

## **MTCC 600 Minutes of Board Meeting of Thursday, September 11, 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), William Edwards (6D)

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

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

### **2. Minutes**

MOVED by Greg to approve Minutes of Thursday, August 7, 2014 as amended.

SECONDED by Vincent. CARRIED.

### **3. Continuing Business**

3.1. Communications Protocol – Greg previously sent out and reviewed. Minor changes were made. Ron asked how the protocol affects questions that were posed by residents verbally. Greg responded that there needs a reasonable balance in making responses. Standard questions can be answered directly, but some should be sent directly in writing to Greg for a formal response.

Greg moved to adopt the Communications Protocol as amended. Diane second. CARRIED

3.2. Recreation Centre Project Status – Some items to be completed. By tomorrow, the front washroom and kitchen sink will be operational. The sauna area is still being worked on.

3.3. Elevator Project – The board met with our elevator consultant to review the proposals. All prices were within a small margin of each other. The least expensive option was unable to start the project until mid 2015 and so was rejected. Of the two remaining, Direct and Schindler, Schindler, our current service provider, was considered to have more experience in servicing downtown locations. Therefore, Schindler is provisionally chosen to do the

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refurbishment, subject to some details being confirmed. Alan will review the agreement.

- 3.4. Pergola Replacement – Ron noted that a month ago the old pergola was taken down but that it took two weeks to remove most of the material and some of the material is still remaining. He has concerns about them finishing. Greg explained he had purposely told the contractor to put the pergola project on hold so that he could focus on the rec centre, and that work on the pergola would be starting a few weeks from now.

Alan moved to confirm the contract with Desa to build the first part of the pergola for \$15,720. Seconded by Greg. Ron abstained.

- 3.5. Reserve Fund Project Planning – There was a general discussion about doing a three to five year plan for reserve fund projects to ensure adequate lead time for decisions to go ahead with a project and planning the specifics. It was agreed that the timing of projects in the reserve fund study performed by our independent consultant every three years is a guide only, and that we will proceed with projects when they are considered necessary (or desirable in the case of primarily aesthetic projects). The next study will be undertaken in the fall of 2015 and it was agreed we should work closely with the consultant in determining the proposed timing of projects.

- 3.6. Garage Entrance Grill Repair – Completed.

4. Superintendent's Report

- 4.1. Contractors performed the following work during the period:

- August 11 – Service Master Co replaced damaged grille.
- August 12 – Intercon solved the problem with our security system.
- August 13 – Can Doo security Co replaced broken door operator for the delivery door.

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

- August 22 – Repainted garage entrance grille in proper color.

- 4.3. There were no scheduled moves during the period.

5. Building Maintenance Report – Ron

5.1. Fan Coil Replacement – Greg and Ron will send note to owners with information.

5.2. Elevators stuck two times, but fixed quickly.

6. Financial Report – Alan

6.1. 2015 Budget Process – Alan reviewed a plan previously distributed to the board for the budget process for next year. The timeline proposes finalization and approval in late November and distribution of the budget and maintenance fee amount to owners in early December.

6.2. Building Maintenance Budget – Alan noted that the interior building maintenance budget for the year is \$30,000, but that very little has been charged to the account to date. The amount is an allowance for unexpected maintenance repairs as well as discretionary maintenance improvement projects. Although the lobby improvements in 2013 were charged to this account last year, the improvements to the rec centre and patio not covered by the reserve fund are not being charged to this account this year. The decision had long ago been made to use the accumulated operating surplus to fund the operating component of that project. Therefore, if any maintenance and repair projects are being considered, there are available funds for such projects.

6.3. Building Appraisal – We have been contacted by Suncorp Insurance Appraisal with a reminder that our tri-annual appraisal program is due this year. They have been asked to perform an on-site appraisal this year, with written updates in 2015 and 2016 for a cost of \$1,150.00 plus HST. We will go ahead with the proposal.

7. Owner Relations Report –Vincent

Nothing to report.

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### **8. Other Business**

- 8.1. Lobby Improvements – Diane requested approval to make some incremental improvements to the lobby. A discretionary allowance of \$3,000 was included in the 2014 budget. Diane will give some examples of furniture for consideration and approval.
- 8.2. Alex's Vacation Coverage – Alex will be on vacation the weeks of September 22<sup>nd</sup> and 29<sup>th</sup>. Yuri will be filling in for him during that period.

### **9. Next Meeting**

Thursday, October 16, 2014 at 7:00 p.m. in the office (2C).

### **10. Adjournment**

The meeting was adjourned at 8:13 p.m.

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