

MTCC 600 - Minutes of Board of Directors Meeting
Wednesday March 25, 2026

In Attendance: Greg Geralde – from Florida, Howard Craven, Alan Gracan, Richard Mortimer and Dave Jung

Guests: Gordon Wegg

Held via Zoom

The Meeting was called to order by Greg Geralde at 6:31 p.m.

1. Approval of Minutes

Minutes of the Meeting of February 25, 2026 – Moved by Richard. Seconded by Dave.

2. Directors' Reports

a. Building Supervisor's Report

Work Completed by Contractors

- March 3 – Schindler fixed the card reader issue with elevator #2. This problem should not occur once Johnson Controls have completed the controller upgrade.
- March 16 – Johnson Controls fixed unresponsive card reader in elevator #1
- March 17 – Honeywell replaced the lobby thermostat in an effort to fix the blower for the lobby heating/cooling.
- March 17 – Electrician installed a switch on the lobby blower so the power could be turned off more easily during servicing.
- March 18 – Supreme Pest Control inspected 11C and 12B for bed bugs and found nothing. Suite 12C was treated for bed bugs.
- March 19 – Keller Engineering performed their walkthrough of the property for the reserve fund study.
- March 23 – Johnson Controls started work on the controller upgrade.

Work Completed by Building Supervisor

- March 4 – Sealed up hole in the garbage room ceiling at the request of Rabba's Pest Control.
- March 6 – Leveled the office floor with concrete to prepare for tiling.
- March 9 – Installed shelves on the office walls
- March 12 – Replaced the failed fill valve in women's toilet

Moves

- There were no moves.

b. Treasurer's Report

- It is still early in the year to forecast the entire year. For the first two months we are \$18k ahead of budget.
- Insurance for the year was significantly under budget by \$7 k.
- Other services are under by \$5k but much of this is probably timing related to unexpected repairs.
- Utilities are under by \$6k, but again this could easily reverse as the year progresses.

c. Owner Relations Report

- February 28 – Minutes of the board meeting held on January 28 were uploaded to the condo website.
- March 8 – Confirmed there was a strong sewage odour in a resident's principal bathroom and recommended that the owner ask Gordon to investigate in the morning. The owner poured disinfectant down the toilet and the odour issue was resolved.
- March 13 – Sent an email to let residents know that the south elevator was out of service as a result of a card reader malfunction and that repairs by Johnson Controls were scheduled for Monday, March 16.
- March 20 – Sent an email to let residents know that Johnson Controls would begin replacing the controllers that operate both the card readers and the intercom system on Monday March 23.
- March 24 – Sent an email to let residents know that for the next 24 hours they would need to meet their guests in the Lobby to grant them access and to escort them up to their suite.

3. New and Ongoing Business

a. Lobby Door Strike Cover – Once the cover on order arrives, the temporary strike cover will be replaced.

b. Lobby Phone Controllers – Johnson Controls has almost completed this upgrade project.

c. Chiller Replacement – Following a Zoom meeting with Honeywell, the Board unanimously approved moving forward with this project. The new chiller unit is expected to be delivered in August 2026 and become operational in spring 2027. This replacement is occurring 5 years before the timeline in the Reserve Fund Study. The Board is taking action now due to increasing difficulty sourcing parts for the 20-year-old equipment and because AC outages are not acceptable to owners.

d. Emergency Generator – Moved by Greg and seconded by Howard to accept the quote from Northern Generator to replace our existing unit which is over 40 years old. Passed unanimously. Northern Generator has provided dependable service for four decades. Their quote was almost \$100,000 lower than competing bids.

e. Restoration of Sauna –Gordon was asked to obtain at least one additional quote from a sauna supplier before the directors make a decision on this project.

f. Building Engineer – Moved by Richard and seconded by Greg to hire Keller Engineering to replace Building Sciences Inc. Passed unanimously.

4. Adjournment

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