

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

Tuesday, August 25, 2020

Held by Telephone Conference Call (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 7:08 p.m.

### **1. Approval of Minutes**

MOVED by Howard, SECONDED by Dan to approve the Minutes of July 30, 2020 as amended.  
CARRIED

### **2. Directors' Reports**

#### **a. Building Manager's Report -- Alex**

- August 7th - Mainline replaced cracked storm drain pipe on P1 level.
- August 20 - 26 - CDC solved the problems with the hot water supply in three suites.

#### **b. Treasurer's Report – Alan**

- i. June 30 Financial Statements -- The only issue appears to be electricity costs significantly over budget. This is because of very high usage in the first part of the year. Discussion led to the idea that it might be due to heavy elevator use by the plumbers during the riser replacement. Deeper investigation will be made to see if the levels return to normal and if the timing of high usage ends when the project was completed.
  - ii. June 30 Reserve Funds Statements – Alan provided a report on expenditures from the reserve fund for 2019 and 2020 to June 30 by project.
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c. Owner Relations Report – Howard

Dealt with the following issues:

- An unauthorized move, which was terminated and properly scheduled.
- A report of water leaking from the ceiling of the en-suite bathroom of a suite. The leak was determined to be coming from the unit above and the owners were asked to deal with the issue.
- Requesting updated documentation from owners of suites being rented.

3. Current Projects and Business

a. Covid-19

No changes are contemplated to the complete closure of the recreation centre. The roof will remain open.

b. Annual General Meeting

Next steps need to be outlined to hold the AGM. There are new aspects to consider since it will be a virtual meeting. Further discussion will occur at a later date.

c. Window/Caulking Project

- i. We have received the third-party engineer's report outlining the issues found with rusted brackets and deteriorating concrete. The next step will be to identify companies to do the work and obtain quotes. It was agreed that Brada, who is doing the window replacement, might be the most logical choice for efficiency reasons.
  - ii. The shop drawings for the replacement windows need to be finalized after which no changes in design can be made.
  - iii. Brada has determined they have enough information from the test windows installed in the living room on which to base the final drawings and specs. They will not be completing the other rooms at this time. Therefore, the damage done will be repaired and the units tested returned to their normal state.
  - iv. Hazardous Material Assessment – Dan will schedule testing in approximately six suites.
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**d. Potential By-Law Changes**

We will receive the draft by-laws from the lawyer for inclusion in the AGM package to be distributed to owners.

**e. Other Projects**

- i. Riser Project – The final
- ii. Boiler Room – We have a quote from CDC for repiping the water supply; Honeywell does not have the manpower to do such a project; Mainline is too busy to provide a quote. The amount of the quote will be confirmed with CDC because of the long time from when it was prepared; because of a comment Honeywell made to Alex that the price was lower than they would be able to do, we likely will proceed with CDC to ensure continuity with the riser project already completed.
- iii. Hydro Vault – Outstanding
- iv. Security/Entry Phone System – Waiting for further details from Johnson Controls/Tyco for the specs and price on the phone replacement.
- v. In-suite Fan Coil Units – We will offer owners one last chance to install new valves for units that were not replaced over the last few years. The corporation will pay for the draining of the system to do this work. This will allow suites to locally shutoff water at any time to change a fan coil unit without needing to shut down and drain the system.

**4. Quotes for Approval**

None

**5. Other Business**

None

**6. Adjournment**

The meeting was adjourned at 9:22 p.m.

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