

**MTCC 600 - Minutes of Board of Directors Meeting**  
**Monday March 31, 2025**

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

Absent: Richard Mortimer

Guest: Gordon Wegg

Held via Zoom

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The Meeting was called to order by Greg Geralde at 6:32 p.m.

**1. Approval of Minutes**

Minutes of the Meeting of February 27, 2025

Moved to approve minutes. By Greg. Seconded by Howard.

**2. Directors' Reports**

**a. Building Supervisor's Report**

Work Completed by Contractors

- Feb 28 – Lonergan finished repairs to fire system
- March 6 – Honeywell arrived to inspect boilers that keep turning off
- March 14 – Dodd's Doors inspected the parking gate, after taxi hit it
- March 18 – Honeywell returned to install new parts in failing boiler
- March 25 – Mainline repaired a leak in 11C bathroom. Waiting on bill for the owner

Work Completed by Building Supervisor

- March 14 – Assisted Howard in cleaning and organizing P2 storage room
- March 18 – Patched cracked pipe overtop of spot 11 on P2
- March 21 – Dismantled old barbecue awning, and began assemble new one
- March 24 – Unclogged the fan coil drain in 3B
- March 27 – Installed drainage in rain catching container on roof
- March 28 – Replaced second awning

Moves

- March 18 – A junk removal company, hired by the owner, emptied out 15A

**b. Treasurer's Report**

- Nothing to report.

Approved – Thursday April 24, 2025

**c. Owner Relations Report**

- March 2 – received a complaint from a resident that the HVAC units were blowing cold air. The Building Supervisor was contacted and he restarted the boiler.
- March 8 – received an email from a resident asking if the boilers were down because the HVAC units were blowing cold air. The Building Supervisor was contacted and he restarted the boiler.
- March 10 – sent information to 5 residents who were having dryer work cleaning and booster fan maintenance by Climantics technicians on Thursday March 13.
- March 14 – together with the Building Supervisor, completed the cleaning and organizing of the P2 Storage Room.
- March 15 – uploaded Minutes of Board Meetings (October 2024 – January 2025) and Financial Data (2025 Maintenance Fees, Budget, Certificate of Insurance).
- March 21 – sent email to residents that construction work in front of our building starting on Monday March 24 could delay entry and exit to the parking garage.

**3. New and Ongoing Business****a. Quotes and Required Work**

- i. Honeywell – Make-up Air Equipment – \$5,970.00 – Install temperature control for the hallways and elevators. Once completed by Honeywell, Aris will be fired.
- ii. Honeywell – Venting for Make-up Air – \$8,570.00 invoice is being challenged.
- iii. Lonergan – \$4,995.00 – The original compressor to keep pressure in lines of sprinkler system broke down. We are currently using one on loan by Lonergan.
- iv. Plumbing Stack Cleanouts and Flushing – Will get quote for C and D stacks.

b. New Lobby Doors and Molding Project – Doors might be delivered by the end of next week.

c. Amazon Ring – This project will start after the new Lobby Doors have been installed.

**4. Adjournment**

The meeting was adjourned at 7:02 p.m.

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