>th</sup> demanding repayment of the advance given to purchase planters which were never delivered. The letter will state that if payment is not made by November 25<sup>th</sup>, legal action will be taken.

3.3. In Suite Electrical Panels – There are ten owners that wish to have electrical panels replaced. The electrician, Six Fix, will contact the owners directly to arrange the work.

3.4. Electric Car – A second request was received to install an outlet for an electric car. The request was subsequently cancelled.

There was discussion of a need to develop a policy to deal with further requests.

**Approved by the Board Thursday, November 21, 2013**

3.5. Elevator – To be discussed in the Building Maintenance Report.

3.6. Garbage Room Odour – The fan in the garbage room was repaired. Since the weather is cool, it is not yet known if this will alleviate the odour problem.

During the next chute cleaning, all the doors to the chute will be checked to ensure they close completely.

4. Superintendent's Report

4.1. Contractors completed the following work during this period:

- September 30 – Honeywell changeover our system from A/C to heating mode.
- October 4 – Northern generator inspected our Emergency generator as per schedule.
- October 10 and 11- Merrit Building Solutions replaced and serviced in-suite units.
- October 23 and 24 – Lonergan Alarms Lim. Inspected our Fire Safety System.
- October 24 – National Time repaired broken arm to our guest parking.

4.2. The following work was done by the Superintendent:

- October 1 and 2 – Painted the hallways on the P1 and P2 levels.

5. Building Maintenance Report – Ron

5.1. Exterior Caulking – Our engineering company, Building Sciences, has been requested to prepare the specifications for the project, put out to tender, and make recommendations on choosing a contractor.

5.2. Elevator Safety Railings – Schindler has reported that TSSA, the body that inspects the elevators, has relaxed the deadline to install safety railings because of the backlog experienced from the strike. Schindler will schedule the work in the near future.

5.3. Elevator Renovations – Alex and Ron met with Direct Elevators, which subs out the 'cosmetic' aspects of elevator refurbishment. They stated that it is more efficient to do the cosmetic upgrades at the same time as the

mechanical upgrades. Currently the two projects are scheduled in different years in the Reserve Study.

Ron will get quotes from Schindler and Direct Elevators for both cosmetic and mechanical upgrades. The decision to proceed only with the cosmetic upgrades or combine them later with mechanical upgrades will be considered.

- 5.4. Roof Furniture – Most of the patio furniture on the roof has been removed and put in storage. The remaining pieces will be removed soon.
- 5.5. Leaks – The wall on P2 level is showing much less moisture since the external drain was cleaned. However, there is still too much moisture for paint or plaster to stick. This will be left as is for the time being. There are no immediate structural concerns.

There was a significant leak in the stair way corridor on the P1 level. This is likely from the leak along the Rabba wall adjacent to the visitor parking lot. A fix of this problem might be a large job. There is no recommended action at this time.

6. Financial Report – Alan

- 6.1. Recreation Room Renovation – The Committee will be meeting on Saturday, November 2, to look at potential finishes for the renovation at various suppliers.
- 6.2. Budget for 2014 – The Board will meet In Camera on November 26, 2013 at 7:00 pm to discuss the budget for next year. The approved budget will be distributed to owners in early December.

7. Owner Relations Report – Vincent

- 7.1. Miscellaneous – Various noise issues were dealt with over the last month.
- 7.2. Garbage Disposal – It was recognized that all owners might not be clear on how to dispose of items that cannot be put in the garbage chute. It was agreed that the message to owners will be if unsure, ask Alex for alternatives.

8. Other Business

- 8.1. Fire Inspection – The annual inspection is being performed today and tomorrow. The list of deficiencies will be sent after completion. Some minor issues have been found, and will be dealt with appropriately.

Diane noted that she did not hear a full extended alarm, though Doug said the alarms were tested on all floors.

- 8.2. Recycling Boxes – The recycling boxes for each suite are still available. They will be moved to the laundry room so that they can be picked up outside of office hours.
- 8.3. Humming Noise – A humming sound was heard on the third floor but the source could not be located. No further action unless the noise resumes.
- 8.4. Mirror at Garage Exit – An owner has suggested putting convex mirror on the pole at the entrance to the garage to give drivers exiting a better view of oncoming traffic on the sidewalk and street.
- 8.5. Parking Arm – The broken parking arm was replaced. The incident was reported to police along with an identification card found on the ground.
- 8.6. Presentation by Howard Craven – Howard Craven attended a community meeting that presented plans for the street immediately east of our building. 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, November 21, 2013 at 7:00 p.m.

10. Adjournment

The meeting was adjourned at 9:02 p.m.