

MTCC 600 Minutes of Board Meeting of Thursday, March 21, 2019

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

Absent: Marc Robitaille (President)

Quorum: Yes

Past President: Greg Geralde

Building Manager: Alex Lefter

Guests: Stuart Hobbs (PHC), Andy Ng (3C), and William Edwards (6D).

1) Call to Order

Dan called the meeting to order at 7:03 PM.

2) Approval of the Agenda

MOVED by Howard. SECONDED by Ron. Carried.

3) Approval of Minutes from February 21, 2019

Moved by Alan to approve the Minutes of February 21, 2019, as modified. SECONDED by Ron. Carried.

4) Directors Reports

4.1. President's Report

- No report submitted

4.2. Treasurer's Report

- Presented YTD Reserve Fund
- Expecting end of year surplus of \$20-\$35k (waiting for a few bills to clear first)
- Will contact the auditors. Draft audited statement with target completion for end of June AGM

4.3. Maintenance & Building Management Report

- Water leak through Rabba's back door – Recommending cutting a trench in the concrete to run to the garbage room door.
- It is in the poured concrete – concerns about whether cutting in would impact underneath lining ○ Board felt it would be beneficial to have the Engineer Review – Dan to contact Engineer
- Roof anchors reviewed and passed. Map of roof anchors should just be inside door (currently in boiler room). Still receiving certificate. Dan to coordinate.

4.4. Owner Relations Report • See attached report.

4.5. Secretary's Report

- No report submitted

5) Decision and Discussion Items for the Board:

a. Financial update

i. Update

Completed in Treasurer's Report ii. Discussion -
Budget for minor projects

- Defer until after the engineer is back with assessment for Riser Replacement and Window Replacement

b. 2019 Major Capital Projects

i. Epoxy Issues and Riser Replacement

- Majority of owners have had improved water circulation with recent plumber visit
- Some units continue to experience a shortage of water in Kitchen
- Engineer expected to reach out with dates in the coming weeks to present to the board

ii. Windows Replacement

- Alan to send reserve fund study items to move forward with assessments
- Engineer expected to reach out with dates in the coming weeks to present to the board

c. Fire Safety Inspection Report ○ Still have not heard back from city for approval to move forward with modifications ○ Still waiting on Lonergan to supply revised reports

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e. Building Maintenance Items

i. Water penetration issue – telephone room

- Discussed in Maintenance and Building Managers report
- Focus on the outside and increase the water flow down away from door.
- Have Ken Lonergan come back in – what is the effect on the fire system? ○ Discussed - where are the trigger points causing the system issues and impact to systems. Follow up with Ken Lonergan.
- Will ask the engineer to review when he is on site. Follow up with Nicholas if needed to provide additional quote support.

ii. Camera update

- Cameras are being recorded on the hard drive (can be accessed), but not on the screens
- Some cameras needed to be replaced and team has been in three times over last few weeks
- Missing two things ○ Software ○ Training

iii. Snow removal company review

- Ron asked a few clarification questions
- Ron to contact them to see if we can get on the list for next year.

f. Fan Coil Replacement Update • Meeting held on March 18th

- 16 commitments for retrofitting
- 12 commitments for overflow sensors • Stuart has reached out to Merritt

- Next steps – e-mail for all units.

g. Pet accidents Discussion

- In president's message make a note that if there is an accident (or a spill of another nature) to contact Alex – note that fantastic makes it worse
- Reminder to clean wheels of carts
- Proper chemicals in kitchen (right tools)

h. Spring cleaning – Alex

- Approved to move forward with spring cleaning

6) Quotes approved

a. Quotes

- i. Nextex – deferred but will be reviewed after contact with Engineer

7) Other Business

- a. Alex's phone isn't working – Alex to buy phone.
- b. Alex vacation, two weeks - May 6 to May 20
 1. Talk to George (temp replacement) for 10 minutes – Alan/Howard/Ron to connect with him
 2. Clean before
 3. Light pilot
 4. Phone number for technician
- c. Are we replacing camera in parking lot

8) Adjournment

Howard MOTIONED to adjourn the meeting. Ron SECONDED. The meeting was adjourned at 08:17 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. The Board is developing a plan to try to resolve this issue.

New Business:

1. On March 6, a resident was concerned about security because the door to parking on P2 often does not close completely when the button is used to open this door. Our Building Manager contacted Candoo and we are waiting for them to find a solution to this problem.

2. On March 10, a resident sent an email about dog poo and pee on carpets of the Lobby, elevators and halls. The Building Manager cleaned the spot in elevator #2 and on the Lobby carpet. Recordings from the security cameras could not be checked because the recordings could not be easily searched, a situation that is being resolved.
3. On March 17, a resident sent an email about spit in the North elevator. The Building Manager was asked to spot clean the area(s) affected. Recordings from the security cameras could not be checked because the recordings could not be easily searched, a situation that is being resolved.
4. On March 20, a resident sent an email requesting the parking rule about 2 motor vehicles in the same spot. The following rule from the Owner and Resident Guide was sent by return email.
"Each parking unit shall be used for the parking of a motor vehicle or a motorcycle and for no other purpose. Such vehicle must be licensed and in full operating condition. The license plate number of the vehicle to be parked in the garage is to be provided to Management." (page 16)