

2 The Parkway Board of Directors

Meeting Minutes September 21, 2017

Present:

Greg Brown - President
Judy Rash - Secretary
Marion Molloy - Treasurer
Danny Baldwin - Vice-President
Katherine Haramis - Director-at-Large
Yawar Khan - Capital Integral Property Management

1. Call to Order

The meeting was called to order at 6:05pm.

2. Approval of the Agenda

The agenda was approved as circulated.

3. Management Report and Discussion of CI Contract

Y. Khan presented the property management report.

a. Bookings - Lounge, Guest Suite, Elevators

The Board emphasized the need for feedback and acknowledgement of bookings for all of the building amenities. Y. Khan indicated that the building will be set-up on their booking system so this will become automated. He also mentioned that payments could be made on-line via stripe or through the usual manner of cheques.

b. Cleaning

The PM suggested that three days per week were requested to the suppliers. The question is will 3 days per week be enough? If we need more hours, we can certainly add them. The Board all indicated that they would prefer a professional company be selected.

c. HVAC Rebalancing

Some issues persist with respect to noise. This was communicated to B. Morley and he will report this to the engineers. The Lounge and exercise room thermostats are not effective.

d. Work to be Scheduled

The Board directed Management to perform the following work at the property:

- Remove the arrows from driveway
- Unit [REDACTED] reported a significant infestation of cluster flies. Management was directed to get the unit treated

e. Awnings

The Board discussed the requests from units [REDACTED] to install awnings.

Conceptually, the Board was in agreement to allow this however all awnings on the property must be uniform: light colour and, similar look and feel. The main concern to be addressed is to ensure the work will cause no damage to the building structure. The Board directed Management to ask for more specific information from the owners including warranty and get independent engineering opinion before a final decision would be made.

4. Financial Report

No financial report was presented at the meeting as the accounting is still being performed by Morley Hoppner. Once the bank accounts are set-up then the Corporation will be collecting fees and paying invoices.

5. New Business:

a. Emergency Access for police and paramedics

The Board would like to get this in place asap. Management was directed to action this item.

b. HVAC Status

This item was discussed in the Property Manager's report.

c. Key Fobs

Discussed status of outstanding one; question of options for front door remote to assist with handicap concerns. Question asked about code requirement for handicap door at garage access. Y Khan to take action to address these areas.

d. Building Maintenance – status of management contract and scope of work

The Board and Management reviewed the contract and discussed the role of Management. In summary the role of Management is to deal with four major areas: 1) day-to-day management activities such as cleaning, repairs and maintenance and owner issues; 2) financial management such as collection of monthly fees, payment of invoices, annual budgeting and audit; 3) asset management activities such as guidance and advice regarding major capital projects and strategic issues that impact the value of the asset; and 4) community development activities such as town hall meeting on specific issues, building events at specific times such as Christmas, summer etc. and fundraising activities.

e. Gardening/landscaping

This item was discussed in the Property Manager's report.

f. Garage door repair

This item was discussed in the Property Manager's report.

g. Guest Suite and Event Room usage

This item was discussed in the Property Manager's report.

h. Penthouse owners question – awnings

This item was discussed in the Property Manager's report.

i. Rothwell art for foyer and guest suite (note from M Rothwell)

Two pieces of Mr. Rothwell's art are available. Management was directed to follow up with MH about this and coordinate with the Board.

j. Other

It was reported that garbage is being left in the mail room on occasion. Management was directed to follow-up with individual connected with this to have them to cease this activity.

Window cleaning - management was requested to get cost quote for exterior window cleaning.

Replacement of damaged windows - Y Khan advised that this work is to be getting underway in batches and starting the 3rd week of October.

Plastic bags are being placed in the blue bins and compostable plastic bags green bins. The City of Ottawa does not accept these bags in the bins. Management was directed to send out a friendly reminder mass email regarding this issue.

Y Khan to provide Board with sample Status Certificate and also to provide with contact information for CI staff with responsibilities for this condo.

6. Next Meeting

The next meeting will be held on November 2nd at 4 pm.

7. Adjournment