

## **MTCC 600 Minutes of Board Meeting of Thursday, October 16, 2014**

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### **In Attendance:**

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

Other Attendees: Alex Lefter (Superintendent)

### **1. Call to Order**

Greg called the meeting to order at 7:03 p.m.

### **2. Minutes**

MOVED by Greg to approve Minutes of Thursday, September 11, 2014 as amended.  
SECONDED by Diane. CARRIED.

### **3. Continuing Business**

3.1. Recreation Centre Renovation Update – Work is back on track; sinks and faucets are in; shower doors have been ordered.

3.2. Elevator Project Update – Alex reported Schindler was on-site doing measurements and inspections in preparation for the refurbishment.

3.3. Pergola Project Update – Building is progressing.

### **4. Superintendent's Report**

4.1. Contractors performed the following work during the period:

- September 16 – CanDoo Security solved the problem with the loading door.
- September 19 – Spectrum carpet cleaning steam washed carpets in the lobbies.
- September 29 week – Canada Wide cleaning washed our windows.
- October 6 – Schindler solved the problem with North Elevator.
- October 7&8 – Lonergan Alarms Inc. provided annual test for our Fire System. Report is still to come.

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- October 8 – Atlas Overhead serviced our overhead garage door according to our contract.
- October 10 – Atlas Overhead repaired overhead garage door.

4.2. The superintendent was on vacation for two weeks and did not perform any unusual activities during the period

4.3. There were no scheduled moves during the period.

### **5. Building Maintenance Report – Ron**

5.1. Garage Door – The underground garage door was intermittently not closing completely. Reopening the door allowed it to close during the next cycle. The regular maintenance inspection was only for mechanical parts. The problem worsened, and was due to a faulty relay, which was replaced. The one year warranty on the motor and operating system expired in May 2014.

5.2. North Elevator – Problem with a switch on the 8<sup>th</sup> floor caused it to stop operating when it reached the 8<sup>th</sup> floor. The elevator was placed out of service and the problem was fixed.

5.3. HVAC Changeover to Heat – Changed over October 8<sup>th</sup>.

5.4. Garage Door on P1 – The pedestrian entry door is damaged internally and occasionally shifts out of shape so that the alarm is activated. The situation will be monitored.

5.5. Leak in Rabba – Minor leak into Rabba. Have not been able to find the source. Will monitor the situation.

### **6. Financial Report – Alan**

6.1. 2015 Budget Timeline – Alan will produce a draft budget for discussion at the next meeting. The plan is to approve and distribute the budget by the first week of December.

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7. Owner Relations Report – Vincent

7.1. A suite renovation was approved but has not been started.

8. Other Business

8.1. Planning for Elevator Downtime – May need to move recycling to the parking lot during the elevator refurbishment program, as we will not be able to use the elevator to collect recycling daily. Also, during the period when only one elevator is available, any moves will need to be fully communicated to residents. More consideration will be given to the details of elevator while the elevator project is in process.

8.2. Re-establish Recycling Centre – The recycling will be re-established for batteries and CFL's only in the garbage room of the second floor.

8.3. External Cleaner Hire – Candidate has been identified, evaluated and hired. Alex has produced a list of duties. Natalia will concentrate on the rec centre during a once a week visit, and will be used for other special cleaning projects on an ad-hoc basis.

8.4. Stairwell Doors – It was noted by a resident that the stairwell doors are not always closing completely. Ron will inspect them all and repair as necessary.

8.5. Cardreader on Lobby Stairwell Door – Greg will contact the security company to investigate the cost and logistics of installing a card reader on the stairwell door leading into the lobby so that owners have the option of taking the stairs rather than wait for an elevator.

8.6. Carbon Monoxide Detectors – Vincent will contact Lonergan for further information about the recent announcement that carbon monoxide detectors are now mandatory.

8.7. Request from Rabba to Use Rec Centre – Greg will respond to Mike that he will have access to the rec centre.

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9. Next Meeting

Thursday, November 13, 2014 at 7:00 p.m. in the office (2C).

10. Adjournment

The open part of the meeting was adjourned at 8:47 p.m.

**In Camera Session**

Greg and Diane updated the board on Alex's annual review.

The In Camera Session was adjourned at 8:52 p.m.

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