

Minutes of Board of Directors Meeting

Thursday, April 30, 2020

Held virtually on Microsoft Meetings (because of COVID-19 pandemic)

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

Guests: Alex Lefter (Superintendent)

The Meeting was Called to Order by Greg Geralde at 7:07 p.m.

1. Approval of Minutes

- a. Minutes of January 9, 2020 – MOVED by Dan, SECONDED by Greg to approve the Minutes of January 9, 2020. CARRIED
- b. Minutes of February 19, 2020 – MOVED by Dan, SECONDED by Greg to approve the Minutes of February 19, 2020. CARRIED
- c. Minutes of March 30, 2020 – MOVED by Dan, SECONDED by Greg to approve the Minutes of March 30, 2020. CARRIED

2. Directors' Reports

- a. Building Manager's Report -- Alex
 - Riser replacement project work in suites is substantially complete. There is some common area work to be completed.
 - Spring cleaning of common areas that can be done within Covid-19 restrictions is being completed.
 - Garbage chute cleaning is scheduled for May 2nd.
 - b. Treasurer's Report -- Alan
 - Quarter 1 financial statements were presented as preliminary draft as not all utility bills have been received.
 - Most items are within budget, with some item variances expected to be timing which will reverse during the year. One exception is insurance, which is \$2,568 over budget.
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- Electricity costs are almost \$13,000 over budget and gas is \$5,000 under budget. It was noted that an electricity rebate program that we benefited from in prior years was changed so that we no longer fall within the maximum usage to continue receiving a rebate. These two accounts will be further reviewed to determine the reasons for the variances and what potential effect there may be on the year.

c. Owner Relations Report – Howard

- Howard gave a summary of a recent meeting with Wally Spolsky, Manager of Sota Glazing Inc. of Brampton. See the report at the end of these minutes.

3. Current Projects and Business

a. Riser replacement project

The project is essentially complete. There is just some insulation work in common areas to be completed.

b. Boiler room re-piping and mixing valve

It was confirmed that re-piping was needed as part of the mixing valve installation and that they were not two separate projects.

A quote has been received from CDC (who did the riser replacement). A second quote will be requested from Honeywell.

c. Window replacement and caulking project

In consideration of the results of the owner survey regarding adding an extra awning window in the living room, it was MOVED by Dan to go ahead with the change with the following window section configuration: F A F F A F (where F is full pane, and A is awning window). SECONDED by Alan. CARRIED

MOVED by Howard and SECONDED by Dan to request an upgrade of an extra E Coating to the windows to increase window efficiency at a cost of \$559 plus tax per suite. CARRIED.

It is still unknown what the timing of the project will be.

d. 2020 AGM

It was agreed to hold off on planning the AGM until more information is available about when rules about meeting in groups will be relaxed and investigation into remote meeting

options are assessed. It was noted that rules about holding the AGM by June 30 have been suspended with a new deadline of 90 days after isolation rules are lifted.

e. Other Matters

Greg will be communicating with our lawyer about certain procedural questions and report next meeting.

4. Quotes for Approval

a. Insulation work for HVAC piping in ceiling of PH hallway

MOVED by Alan, SECONDED by Greg to approve the quote from CDC in the amount of \$3,000 plus HST for their work and supervision of a sub-contractor, and to use H & M Contractors as the subcontractor (as recommended by CDC) at a cost of \$3,610 plus HST. CARRIED

b. Install drain in guest parking lot in the area of Rabba's rear door to alleviate water accumulation and entrance into building.

MOVED by Greg, SECONDED by Dan to approve the quote from CDC in the amount of \$22,700. CARRIED

5. Other Business

Howard noted receiving a complaint from a resident about regular but sporadic noise from movement on the floor above. Recommended that owner first attempt resolution with offending party.

6. Adjournment

The meeting was adjourned at 8:21 p.m.

Report by Howard Craven of recent discussion with Wally Spolsky (Manager of Sota Glazing Inc. of Brampton)

1. IGU stands for Insulated Glass Unit. We would just call it a double-glazed pane of glass or triple-glazed pane of glass.

2. LoE² stands for low emissivity (effectiveness in thermal radiation on from a surface). The raised number tells which surface has the applied coating:

- surface 1 is the exterior surface of the outside pane facing the street
- surface 2 is the same pane of glass, but facing the air space between the 2 panes of glass
- surface 3 is the interior pane of glass, which faces the air space between the 2 panes of glass
- surface 4 is the interior surface of the inside pane facing the room

3. Do NOT get involved with Argon Gas. This is strictly a marketing tool used by some companies. Argon gas between the 2 panes of glass naturally breaks down over time and never last more than 5 years. Most windows have lost all the argon within the very 1st year.

4. A window made with Low-E glass repels ultraviolet rays. The difference between the 2 samples in the office is based on the number of layers of coating:

Low-E 272 glass has 8 layers of coating. It reduces the sun's heat gain and damaging rays by 50% or more compared to uncoated window glass. It also reduces the rate at which the window loses heat compared to an uncoated glass window by 50% so there is far less chance of frost/water forming on the glass surface #4 facing the room.

Low-E 366 glass has 12 layers of coating. It is more expensive but offers the greatest energy savings blocking up to 95% compared to uncoated window glass.

The average person will not notice any difference in transparency between the 2 samples we have in the Office.

5. Prices – Yes, the cost of aluminum has surged in the past few months. There is no way to know if this is temporary or permanent. Cardinal Glass is based in Minnesota. Wally

says it is an excellent company, but the cost will be higher due to the decline in the Canadian dollar.

6. Brada has a very good reputation within the industry. Wally says we should be pleased with their performance.
