

Minutes of Board of Directors Meeting

Thursday, November 5, 2020

Held via Zoom

In Attendance: Greg Geralde, Alan Gracan, Howard Craven, Richard Mortimer, Mark Lepine

Guests: Alex Lefter (Superintendent), Dan Langdon (Owner – window project committee)

The Meeting was Called to Order by Greg Geralde at 7:10 p.m.

1. Approval of Minutes

MOVED by Howard, SECONDED by Greg to approve the Minutes of September 24, 2020.
CARRIED.

2. Assigning Board Member Roles

President – Greg Geralde

Secretary-Treasurer – Alan Gracan

Owner, Resident and Community Relations – Howard Craven

Director – Richard Mortimer

Director – Mark Lepine

3. Directors' Reports

a. Building Manager's Report – Alex

- September 30th - Burst pipe in the pump room on P2 level caused major flooding in the elevators pit. Mainline plumbers replaced both supply pipes to booster pumps and restored water to the building. Elevators were functional also the same day but still waiting for necessary repairs.
 - October 7th - The seal on the pump for DHW boiler # 2 was broken and caused flood in the boiler room and minor damage to unit PHC. The pump was repaired the next day and the ceiling in PHC was repaired a couple days later.
-

-
- October 7th-9 - We had several issues with South elevator. The issues were different and Schindler was called each time. Seems like everything is back to normal now.
 - October 13-15 - Mainline plumbers drained our heating/cooling system and replaced the shut off valves in units requested by owners at their cost.
 - October 15th - The heating season has begun.
 - October 19th - Envirovision Inc collected samples from five units for hazardous materials testing.
 - November 2nd - Canada Post delivered and installed Parcel Locker in lobby. It was subsequently moved to the adjacent wall.
 - November 3rd – An open tap in a unit caused water damage to the suite below.

b. Treasurer's Report – No Report

c. Owner Relations Report – Howard

Dealt with the following issues:

- Two owners were reminded of the requirement to wear a mask in indoor common areas.
- Owners were requested to update their owner information so that office records could be updated, including owner and resident contact information and vehicle/parking space information.

4. Current Projects and Business

a. Potential insurance claim for water damage from burst pipe

After discussion with our insurance broker, it was decided to go ahead with a claim for damage from the burst pipe on September 30 as the repair costs were more than three times the \$10,000 deductible. [This decision was subsequently revisited and the claim was withdrawn – see minutes of December 16, 2020.]

b. Covid-19

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

c. Annual General Meeting

The By-Laws passed at the Annual General Meeting held on October 20, 2020 will be sent to our lawyer for registration. They were By-Law 12: Electronic Meetings and By-Law 13 – Standard Unit and Insurance.

d. Window/Caulking Project

- i. Preliminary information from the Hazardous Material Assessment Report was received. It was agreed to wait until all information is received on potential effects before discussing next steps.
- ii. The bracket to secure the concrete slabs is designed to be 5" rather than 4". The wall depth needs to be increased to accommodate this. [Information was subsequently received where the bracket has been redesigned – see minutes of January 21, 2021.]
- iii. A permit is required to do the mock-up work in Suite 3A. There are two options to doing the work:
 - Option 1 – Open wall now and start design work and wait for permit to perform the repairs. Approximately an 8-week period where wall will be open.
 - Option 2 – Wait for the permit (expected in 4 to 5 weeks) and then open the wall and do the work. Approximately a 4 to 5-week period where the wall will be open.

The board agreed to Option 2 to minimize the disruption to the Suite owners.

e. Dryer Venting

An owner asked if the Corporation will be coordinating dryer vent cleaning. It was agreed to wait until after the window replacement project was completed because of potential for dust to enter the venting system.

f. Other Projects

Other Project that are in progress with no change in status since the last meeting include:

- Boiler room re-piping and mixing valve installation
- Hydro vault repairs
- Entry phone system replacement
- Gating and fencing

5. Quotes for Approval

None

6. Other Business

None

7. Adjournment

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