

**MTCC 600 Minutes of Board Meeting of Thursday, February 21, 2019**

Board Members: Marc Robitaille (President), Howard Craven (Owner & Resident Relations), Alan Gracan (Treasurer), Ron Horton (Director – Maintenance) and Daniel Langdon (Secretary)      Quorum: Yes

Past President: Greg Geralde

Building Manager: Alex Lefter

Guests: Stuart Hobbs (PHC), Michael Tudor (12A), Andy Ng (3C), Larry Konyu (12A), Michael Tudor (12A), William Edwards (6D), Claus Wall (14A), Kirk Fox (10D) and Paula Tseng (14D)

**1) Call to Order**

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

**2) Approval of the Agenda**

MOVED by Marc. SECONDED by Howard. Carried.

**3) Approval of Minutes from January 17, 2019**

MOVED by Howard to approve the Minutes of January 17, 2019, as modified. SECONDED by Marc. Carried.

**4) Directors Reports**

*4.1. President's Report*

- No report submitted

*4.2. Treasurer's Report*

- Draft 2018 year-end and YTD 2019 statements to be ready for next meeting.
- Insurance received and insured for another year.

*4.3. Maintenance & Building Management Report*

- Items in detailed report

*4.4. Owner Relations Report*

- Thank you to Alan for support in communications over the last month.
- See attached report.

*4.5. Secretary's Report*

- Looking into data storage solution and implementing within the next month.

**5) Decision and Discussion Items for the Board:**

**a. 2019 Major Capital Projects**

- i. Epoxy Issues and Riser Replacement • Project Update – Dan (Attachment 5A) ○ The engineering company (Building Sciences Inc) has been hired to coordinate the overall

replacement of the risers. Dan to follow up on next steps (with the goal of having the Engineer present riser replacement and window replacement at the same time).

- The Board discussed whether to continue with the current approach of investigating and resolving individual issues:
  - Decision was made to continue investigating and trying to resolve epoxy related blockages.
  - Repairs to walls will be more superficial rather than painting given that access will be needed again. Windows Replacement
- Agreement was signed to have the Engineer
- Can we do both projects at the same time
- Dan to manage the initial communications with the engineer ○ Alex has a question - Can we do a portion of the building to test? Follow up with Engineer when he is here.
- Dan to follow up on timing for next steps with the Engineer.

b. Building Maintenance Items

i. Water drainage issues

- Drainage issue in D unit and A unit. D unit required plumbers.
- Alex to record incidents
- If it happens treat it as an emergency. Water will be shut down to resolve issue.

ii. Fire alarm system

- Rabba has a two by four that directs water down the side of the wall
- Water is falling to the electrical room
- Longer term solution is grading
- Stop gap – put up a little umbrella
- Replace pipe in Rabbas ○ Short terms solution ○ Long term solution – door
- Howard to investigate options iii. Hallway Temperature
- 12<sup>th</sup> floor temperature
- Average temperature in day is 13 C and at night 13.4 C • What can we do to raise the temperature?
  - Hallway is cold air pumped in from outside heated and sent to the units ○ See what opportunities – test all floors (just once)

c. Volunteer Project Opportunities

- Partner with the board
- Projects should be prioritized by the board
- Responsibility of the board to ensure project supported as required

d. Fire Safety Inspection Report

- Candoo door completed
- Lonergan following up with the city and should have a response next week • Lonergan still needs to produce report in format outlined by the inspector.

e. Second floor recreation center - proposals for posting

- The following change to the bylaws was proposed:  
*It is the responsibility of the person using the Kitchen Area to clean it immediately after each use. This includes, but is not limited to, the sink, fridge, microwave, counter and eating*

*areas. Persons found disregarding this rule may be prevented from using the 2nd floor BBQ's and Kitchen at the discretion of the Board of Directors.*

- Howard Motion. Dan Second. Carried three to two. Nay Allan and Marc.
  - Howard to forward notice onto the building.
- f. Snow Removal Issues:
- i. North-side path between Jarvis and Mutual
    - Looked up the rules and sent to Alex for conversation
  - ii. Review of East West Services Company
    - Too much salt being used – Alex has told the driver
    - Billing us for salting
    - Cleaning is inconsistent. Pushed up against back gate.
    - Haven't had consistent driver
    - Secure a snowplow starting now – Ron assigned to investigate opportunities
  - iii. Update on ramp heating issue
    - No power to the heater (confirmed by electrician)
    - Electrician to return to continue investigation
- g. Fan Coil Unit Replacement (Attachment 5C)
- Switchover in May
  - Q&A ASAP – stand alone meeting (only interested people)
  - Thank you to Stuart Hobbs

## **6) Quotes approved**

- a. Quotes
  - i. Reliant Safety Anchoring Inc.
- b. Quotes approved via e-mail
  - i. Building Sciences
  - ii. Candoo

## **7) Other Business**

- a. Erring on the side of conservative in spending funds for FY2019 to reserve funds for riser replacement project.
- b. Discussion about water and sharing information with owners.

## **8) Adjournment**

Marc MOTIONED to adjourn the meeting. Howard SECONDED. The meeting was adjourned at 09:06 PM.

## **2019-02-21 Owners & Residents Report**

### **Ongoing Business:**

1. A resident was sent a reminder that bikes are never permitted in any common area or in any unit of our condominium. This rule is also written in the Owner and Resident Guide. Because there is no space currently available in any bike cage, the resident asks the Board to install additional bike cages.
2. Our past president sourced replacement hall lights and the 2 broken wall sconces were replaced. The Treasurer secured the repair cost of \$70 each from the owners responsible for the breakage. No further action is required.
3. An owner sent an email requesting news on the water meter and Tim Hortons which was brought up at the AGM. This was discussed at the August 25<sup>th</sup> board meeting. The Treasurer met with the owner and discussed this matter. No further action is required.

**New Business:**

1. On January 18<sup>th</sup>, an email was sent at the request of the Owner of 4A to inform residents that a parking space on P2 is currently available for rent.
2. On January 20<sup>th</sup>, an email was sent at the request of the Owner of 5C to inform residents that a parking space on P1 is currently available for rent.
3. On January 27<sup>th</sup>, a director was notified of numerous items stored on P2 – Parking Space #2. The Owner was sent an email reminder that overnight storage of anything other than a motor vehicle is not permitted. Everything was cleared away by 10:00 pm.
4. On February 12, several residents contacted the Building Manager and Directors, concerned that snow was collecting between the glass panes of the slider windows. A notice was sent to all residents to reassure them that this was normal on days when the snow is blowing around in the swirling wind. Snow comes in through the small drainage holes at the bottom of the outer sliders. When the weather improves, the melted snow will drain out through the same drain holes.
5. On February 12, a resident found an item of value in the Gym. An email was sent to all residents with information about how to reclaim this item. The following day, the Apple earbuds were returned to the owner.
6. On February 15, a resident requested the use of an elevator for a Saturday move. After a review of the bylaws and rules, the Board declined the request. The resident was asked contact the Building Manager to book the elevator on a weekday between the hours of 9:00 a.m. and 4:00 p.m.
7. On February 20, a resident expressed frustration that notification was sent out less than 48 hours before the February meeting of the Board. The board was asked if future notices of noise, water shut off and meetings could be sent out earlier? This was discussed at the February 21 Board Meeting. It was noted that directors are volunteers with busy personal and work lives, but they will continue to send notification as early as possible.