

Minutes of Monthly Board of Directors Meeting

Tuesday, August 27, 2024

Held via Zoom

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

Guests: Gordon Wegg

The Meeting was Called to Order by Greg Geralde at 6:17 p.m.

1. Approval of Minutes

It was noted that Minutes for the previous meeting were to be completed and would be brought forward to the next meeting for approval.

2. Directors' Reports

a. Building Supervisor's Report

Work Completed by Contractors

- May 21- Power Body Fitness Replaces cable for gym equipment
 - May 29- Power Body Fitness Replaces pad for gym bench
 - June 7- Toronto Power Sweeping cleaned the parking garage
 - June 10- Nicholas fixes water dripping in second bedroom of superintendent suite
 - June 14- Toronto Fire performs annual inspection
 - June 14- Canada Wide cleans the windows
 - June 20- Merrit performs regular maintenance on fan coil units
 - June 24- MacEachern's cleaned hallway carpets
 - July 2- Nicholas finishes work on ceiling in second bedroom of superintendent suite
 - July 5- Merrit attempts to fix drain hose issue. It is decided to cancel and reschedule
 - July 8- Mainline snakes rec centre bathroom sink after back-up
 - July 8- Nicholas' electrician installs outlets for cameras and fire exit sign in the boiler room
 - July 18- Mainline snakes kitchen sink in 3 after back-up
 - Aug 20- Nicholas finishes patching the wall in the laundry room that I could not do
 - Aug 20- Nicholas repairs drooping ceiling panels in the hallways
 - Aug 26- Nicholas repairs 3D's ceiling
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Work Completed by the Building Supervisor

- May 27- Re-insulated pipe the ceiling of the rec centre
- June 5- Fixed clog in condensation drain riser in 10A and 9A
- June 20- Filled hole in rec centre storage ceiling with new ceiling tiles to meet fire code
- June 25- Filled holes in telephone/electrical closets between floors to meet fire code
- June 27- Patched holes in laundry room and garden room ceiling and walls to meet fire code
- July 5- Fixed water leak in 10C wall, originating for 12C
- July 9- Patched and painted 11C wall. Holes from diagnosing 10C water leak
- July 12- Installed cameras in back fire exit stairwell
- July 15- Installed new door closer Elevator room door, and re-installed closer on women's change room
- July 19- Installed new struts (and chains in some instances) to fix chute doors that were not self-closing
- July 27- Painted over graffiti on the back side of the building
- July 31- Trimmed back the lilac tree a clearer view of the Rabba sign
- Aug 8- Started painting stairwell to the roof

b. Treasurer's Report

Alan provided a verbal report, noting that the corporation is generally on budget with a couple of justifiable exceptions with respect to Repair and Maintenance (e.g. necessary work on the emergency generator and requirements following fire safety inspections).

He also outlined some changes in how the Treasurer fulfills their responsibilities including that the processing of invoices/cheques would be outsourced to a paid service provider (under supervision of the Treasurer). Individuals submitting pre-approved expenses for payment or reimbursement must do so on paper, with back-up to the second-floor office.

c. Owner Relations Report – Howard

- On May 31, the Director of Owners and Residents helped facilitate the formation of a social committee. Members include Diane Turner, Alberto Sarthou, Sue Gibson and Leonila Liko.
- On June 7, several residents were telephoned to remind them that their vehicle was still parked in the garage past the 8:30 a.m. removal time needed for the power wash.
- On August 8, purchased and installed protective rings around two of the new Japanese Barberry shrubs in the North Garden.
- On August 14, met with new owners to answer questions and to review building rules.

3. Current Projects and Business

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- a. Hydro Vault - no action required at this time, pending further consideration around identifying appropriate suppliers
 - b. Elevator cab panels - the original contractor has not been able to source the same panels. Gordon will explore cosmetic repair options.
 - c. Office refresh - work in process
 - d. New camera for front of building - Greg continues to investigate most appropriate and cost effective options with suppliers.
 - e. Paint suite thresholds - will resume once higher-priority painting projects are complete
 - f. North Garden planting - work is complete
 - g. Update Unit information - work is almost complete
 - h. Social events - work is complete - a Committee of volunteers has been formed to plan and execute social events
 - i. Front façade - options continue to be explored but it is not a current priority

4. New Projects and Business

- a. Makeup Air - Greg and Gordon reported that the system had been offline for a period of time, only just returning with reduced capacity after some temporary repairs. The contractor has reported that the system is beyond it's lifespan and must either undergo an extensive refurbishment or be replaced with a more effective, modern system. Gordon will work to secure cost estimates for both options. Alan reported that the most recent Reserve Fund study identifies this work to be undertaken in 2025.
- b. Addressing fire code requirements as per recent fire safety inspections - Gordon will research options for fireproofing existing Lobby furniture or replacement with new fire-safe furniture. Information will be circulated prior to the next meeting of the Board and a decision will be made at that time.
- c. Relief Building Supervisor - Agreement has been reached with the Building Supervisor of the building immediately to the north of 256 Jarvis to cover certain limited duties during vacation or other absences of our Building Supervisor.
- d. Water incursion in basement cable room - Gordon reported that it appears that the water is associated with rainfall drainage, probably at the drain located immediately outside the garbage room. He will undertake to inspect this and explore options for remediation.
- e. Storage of flammable materials in basement - Gordon and Howard will explore solutions.

5. Items for Approval

None

6. Adjournment

The meeting was adjourned at 7:05 pm.
