**OCCC634 Board Meeting**

**November 4, 2019**

**4:00-5:30PM**

**203-95 Beech**

**Present: Riek van den Berg (RvdB) - President Zachary Healy (ZH) – Treasurer Glenda Lutes (GL) – Secretary**

**Absent: Michelle Richards (MR) - Condominium Manager**

| **Item** | **Discussion** | **Action** | **Michelle** | **Riek** | **Zach** | **Glenda** |
| --- | --- | --- | --- | --- | --- | --- |
| Approval of agenda | Draft agenda provided by RvdB | Agenda approved |  |  |  |  |
| Approval of minutes from last month’s mtg |  | No corrections required. GL to forward docs for posting on Portal. |  |  |  | X |
| President’s Report | - October 17, 2019: Attended CCI-EO AGM and education session on the Fire Code and condos.  - Discovered that our membership had not been  renewed and asked CM to deal with this. This has been an issue every year as the invoice seems to get lost. I also suggested to CCI-EO that they email the directors who attend their events when it is membership renewal time so we can ensure this happens. - October 24, 2019: met with CM at her request to provide some background and answer some questions - October 30, 2019: assisted an owner by obtaining her key from the KEYWATCHER so she could retrieve her spare keys. Key returned. - tightened the front door handles (they were loose and I have the right allen key) - continued scanning and shredding–now on third shredder (replaced under warranty). There is one box left to go through  Concerns and Issues: - what can we expect for manager’s response to owners’ concerns–It seems to be far too long. - Pyron propped side door open November 1 so they could access electricity from inside the building. This is a security risk for all within the building. What is the expectation for contractors who need power outside? - When will our winter mats be put down? - Still waiting for:      ▸    cleaning contract      ▸    elevator contract      ▸    invoices for preauthorized payments  -Concern about reserve fund investing. We were told that Andras would sit down with manager and board after reviewing RFS and our plans and would recommend investment amounts and laddering so that funds would be available when needed. Recent email from him misses all that. - When can we expect meeting packages prior to board meetings? |  |  |  |  |  |
| Treasurer’s Report | “Lobby Redo” proposal. Require clarification of financials for Board to allocate funds |  |  |  |  |  |
| Secretary’s/OOBP Report | Cheques for F.Marcoux & Dunlops remain outstanding  Clarification re Smart App notices needed  Other tasks to be completed: cleaning of eavestrough, caulking of doghouses, light covers installed |  |  |  |  |  |
| Management Report | None available |  |  |  |  |  |
| * **Management Decisions/Discussions:**   Reviewed outstanding items from last meeting | Discussed various issues, topics, i.e., RF projects, bills/payables, fire plan, standing contracts, insurance premiums, etc. |  |  |  |  |
| * Budget 2019-2020 | N/A |  |  |  |  |  |
| * Ratification of decisions made between meeting | N/A |  |  |  |  |  |
| Business Arising | N/A |  |  |  |  |  |
| Status Certificate | N/A |  |  |  |  |  |
| Monthly Financial report | None Available |  |  |  |  |  |
| Next Meeting | December 4, 2019 @ 5:00PM |  |  |  |  |  |
| Adjournment | Adjourned by President at 5:30PM |  |  |  |  |  |