

Minutes of Board of Directors Meeting

Thursday, September 24, 2020

Held via Zoom

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

Guests: Alex Lefter (Superintendent)

The Meeting was Called to Order by Greg Geralde at 7:28 p.m.

1. Approval of Minutes

MOVED by Greg, SECONDED by Howard to approve the Minutes of August 25, 2020 as amended. CARRIED

2. Directors' Reports

a. Building Manager's Report – Alex

- September 10-11 - Merrit serviced A/C units and replaced filters.
- During the last week of August and beginning of September several units had problems with hot water. The problem was resolved by flushing the system regularly.

b. Treasurer's Report – Alan

- i. Electricity costs appear to be trending over budget because of both increases in usage and in electricity rates. This will be monitored to try to determine the annual effect.
 - ii. December 31, 2019 audited statements – The audit is virtually complete and the auditors are waiting for two documents to be provided soon. Once they receive them, the statements will be finalized and distributed to the Board for review and approval.
-

c. Owner Relations Report – Howard

Dealt with the following issues:

- Two instances of “street” people causing disruption – one accosted a resident entering the building and another was reported sleeping in the outer lobby (who was removed by the Superintendent)
- There were enquiries from owners regarding reopening the gym and keeping the rooftop open as long as possible. The gym remains closed for previously explained reasons and the rooftop will likely remain open until the first snowfall.
- Two owners requested information about replacing shut-off valves for the fan-coil unit and about replacing the unit with a new one.
- Four additional questions and concerns about various matters were dealt with.
- Renters have been changing without notice to management. The building must have current rental information at all times.

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

The AGM is tentatively scheduled for Tuesday, October 20, 2020. The meeting will be held virtually and testing of systems is being carried out.

c. Window/Caulking Project

- i. Brada is having their subcontractors looking at the additional required work. Current information is that the wall board below the windows will need to be completely removed to assess and repair damage.
 - ii. Hazardous material testing – quotes are still outstanding but the plan is to have the work completed as soon as practicable.
 - iii. A status update will be sent to owners prior to the AGM emphasizing there is still much information to be gathered.
-

d. Potential By-Law Changes

Drafts have been received and will be reviewed by the Board for approval and submission to the owners for approval. [Subsequent to the meeting the Board reviewed and approved the By Laws regarding Standard Unit and Insurance and Electronic Meetings on October 4, 2020.

e. Other Projects

- i. Riser Project – Project is complete
- ii. Boiler Room – CDC would like the engineer to be involved to scope the project for quoting purposes.
- 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 – Owners who request replacement of shut-off valves will be informed of the dates that Mainline will be doing the work, coinciding with the season shutdown of the air conditioning.
- vi. Quotes were received from two suppliers to install a gate to the entrance of the visitor parking and fencing around the front entrance. It was determined that a workable solution is not yet available to gate the parking area. The fencing option will be further considered, either now or as part of overall changes to the front of the building, including replacing the brickwork.

4. Quotes for Approval

None

5. Other Business

None

6. Adjournment

The meeting was adjourned at 8:55 p.m.
