

MTCC 600 Minutes of Board Meeting of Thursday, July 25, 2018

Board Members: Marc Robitaille, Howard Craven, Alan Gracan, Ron Horton and Daniel Langdon

Quorum: Yes

Guests: Greg Geralde (Past President) and Alex Lefter (Building Manager)

1) Call to Order

Marc called the meeting to order at 7:01 PM.

2) Approval of the Agenda

No additions to the agenda.

3) Approval of Minutes from July 12, 2018

MOVED by Howard to approve the Minutes of July 12, 2018, as written. SECONDED by Ron.
Carried.

4) Directors Reports

4.1. President's Report

- Special thanks to Howard for taking Marc and Dan on a tour of the building to identify issues.

4.2. Treasurer's Report

- Nothing specific to report
- Currently showing a positive variance to budget – should have a half year analysis for the next meeting.

4.3. Maintenance Report

- Issue of garage door not closing on July 24, 2018 – issue caused by moisture build up on the reflectors (it was a hot and humid day). Reflectors cleaned by Alex.

4.4. Owner Relations Report

- Unit Door Restoration completed on time and under budget. There was one complaint received about the adhesive used and all relevant information was forwarded on to the owner. No further action required.
- Underground garage was power washed on Thursday April 15th. Six parking spaces required special spot cleaning which was completed on April 30th. As written in the 'Take your car to work' notice, "Owners who have leaking oil will be charged a surcharge for its removal." The majority of the owners have paid. Discussion identified that no additional charge was levied by the vendor and therefore additional charges may not

apply. The board decided to wait until the parking membrane is repaired to determine if the oil and transmission fluid leakage caused damage.

- Communication received in regards to the smell of urine in elevators. Cameras in elevators are expected to help identify perpetrators as required.
- Hallway pilaster detaching from the ceiling. Howard to investigate opportunities to repair this.
- The lobby phone and screen went down on a Sunday morning. Alex resolved the issue and identified the cause as water penetration. No further action required at this point.
- The gym is extremely warm. Two feet of ductwork are missing from the closet to the gym. Howard to investigate opportunities to resolve.
- Howard met with the new renters of 15D and reviewed the policies of the condominium and completed all required documentation. He is following up on the rental agreement.
- A lack of bike space has been noted on both P1 and P2. Howard requested that this be reviewed further. Dan to conduct an inventory of bikes and present at the next meeting.
- Around the building, there is often litter from Tim Horton's and people have been known to deface the flower garden. There was discussion about a fence to surround the residence entrance. The board decided that it was best to postpone any decision on a fence until plans for the renovation of the entire streetscape have been completed.
- An opportunity to provide a locking mechanism at the front entrance was discussed for an additional \$4k to the cameras project (the doors could be programmed to lock at a specific time). The board debated balancing security, access to guests and fire safety (fire safety box for emergency services is held within the vestibule). The board decided not to proceed with the proposal at this moment to ensure emergency service access to the building. Howard to continue to investigate how other buildings have managed this.

4.5. Secretary's Report

- Recommending a shared drive solution so files are available by all Board Members. General approval to investigate options and Dan to come prepared to next board meeting.
- Over the coming months Dan will investigate opportunities to standardize an e-mail newsletter and look at opportunities to improve the website.

5) Decision Items for the Board:

- a. Approval of Board Responsibilities
 - Discussed the specific roles of Board Members and how communications from owners to the Board could work best. Marc to take on a leading communications role and continue the 'help desk' model. Owners are to e-mail Marc first and he will triage appropriately.
- b. Review and Prioritization of Projects
 - Howard compiled a comprehensive list of open items. Dan took those items and categorized them. The Board completed a high level review and delegated some of the items as follows:

- i. Dan to manage the three lock issues (electric room, roof top pagoda entrance and emergency gym exit)
 - ii. Howard to manage ducts and fire safety plan
 - iii. Alan to investigate windows and look for a project manager to assist with some of the larger items on the list
 - iv. Marc to connect with painters
- c. Review of Property Management Companies – Identification of Next Steps
 - All members reviewed the three proposals gathered by Howard from Trivest, Whitehill Residential and TSE Management.
 - Overall the Board felt that the three proposals did not add value and focused on accounting and general operations rather than addressing the list of projects requiring support and providing professional expertise to manage the projects. Overall, the consensus was that an experienced project manager was needed at this time rather than a property management company.
 - Howard to respond to vendors: “At this time, we are electing to remain a self-managed building. Following a thorough discussion of project management companies, the board decided to continue to operate as a self-regulated building.”
 - A communication about Property Managers will be sent to the building via the president.
- d. Board Meeting Schedule
 - i. The Board discussed opening up future board meetings. In interest of transparency and effective communication, the decision was made to move forward with open Board Meetings. An invitation to owners will be sent out ahead of the next Board Meeting.
 - ii. Next Board Meeting Schedule: Thursday, August 23, 2018. Cadence to be once a month.

6) Other Business

- a. Garage Door Preventative Maintenance Program

Dodd’s Door Prepared a maintenance quote:

- i. Underground Garage Door - \$388.00/year with a max of 4 visits per year
- ii. Guest Parking Barrier - \$97/year with a max of 2 visits per year

Marc MOVED to accept the garage contract with amendment that the vendor must coordinate and connect with Alex to debrief. Howard SECONDED the motion. Carried.

Marc to coordinate with Dodd’s Door.

7) Adjournment

The meeting was adjourned at 09:30 PM.