

Minutes of Board of Directors Meeting

Thursday, December 8, 2022

Held via Zoom

In Attendance: Greg Geralde, Alan Gracan, Howard Craven

Absent: Oliver Borovic, Richard Mortimer

Guests: Gordon Wegg

The Meeting was Called to Order by Greg Geralde at 7:03 p.m.

1. Approval of Minutes

Minutes of the September 8 meeting were not available and will be approved at the next meeting.

2. Directors' Reports

a. Building Supervisor's Report

Work Completed by Contractors

- September 22 -- Tyco fixed parking arm
 - September 26 -- Merrit performed fancoil maintenance for B units
 - October 6 -- Honeywell turned off chillers and turned on one heating boiler
 - October 10 -- Tyco set up mobile access to cameras for limited use
 - October 20 -- Mainline identified issue with hot water supply, and water pressure in rec center kitchenette/washroom
 - October 24 -- Honeywell returned to replace part in second heating boiler and start it up. Also performed thorough cleaning of DHW boiler that was causing trouble.
 - November 2 -- Honeywell came for a site visit to inspect boiler plumbing and to gather info for quote
 - November 4 -- Northern Generator performed annual inspection
 - November 16 -- ADT certified our fire monitoring system for ULC standards
 - November 22 -- Dodds fixed broken AVR bracket on the garage door
 - November 23 -- Schindler performed part of the annual elevator inspection
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Work Completed by Building Supervisor

- September 23 -- Replaced broken catches on lobby window shutters
- October 17 -- Repaired holes in lobby walls
- October 31 -- Painted walls in lobby that were patched
- November 8 -- Began replacing Failing door handles on certain suites
- November 9 -- Installed new door sweeps on side lobby door

Moves

- October 30 – New renters moved into 15D

b. Treasurer's Report – Alan

Alan presented the proposed budget for 2023 with a 5.2% increase in monthly fees from \$1,155.00 to \$1,215.00. The commercial unit increased from \$1,275.00 to \$1,340.00.

He reviewed 2022 results which had high overages in repairs the fire system and plumbing system. Overall the utilities were on budget, though gas was over budget.

The budget was prepared using the following general assumptions:

- Gas and electricity are increased by 10% to reflect the inflation experienced over the last year which is expected to continue
- City utilities are increased by 5 to 8%, because of initial conversations of higher city costs.
- Plumbing and fire system repairs are decreased to levels experienced in prior years.
- Contribution to the reserve fund is increased by 8% as required by the reserve fund study.

Overall, in spite of high inflation the past year (of about 8 to 9%), we are expecting total operating expenses in total to remain as they were in 2022. Almost the entire increase in fees is going to the increased contribution to the reserve fund, on which we have no discretion.

After some discussion, the budget was passed.

c. Owner Relations Report – Howard

- Various owners were met with to discuss renovations, answer questions, and to review building safety and security with new residents.
- The Director participated in a webinar on noise complaints presented by the law firm Gowling.
- An owner complained about loud hammering on a Saturday. Residents were informed that the work was being performed by the window contractor to complete work interrupted on Friday, but needed to be finished to keep the project on schedule to complete prior to impending cold weather.
- Another noise complaint was investigated but the source could not be determined; it was not the window contractor. The next day more noise was heard. The owner was asked to keep a log in order to help determine the time and source of the continuing noise.
- At the request of a resident, the access code for the Building Supervisor was moved to the top of the intercom list to assist delivery people and visitors.
- More residents complained about “no hot water”. The cause has not been easily determined and discussion is continuing with Honeywell and our plumber.

3. Current Projects and Business**a. Window/Caulking Project**

All interior work has been completed. The remaining exterior painting will be completed after the winter weather.

b. Lawsuit from Former Contractors

Our proposal, which we deemed to be reasonable in light of the initial invoice given to us, was rejected..

c. Other Projects

- i. Hydro Vault – Because power will have to be shut down to perform the repairs, the project is on hold until it is determined that it will not have a negative effect on the window project.
- ii. Fire monitoring system upgrade – Complete and required documentation has been filed.

4. Items for Approval

None

5. New Business

a. Boilers

The problem with lack/slow hot water seems to be a combination of two issues:

1. A problem with one of the boilers continuing to shut down.
2. A problem with water circulation.

On the first issue, Honeywell is investigating and looking at solutions.

On the second issue, our plumber thought there could be a problem with a valve or circulation pump. They investigated and performed some maintenance work; the situation will continue to be monitored.

6. Adjournment

The meeting was adjourned at 8:17 p.m.
