

## **Minutes of Board of Directors Meeting**

Monday, March 30, 2020

Held by telephone (because of COVID-19 pandemic)

In Attendance: Greg Geralde, Dan Langdon, Alan Gracan, Howard Craven

Guests: Alex Lefter (Superintendent)

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The Meeting was Called to Order by Greg Geralde at 7:03 p.m.

### **1. Directors' Reports**

- a. Howard
  - There have been positive comments from owners regarding the riser replacement project
- b. Alan
  - Working on year end financial statements. Expect results to be largely in line with forecast used in 2020 Budget
  - Quarter 1 statements will be presented next meeting. No significant variances identified to date.

### **2. Effect of COVID-19**

#### **a. Annual General Meeting**

Not yet clear what regulations may be in effect at the end of June regarding restrictions on group meetings and social distancing. Will have to consider the possibility of holding a meeting offsite with more room to allow adequate distancing, holding a meeting remotely online, or delaying the meeting.

#### **b. Condominium operations**

Maintenance of condominiums is considered an essential service, so regular required maintenance will be maintained;

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Frequency of surface cleaning subject to touching by residents and visitors has been increased. Looked into putting hand sanitizer in the lobby but has been difficult to source supplies.

### **3. Riser Replacement Project**

The core part of the project – i.e. replacing the risers – has been completed.

Some ensuite repairs are outstanding until the end of the project and will be completed when possible.

Repiping in the boiler room will be discussed with the Consulting Engineer to get recommendations on how to proceed.

### **4. Window Replacement Project**

There have been delays because of closures of permit offices and the window manufacturer.

There have been significant currency fluctuations because of COVID-19 effects on the economy. It is to be determined what, if any, effect this may have on the project.

There are samples of glazing in the office to look at that have different levels of coating.

Until we have more information on concrete effects of COVID-19, we will continue planning for the project and continue collecting the Special Assessment on the same schedule. There is a possibility that the timing may change significantly (for example, into 2021) and that costs may change.

### **5. Other Items Update**

#### **a. Hydro vault**

Have to schedule appointment with Hydro. They need to be paid in advance to make the appointment. Need to determine if they are operating as usual.

#### **b. Generator**

The new Consulting Engineer continues to work on the project, but we expect delays because of COVID-19.

#### **c. Garage door repairs**

The garage door has been repaired. Once the invoice it will be paid and forwarded to the owner responsible for reimbursement.

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d. Pest control

There have been some isolated reports of ants. The pest control company will be informed during their next visit, but this is not uncommon at this time of year with the change in weather. Alex will obtain ant traps for specific areas.

**6. Next Meeting**

The next meeting is scheduled for Thursday, April 30, 2020.

**7. Adjournment**

The meeting was adjourned at 8:29 p.m.

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