**CCC#279 Board Meeting**

**Minutes of the May 29, 2018 Meeting of the Board of Directors of CCC#279**

Present: Francine Chartrand-Lauzon Leith Mullin Ken Killin Louise Sweatman Dann Michols Barbara Ravanelli, Capital Integral Property Mgt. (CIPM)

1. Welcome and Call to Order Meeting was called to order at 7:00 pm.

**2. Approve Agenda**

The agenda was approved. Additions: Rule re smoking; CCI membership

**3. Approve Minutes**

The minutes of April 24, 2018 meeting were approved.

**4. Manager's Report**

Maintenance completed

a) Tree 202 & 102

a. Tree not cut properly

b. Safety of balcony of Units XXX & XXX ACTION: PM to follow-up re temporary boarding + recommend to Stewart (building next door) to finish off the job properly + follow-up in writing with Stewart that they agreed to pay for standard repair. Investigate a pilot project with using clear railing.

b) Keller proposal for 201/202 windows

a. Remove door option with a sealed unit so both units are identical MOTION: To proceed with the work. Passed

c) Fire inspection recommendations ACTION: PM to follow-up

d) Hydro/north stairwell project letters – no response

e) Board meeting with Yawar – sent report with no response on all 3 issues

f) Keller draft proposal for electrical mapping/generator feasibility Generator Report discussed. PLAN: To be further investigated and a new report issued.

Mapping

PLAN: Ken to provide initial draft of a shared facility agreement with 503, 505, 507, 509,

511, 513, 515, 517. Retro 2 years. Overhaul of Hydro Vault to be included of $140,000.

Items from last meeting

a) Board terms Francine went through AGM minutes and various meeting minutes. Three year terms with re-election every year. Two Directors up for re-election: Francine and Louise. b) Auditor – doing the work PLAN: AGM tentatively booked for August 9, 2018 - need 35 day notice

Maintenance ongoing

a) Flood damage – go through our insurer for collection

MOTION: To proceed to submit a claim for flood damage units. Passed Ken recused himself.

b) Unit XXX hot water tank – will be charged back after payment

c) Ian Reynolds - resigned at meeting with Barb & Louise Auer who does snow clearing also does landscraping.

Annual contract and be responsible for the grounds for the whole year ie., a monthly fee. MOTION: To accept a contract with Auer covering snow plowing and front landscaping.

Passed

d) Window washing – June 25 scheduled; price lower because twice a year

e) Garage cleaning with Capital General Contracting 2011 Inc. to be arranged by PM

f) E-banking - training required for electronic banking – David Cooper (CIPM) will provide

g) Multimaintenance

– work needs to be completed re water entering the garage

– metal plate at front door to be replaced

– roof work will be taken care

– survey of unit doors which slam

– railing for Units 202 & 103 replace with glass as a pilot or possibly all of floor 1 &2 – could provide option to replace at owner's expense and reimbursed – convert to a project with glass railing – current railing style is no longer made – railing replacement scheduled for 2022-2023 in RFS

Management decisions/discussions

a) Rule re Electric Vehicles – defered

b) Owners manual – Dann updated – amalgam of rules, procedures and advice

a. Recommends: re-formatted and re-organized and updated with the 3 new rules (ie., rental, parking, smoking) – these changes do not require approval of owners. Go to AGM with updated version and then later consider revisions.

b. Enforcement – need a policy for enforcement c. For AGM put together a binder – present to owners. Dann will prepare Board thanked Dann for all his work. Board members to review the clean copy of Owners Manual especially highlighted areas by mid June.

c) To do list - defered

d) Workshop room – not to be a storage area. ACTION: Francine speaking individually to each owner who is currently storing things. Workshop Committee to be created with suggested owners: Morris and Dann

e) PIC/physical improvement committee – meeting on Thursday May 31 with owners

f) North Stairwell – to remain locked

g) Review contractors corporation hires – defered

One person on board must fulfil role of “Owner Occupied Board Position”.

New Business

1. Smoking rule MOTION: To approve the rule respecting the use of tobacco and cannabis. Passed.

2. Cdn Condo Institute MOTION: That CCC279 have a membership with CCI. Passed. ACTION: Dann will register.

Management Decisions

**5. Ratification of decisions**

Board agrees to give authority to CIPM to ratify decision by email between April 24 and May

29, 2018.

6. Monthly Financial Report Posted on the Portal on the 20th of every month. PM provides variance; it is done monthly between the 15th – 19th.

**7. Other**

**8. Status Certificate None**

**9. Adjournment and Next Meeting**

The meeting was adjourned. The next meeting date tbd.

_____ _____ Francine Chartrand-Lauzon:

Co- President Louise Sweatman Co-president and

secretary