

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

**BOARD OF DIRECTORS MEETING**

November 30, 2017  
10:30 a.m. in the Entertainment Room

**Minutes**

**Present:**

Carole Dence - President  
John Tavel - Vice-President  
Peter Cooney - Director  
John Mallon - Secretary  
Des Clair - Treasurer

Capital Integral:

Yawar Khan – Property Manager  
Steven Deveau – Property Manager

**1. Opening of the Meeting**

The meeting was called to order at 10:31am.

**2. Confirmation of Agenda**

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

- Energy Savings Project
- Protocol for Unintended Alarm
- Plan for Resident Assistant PM
- Arrangements for Budget Review Meeting - December 4, 2017
- Energy Committee Mandate

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

**3. Review of the Minutes**

Moved by D. Clair and seconded by J. Mallon that the minutes of the October 26, 2017. Board meeting be approved as amended. **CARRIED.**

Management was directed to finalized previous minutes, save as pdf and send them to the Board.

#### **4. Property Manager's Report**

Please see the Management Report for details

##### Minto Deficiencies

Investigation, water testing and repairs are progressing in 15 units where leaks were reported. CLEB has been instrumental in this process and we will continue until the issues are resolved.

##### Landscaping

D. Clair asked when and how will the landscaping proposal be presented. Management will organize a separate meeting with the Gardening Committee and M. Ruhland to present the plans and pricing for the project. The Board can then make their final deliberations and decision.

##### Hot/Cold Water Mixing

Management was directed to first discuss the issue with the Superintendent and find out what may have occurred around November 16 to affect this situation then if necessary meet with WSP or another engineering firm to develop a plan to determine the cause and a solution for this issue.

##### Concierge Proposal

The current concierge has indicated to Management that due to changes in his personal situation he would now be interested in pursuing the position with the Metropole.

The Board agreed on the following points:

- The Metropole would employ two employees: weekday day shift and weekday evening shift
- Securitas would fill the night shifts, the weekend day shifts and breaks and lunch for the weekday day and evening shifts

Management will obtain clarification regarding changes to the Ontario Labour legislation specifically regarding minimum wage and personal leave.

##### Elevators

The Board confirmed with Management that RIA was engaged to conduct an investigation of the elevators as agreed upon. There was some confusion with RIA on what they were supposed to do and Management was directed to clarify this with RIA.

##### Library Doors/Vestibule

Management was directed to seek a local architect - William Ritcey from Barry Hobin Architects - to provide ideas and assistance on this issue.

## 5. Action Items List Review

J. Mallon circulated the Action Items List for the Board to review.

- Item #86: Management was directed to determine a plan regarding relocation and other changes to the traffic signal lights in the garage. Management will be speak to the owner who developed the proposal for changes to obtain the plan.
- Item #114: Management was directed to speak to CLEB about the window project and the cost of removing the glazing stops. D. Clair clarified that there is a \$25K receivable on the books from Minto as part of their commitment towards paying 50% of the cost of a consultant for this project and the caulking project.

## 6. Treasurer's Report

D. Clair provided the Treasurer's Report for October 2017.

- He expressed his concern regarding errors and inadequate review of the financial reports prior to them being sent to the Board. He would like to see a higher level of oversight from Management before Board review.
- Accounting errors were identified and Management was directed to correct them asap. The notes to the financials have incorrect assertions.
- He requested a schedule of hydro savings for the December 4 owners meeting.

Moved by D. Clair and seconded by J. Mallon that the insurance premium bank account be closed and folded into our general operating account. **CARRIED.**

## 7. New Business

### 7.1. The legalization of Marijuana

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

### 7.2. Passing of the contractor hours rule

Management reported that the notice to owners regarding the rule change will be sent out next week.

### 7.3. Hot/Cold Water Update

This item was discussed in the Management report.

### 7.4. Window Cleaning Completion

Management reported that window cleaning was completed. J. Mallon indicated that his windows were not cleaned. Management was directed to follow-up on

this item and report back.

7.5. Timing of Minutes and Meeting packages

Management was directed to send the minutes out within one week of the date of the meeting. Also, the individual files should be sent out electronically and the hard copies delivered long enough in advance of the meeting to permit the Directors to prepare.

7.6. Energy Savings Project

This item was discussed at a previous meeting and the expense has been included in the updated reserve fund study.

Moved by J. Tavel and seconded by D. Clair that the Baxtec proposal for the energy savings project be accepted. **CARRIED.**

Management was directed to communicate with Baxtec and R. Brown and lead the project management of this initiative.

7.7. Protocol for Unintended Alarm

Management was directed to change the protocol when unintended alarms occur. A short announcement should be made stating that it was false alarm.

7.8. Plan for Resident Assistant PM

Management confirmed that S. Deveau would continue to be the Resident Manager and staff the 20 hours per week in the site office. The Board asked that he leave the lights on and place a sign on the door when he leaves the office to attend to matters elsewhere in the building. The notice would ask residents to have him paged by the Concierge if they needed him on an urgent matter.

7.9. Arrangements for Budget Review Meeting - December 4, 2017

Approximately 50 people are expected to attend the meeting on December 4. Chairs have been rented and the room will be set up to project the budget for all to view. Management was directed to prepare slides to show the budget, the next three and final five years of reserve fund projects and a breakdown showing how much of the condo fees go respectively towards operations and reserve.

7.10. Energy Committee Mandate

J. Mallon presented the history behind this committee. The Board discussed whether energy savings initiatives should be dealt with by Management or through a sub-committee of the Board. The consensus was that Management should be responsible for this and individual owners with ideas should communicate with Management. The committee will not be activated.

7.11. Electric Vehicle Charging Stations

A proposal was tabled for Board review. Management was directed to find out the cost of a single charger. This will be discussed further at a future meeting of the Board.

**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 December 21, 2017 at 10:30am. Management will schedule a special meeting of the Board in January to discuss the landscaping plan.

**10. Close of the Meeting**

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

The meeting adjourned at 1:58pm.