

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

Thursday, January 18, 2024

Held via Zoom

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

Guests: Gordon Wegg

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

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

**MOVED by Richard Mortimer to approve the minutes of the September 28, 2023 board meeting. SECONDED by Greg Geralde. CARRIED.**

**MOVED by Richard Mortimer to approve the minutes of the November 23, 2023 board meeting. SECONDED by Greg Geralde. CARRIED.**

**MOVED by Richard Mortimer to approve the minutes of the December 14, 2023 special board meeting to approve the 2024 budget. SECONDED by Greg Geralde. CARRIED.**

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

#### **a. Building Supervisor's Report**

##### **Work Completed by Contractors**

- November 24 - Mainline cleared clog in B kitchen stack from 5B
  - November 27 - Standard Pest Control performed baiting for pharaoh ants
  - November 29 - Lonergan fixed programming issue with fire panel
  - December 7 - Honeywell replaced one heat pump; removed the second for repair.
  - December 11 - Schindler performed annual maintenance on elevators.
  - December 15 - Mainline snaked kitchen stack from 2B
  - December 18 - Citycore installed the first new boiler
  - December 18 - Mainline snaked kitchen stack in 2B
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- December 20 - Merrit started maintenance on fan coil units
  - December 21 - Citycore installed the second new boiler
  - December 24 - Mainline snaked kitchen stack in 2B
  - January 3 - Lonergan began annual fire inspection
  - January 5 - Hydrastone performed maintenance on the hot water storage tank
  - January 15 - Honeywell fixed issue with sump pump

Work Completed by Building Supervisor

- November 30 - Replaced light fixtures on P1 and P2
- December 6 - Finished repainting hallway vent covers
- December 7 - Hung new art in lobby
- December 7 - Patched dents and holes in lobby walls; repainted
- January 11 - Patched walls in rec centre
- January 17 - Painted inside edge of elevator doors on PH

Moves – no moves to report

**b. Treasurer's Report – Alan**

- Working on the year end.
- Have received the insurance bill for 2023-24; fortunately the increase was reasonable and within the amount budgeted, after a significant increase last year.

**c. Owner Relations Report – Howard**

- Responded to an owner of a unit with questions about obtaining approval for renovations.
- Informed a resident on using the rec centre for a private event.

**3. Current Projects and Business**

**a. Domestic Hot Water Boilers**

Boiler replacement project is completed.

**b. Other Projects**

- i. Hydro Vault – In process.
  - ii. Rabba water intrusion – There has been no further complaint from Rabba, but the problem likely remains. Will consider possible solutions.
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- iii. North Garden – The request from Rabba to trim the tree near their pylon sign will be considered when the leaves return in the spring.
  - iv. Elevator cab panels – The contractor who installed the panels originally has been requested to locate replacement panels that match the current ones.
  - v. Interior door jambs of elevator doors – Gordon has started to paint the jambs in black; the elevator needs to be in service with doors open while the paint dries on each floor.
  - vi. Owners Guide – Guide is being updated.

**4. Items for Approval**

None

**5. New Business**

None

**6. Adjournment**

The meeting was adjourned at 7:31 p.m.

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