

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

Wednesday, December 16, 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 7:02 p.m.

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

Approval of the minutes of the meeting held November 5, 2020 deferred to the next meeting.

### **2. Assigning Board Member Roles**

The three year-term for the member elected by resident-owners is held by Howard Craven. The assignment of board terms to Greg Geralde, Richard Mortimer and Mark Lepine will be decided at a later date. The terms to be assigned are one each of a three-year, two-year, and one-year term.

### **3. Directors' Reports**

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

- November 8th - Canada Post parcel box was delivered and installed.
- November 12-14th - Canada Wide washed windows in the building.
- December 1st - 3rd - Schindler Elevators repaired elevators pit after flood.
- December 3rd - Loneragan Alarms completed annual Fire inspection.
- December 14th - Toronto Fire department provided site inspection.

The following was done by the Building Manager:

- 2 missing panels were made and installed on the PH floor.
  - Elevators and door frames were refreshed on all floors.
  - The flush valve was replaced in the leaking toilet in RC.
-

---

b. Treasurer's Report – Alan

The Operating Budget for 2021 with a \$40.00 per month increase (3.7%) to the residential units (from \$1080.00 to \$1,120.00) and a \$35.00 per month increase (2.9%) to the commercial unit (from \$1,200.00 to \$1,235.00) was presented.

The total budget is \$742,080 for the year, consisting of a \$302,937 contribution to the reserve fund and \$439,143 in operating costs.

**MOVED by Howard Craven to approve the 2021 Operating Budget as presented.**  
**SECONDED by Greg Geralde. CARRIED.**

c. Owner Relations Report – Howard

Dealt with the following issues:

- It was discovered that a throw cushion from the lobby had been stolen.
- An offer from an owner for a donation of a granite-topped dining table and eight chairs for the recreation centre was declined with thanks due to its size and weight making it difficult to move for meetings and other events.
- A pilaster separating from the ceiling was reported by an owner. An inspection of all pilasters was made and a list of those needing repairs was forwarded to our contractor.
- An owner reported the sound of continuous water flow from the suite above. The Building Manager and a Director investigated and finding no one at home entered the suite and turned off the water supply in the bathroom. The owner was advised to have a plumber correct the leaking fixture.

4. Current Projects and Business

a. Potential insurance claim for water damage from burst pipe

It was previously agreed by the Board to proceed with a claim for water damage from a burst pipe. Upon learning the claimable expenses was only about \$27,000, the Board agreed to withdraw the claim in consideration of the potential for an increase in premiums or in the deductible in future renewals.

b. Covid-19

In response to an owner's request to borrow equipment from the recreation centre for use in his suite, the Board decided to continue its denial of such requests.

---

---

c. Window/Caulking Project

- i. Varying levels of asbestos was found in the applied textured ceiling in some suites that were tested. Waiting for the Asbestos Management Plan to be provided by the testing contractor.
- ii. The size of the brackets to secure the vertical slabs is being looked at again to see if they can be made to fit within the existing wall cavity.
- iii. Some of the vertical panels at the top of the building will need to be inspected as part of inspection of the roof.

d. Other Projects

- i. Boiler Room – On hold. The preferred contractor (CDC, who did the riser replacement) would like the input of our engineer.
- ii. Hydro Vault – Work will be performed on January 4, 2021.
- iii. Entry Phone – Pricing has been requested from Tyco

5. Quotes for Approval

**MacNamara Fuels** -- Repairs and modifications to the emergency generator system, including replacement of fuel tank.

**MOVED** by Greg Geralde to approve the quote from MacNamara Fuels in the amount of \$55,775.00 (excluding taxes). **SECONDED** by Alan Gracan. **CARRIED**

6. Other Business

None

7. Adjournment

The meeting was adjourned at 7:51 p.m.

---