

THE METROPOLE
38 Metropole Private Ottawa, Ontario
OCSCC No. 687

BOARD OF DIRECTORS MEETING

January 31, 2018
10:00 a.m. in the Entertainment Room

Minutes

Present:

Carole Dence - President
John Mallon - Secretary
Des Clair - Treasurer

Capital Integral:

Yawar Khan – Property Manager

Regrets:

John Tavel - Vice-President
Peter Cooney - Director
Steven Deveau – Property Manager

1. Opening of the Meeting

The meeting was called to order at 10:10am.

2. Confirmation of Agenda

The agenda was approved with the following additions under New Business:

- Letter by the Board to C. Stewart

So moved by J. Mallon and seconded by D. Clair. **CARRIED.**

3. Review of the Minutes

Moved by J. Mallon and seconded by J. Tavel that the minutes of the December 21, 2017 and January 25, 2018 Board meetings be approved. **CARRIED.**

4. Property Manager's Report

Please see the Management Report for details.

Water Penetration

Unit 2202 - The Board directed Management to not install any permanent flooring until the water infiltration issue is permanently resolved.

Landscaping

Management was asked to circulate the landscaping plans for the circle.

Gym

Management was directed to implement the following:

- Install signage on the treadmills strongly recommending that all users should use the kill switch
- Solicit comments from the Gym Committee regarding the issues raised by residents
- Return treadmills to original position facing the windows
- Explore option of moving treadmills where the bikes are
- Consider removing other equipment to free up space
- Obtain professional gym consultation on equipment layout (up to \$1,000)

Concierge Proposal

Management was asked to send a description of the role and the changes from the previous set-up. This would include the salary range and where would the individuals being recommended would fit in that range. Management will circulate the offers to the Board. The Metropole would expect improvements regarding the following:

- Personal service such as help with luggage
- Control over the operations
- Employee retention
- Consistency of service

Electric Vehicle Charging

Moved by D. Clair and Seconded by J. Mallon that the corporation install an electric vehicle car charging station in one of the corporation-owned parking spots in the parking garage. Management was directed to investigate other charging station models such as the Leviton model used at other condominium buildings. Further, Management was directed to bring specific pricing for supply and installation of the single charger and supply of appropriate electricity service to the best condo owned parking spot to be used for this purpose.

Elevators

Management was directed to follow-up with RiA to determine next steps with Thyssen Krupp pursuant to their recent email regarding the possible shut down of elevator #2.

5. Action Items List Review

This item was deferred until the next meeting

6. Treasurer's Report

D. Clair provided the Treasurer's Report for December 2017. He reported that the report he received for December was incomplete. He will be reviewing the year-end report next week.

7. New Business

7.1. The legalization of Marijuana

Due to time constraints this item was deferred to the next meeting.

7.2. Refunds on FOBs and Garage Remotes/free replacement

The Board discussed the draft policy tabled by C. Dence. It was mentioned that the Concierge is conducting a fob audit. It was suggested that Management develop procedures to be taken respecting registration of fobs and remotes on change of occupancy of a unit. A final decision on the fee to be charged is deferred until there is accurate information about actual costs for these items.

7.3. Complaint about Gym Setup

Users of the treadmills have complained about the reorientation of the treadmills to face the wall. This item was dealt with during discussion of the Management Report. See above for steps taken. .

7.4. Directors Course

The CCI Eastern Ontario Spring Directors Course is taking place on April 28-29 2018. Management was directed to register interested Directors who wish to take the course.

8. Owner Suggestions/Communication

There were no owner suggestions to be discussed.

9. Next Meeting

The next regular meeting of the Board will occur on February 22, 2018 at 10:30am.

10. Close of the Meeting

Moved by D. Clair and seconded by J. Mallon that the meeting be adjourned.**CARRIED.**

The meeting adjourned at 12:00pm.