

**2 The Parkway
Owners and Tenants Update
April, 2018**

1. Condominium Legal Items

Performance Audit:

Keller Engineering has been retained to undertake this audit. More information will be provided to Owners by Keller Engineering or via CI Management once this gets underway.

Turnover Audit:

BDO has been retained to undertake this audit covering the period ended August 31, 2017. An audit for the corporation for fiscal year-end May 31st will then be prepared for the AGM. Fiscal year established as May 31st.

Insurance:

2TP Insurance for 2018-19 has been renewed

2. Contracts Established:

SPOT Cleaning has been contracted to maintain common areas and maintain near to building garden areas. Company has staff on-site 3 times/week.

Capital Snow removal was engaged to clear driveway and walkways through to April 15, 2108

Window cleaning of all exterior windows was completed on late Fall 2017. Future plan is 1 x per year in early Fall (i.e. September)

Two contracts put in place to manage garbage, green and blue bins. Weekly delivery to curbside and return to garbage room. Bin cleaning/sanitizing monthly.

3. Owner Service Requests:

Garage entry door – contract for repair approved by Board. Work scheduled for April 19th.

Wireless paddle for disabled entry installed under name panel in lobby

Costing underway for installation of disabled entry paddle in garage.

Bike rack installed in garage (south-east corner) to ease congestion in locker area.

Winter floor mat purchased and installed in garage level elevator area.
Cluster fly – CI Management working with owners affected for fumigation or needed resolution.

4. Base Building Items:

Hot water flow balancing – worked with builder and Alliance as needed
HVAC coolant balancing – worked with builder and Alliance as needed
Window replacements (as per Tarion agreements with affected Units)
Water leak during flash spring thaw – worked with builder to address

5. Post Office Status Update:

Morley Hoppner has not advised the Board of imminent plans for this site.

6. Building entry and access:

Keyless entry for Paramedic services put in place.

Reviewed and established key hierarchy and master key distribution.

Set up system for assigning, deleting FOBs, adjusting name entries on panel in lobby.

Guest Suite and Event Room:

Lock boxes have been installed in the mail room with a key for these Units.
Owners to continue to use the Smart Building reservation process with CI Management. Once a reservation is complete, the owner will be given a code for the box. Key is returned once the rental is complete. Lock boxes will be reprogrammed after each use.

Elevator Reservations:

Lock box is on place in the mail room with the service key for the elevator.
Owners to continue to book use via the Smart Building reservation process.

7. Questions:

Items for Follow-up or Consideration Post-meeting

Garbage: Board to have CI follow up with garbage contractors to consider plans and schedule for bin cleaning/sanitizing

Window cleaning: Given the decision of the Board to have only 1 window cleaning per year until an accurate go-forward budget is prepared for 2TP, owners indicated a preference for the next cleaning to occur in a mid-June timeframe. Board to organize through CI Management.

Cluster Flies: Owners have been advised via CI Management that Morley Hoppner will be bringing in equipment to examine the brickwork windows and vents around exterior of units being affected by cluster flies. This is a preferable approach to fumigation which will only provide temporary relief.

Entryway name panel: complaints received that print is very small. Post meeting, Danny was able to increase the font on display. Completed.

Event Room Use: Question was raised about casual access to the event room that is currently set up as an owner's rental. Board advised that a change to access would need to be made through a change in condo rules. An owner's referendum will be scheduled for the AGM.

Dust in Units: Concern expressed with continuing levels of dust in Units. Board to request CI provide a) information on how close to "typical" our building is compared with other buildings they manage; and, b) advise if there is a reliable vent/duct cleaner that could be hired by Unit owners if they so choose.

"Banging" being heard on an on-going basis in a number of Units: It seems that certain units, mostly on the east side of the building are experiencing regular banging noise. Alliance has examined and feels the problem is a faulty heat pump shut-off valve. Further work will occur to track down the fault.
Note: Alliance returned the day following the meeting and feels it has now found the problem so remediation can take place.

AGM: Owners were advised that the Fiscal year has been set as May 31st. An AGM will be scheduled for September and owners will be advised in advance.

Board Minutes: Owners were advised that CI Management has been tasked with posting all approved, redacted minutes on the Owners Portal. Owners having trouble utilizing the Portal were encouraged to contact CI management directly for instructions and help getting logged on.