

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

BOARD OF DIRECTORS MEETING

August 1, 2017

9:30 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

Becky Aiken – Assistant Property Manager

1. Opening of the Meeting

The meeting was called to order at 9:30am.

2. Confirmation of Agenda

The agenda was approved with the addition of the following items:

- Action List
- Addition of Bench near Basement Elevator
- Hot/Cold Water Mixing

3. Podium Repairs/Garage Leak Update

Mr. R. Brown was invited to provide an update on the podium project and the leak in the garage. A leak started after Monday's heavy rains at the corner going into the garage near the entryway. The new leak started near the door and ran down the expansion joint. The leak was investigated by the J. Vienneau and Bassi Construction. Bassi had patched the area where the leak was occurring but no water test was done to confirm the effectiveness of the repair. Water tests need to be done before any backfill is done on that area. There is a construction meeting tomorrow morning and this issue will be addressed at that meeting.

4. Concierge and Assistant Property Manager Proposals

The Board discussed the Concierge proposal presented by Management. Management indicated that the benefits of a change would be a higher level of customer service, greater integration between the assistant PM (APM) and the concierge roles. Management was asked to check into HST implications and determine if the salary chargeback requires that

HST be charged? Also, can the Metropole employ the concierge? Management was asked to return with a more complete proposal with a job description, financial ramifications, etc. by next Board meeting.

Management also indicated that at the current time it would be beneficial to add 20 hours per week to the APM role. The number of requests from owners is high, there is significant coordination required due to the capital projects in progress and the APM is spending hours beyond the current allocation on Metropole work.

5. Next Meeting

The next meeting of the Board will occur on August 31, 2017 at 10:30am.

6. Close of the Meeting

The meeting adjourned at 10:45am.