



M E T R O P O L E

Metropole Board Notes

Meeting of Wednesday, April 27, 2018

Dear Owner(s) of 38 Metropole Private:

Please find below the main topics discussed at the Board meeting held on April 27, 2018. Feel free to scroll through the document sequentially or click on a topic to go directly to the summary of that item. To return to the topics section, click on the title.

Topics:

- Periodic Information Certificate
- Smoking Rule
- Elevator Modernization
- Elevator outage
- Water leaks
- Energy Savings Project: Water Booster Pumps
- Lounge & Pool
- Electrical Issues
- Spring cleaning bin
- Miscellaneous
- Appendix A: Elevator Modernization
- Appendix B: Hazardous waste disposal
- Appendix C: Spring cleaning garbage bin

Periodic Information Certificate

Last week we all received a message from management containing information on a number of topics, including our insurance policy and upcoming expenses. This may have seemed to come out-of-the-blue to many but it is in compliance with recent Ontario Government legislative changes.

Last fall the Ontario Government brought in considerable changes to the Condominium Act, 1998. The scope of these changes is far too broad to summarize here, but one of the changes was a requirement to provide information to owners on a regular basis in a standardized form called the Periodic Information Certificate (PIC).

This document must be sent to the ownership within 60 days after the last day of the first quarter of the Corporation's fiscal year. Our fiscal year ended November 30, 2017, therefore our first quarter ended February 28, 2018. Sixty days after February 28, 2018 brings us to April 30, 2018, the date the PIC was distributed.

New Smoking Rule

A new smoking rule will be presented to the owners within a day or two. This is in response to the upcoming legalization of marijuana scheduled for July 1, 2018.

Elevator Modernization

Rooney Irving and Associates (RiA) has put the elevator modernization out for tender. The following companies have been asked to bid on the project:

- ThyssenKrupp
- Regional Elevator
- A&A Elevator
- Elevation Elevator
- CBM

For convenience the communiqué explaining the decision process in more detail is attached as [Appendix A](#).

Elevator outage

As everyone now knows, Elevator #2 has been out-of-service. First the motor needed to be replaced and immediately thereafter the drive also failed. Initial assessments indicated it would be down for a month, possibly two, however, that has turned out not to be the case and the elevator was back in service on Friday May 4, 2018.

Water Leaks

Units: Repairs and testing of leaks on the exterior of the building, put off over the winter, can now begin. CLEB is arranging for the swing stages needed to address the job.

Garage ramp: This is very frustrating but some further leaking has been noticed. Some water penetration has been seen at the ramp into the garage, the general area where so much work was done on the podium last year. The podium contractor, Bassi, is doing further testing to determine the source.

Energy Savings Project

Water booster pumps: The new pumps were installed overnight on April 12-13, 2018. The pumps passed final inspection on April 23, 2018. Some adjustments and changes to address water pressure issues may still have to be done.

Air Conditioning/Chiller: After some delays the work needed to install the variable speed drives (VSDs) and the electronic control panel has been completed. The chiller was turned in the evening of May 3, 2018. Despite a couple of interruptions the air conditioning is now operational.

Lounge & Pool Doors

We have received a design from Hobin Architecture Incorporated for new single entrance doors. A single wider door will replace the double door system currently servicing the pool and lounge. Engineering reports deem the existing doors to be of inappropriate design resulting in water infiltration we have experienced. Bids are being sought for the work.

Electrical Issues

Recall that BOSS Electric has been retained to retorque (tighten) the electrical connections in the control panel. This was in response to power outages earlier in the year. Work done at the time of the outages has taken care of immediate problems but a complete retorquing will require the power to be shut off for a day. Given the number of other major disruptions (stack cleaning, water pumps and chiller issues, elevator outage) Management is looking into delaying the torqueing until a later date.

Spring cleaning waste bin:

Management is arranging for a dumpster bin to be on site from May 7, 2018 to May 20, 2018 where residents can dispose of large non-hazardous items that cannot be put into our regular

garbage. See [Appendix C](#) for the complete message. See Appendix B for information concerning disposal of hazardous waste.

Miscellaneous

Board Directors Course: On April 28 & April 29, 2018, Carole Dence, Des Clair and John Mallon attended a director's course. This was a 2-day course offered by the Canadian Condominium Institute (CCI) and was the 2nd time around for Carole and John but deemed beneficial due to the recent changes made to the Condominium Act.

Electric charging stations: The Board is still looking at the procedures for booking and paying for use of the EV charging stations. Broadly speaking they will be managed in a similar way to the guest suites.

Garage cleaning: Originally scheduled for mid June, management is looking into moving that date forward

Stack cleaning: This work was completed by Clean Water Works (CWW) from April 6-12, 2018. Management is waiting for CWW's final report.

Hazardous Waste: Residents are reminded to refrain from putting any hazardous waste material down the garbage chute. Hazardous waste must be disposed of at a proper waste disposal site. A schedule for the City of Ottawa hazardous waste disposal sites can be found in [Appendix B](#):

Newsletter: Here is a link to the April 2018 newsletter sent out by Councillor Jeff Leiper.

<https://kitchissippiward.ca/civicrm/mailing/view?reset=1&id=4c9abb85ba5e29c7>

John F. Mallon – Secretary OCSCC687



Appendix A: Elevator Modernization

February 7, 2018

Elevator Modernization

Project Report #1

In April 2014, a site review of the elevator system at the Metropole was performed by Rooney Irving and Associates (RiA), a national elevator engineering firm independent of Thyssen Krupp (TKE), our elevator maintenance firm. The purpose of the review was to assess the technical aspects of the elevator system and provide opinion on probable issues likely to be experienced by the corporation over the next 25 years. The report was reviewed by the Board and also given to our elevator maintenance company, TKE, who were advised to implement the recommended maintenance steps to remedy deficiencies identified in order to improve the operations of the elevators.

In September 2016, RiA conducted another site review of the elevator system. The purpose of the review was to assess the technical aspects of the elevator system and comment on the preventive maintenance being provided. The report indicated that maintenance visits had been reduced and that deficiencies identified in 2014 had not been corrected. Additionally, new deficiencies had arisen that needed to be addressed. Once again, the Board forwarded these recommendations to TKE for action.

Additionally in 2016, it was discovered that one of the gears serving elevator #2 had lost a tooth causing a regular slight bump in its operation. The cost of replacing the gear would be covered within the maintenance contract, however the job would result in significant downtime for the elevator. Rather than undertake the repair, TKE approached the Corporation with a proposal to replace our three geared elevator machines with gearless elevator machines. A gearless machine was purported to be more energy efficient, allowing the motor to work at lower capacity thereby increasing its life and providing a smoother ride.

There were meetings with TKE to discuss the pros and cons of the proposal. The Board expressed dissatisfaction with the level of service being provided and the operation of the elevators due to poor maintenance by TKE. The Board asked TKE to improve the maintenance and resolve the deficiencies identified by RiA in their latest report before any decision could be made on the change to gearless machines.

TKE adjusted their maintenance efforts resulting in some slight improvements and they also returned in 2017 with a better offer on the installation of gearless machines. The Board was hesitant to invest in this system without confirming that the results would be as promised. Furthermore, the Reserve Fund Study provides for a complete elevator modernization in 2025/26 and the Board wanted to be sure that the new gearless system if installed today could still be used after the modernization.

In late 2017, the Board commissioned RiA to conduct an audit of the elevator system and provide advice regarding the following options:

1. Status quo - do nothing other than continuing to pressure TKE to improve the maintenance to the elevators and replace the gear with the broken tooth.
2. New machines - proceed with the installation of new gearless machines
3. Full modernization - proceed immediately with a full modernization of the elevators

The report from RiA outlined the advantages and disadvantages of each option. The Board held a special meeting in January to discuss this report and decide upon a course of action as RIA observed that the performance of the elevators was continuing to deteriorate. TKE were not moving quickly to improve elevator operations and owners were getting more and more frustrated with the functioning of the elevator systems.

After weighing the merits of each option, the Board decided to proceed with Option 3, a full modernization of the elevators. Although expensive, this was the best option to significantly improve the operations of the elevators. It would also allow us to go to tender on a new elevator maintenance contract. Option 2 required substantial investment by the condominium corporation with no guarantee the new gearless equipment would not have to be replaced during the full modernization that would continue to be required in the next few years. Further it would not guarantee that our elevators would cease to vibrate as much as they do now and it would do nothing about problems with the electronics. The status quo, Option 1, was not considered as it was not acceptable to the Board that a luxury building such as ours have such poorly functioning elevators.

RiA has been retained to develop the specifications for the modernization project. Once the specifications are approved by the Board RiA will manage putting the project to tender. We will keep owners advised as to project cost, schedule and impacts to residents as we progress.

Thank you for your patience as the Board deals with the complexities of this important decision for the Metropole.

Appendix B: City of Ottawa Hazardous Waste Recycling Schedule

For a more thorough description please go to the following City of Ottawa link:<https://ottawa.ca/en/residents/garbage-and-recycling/hazardous-waste-and-special-items>

2018 dates and locations

Depot hours are 8 a.m. to 4 p.m.

Sunday, May 6, 2018

Tunney's Pasture
Sir Frederick Banting Drive

Sunday, June 3, 2018

Waste Connections of Canada
3354 Navan Road

Sunday, June 24, 2018

OC Transpo Park and Ride
3355 Fallowfield Road

Sunday, August 19, 2018

Kanata Research Park
411 Legget Drive

Sunday, September 16, 2018

Tunney's Pasture
Sir Frederick Banting Drive

Sunday, September 30, 2018

OC Transpo Park and Ride
1201 Trim Road

Saturday, October 27, 2018

Barrhaven Snow Disposal Facility
Strandherd at Dealership Drive (Philsar)

Appendix C: Spring cleaning garbage

Dear Residents of 38 Metropole,

We have arranged for a garbage bin to be placed outside in the parking lot at the back of 38 Metropole, besides the garbage room. The bin will arrive on Monday, May 7th. Residents will have until May 20th to dispose of any items they wish to get rid of.

This is to assist residents in the spring cleaning of their units. Residents are welcome to throw out items that would not usually be permitted to be thrown out in your regular garbage pick up.

Mattresses, Fridges, Freezers & tires can be disposed of for a cost. If you have these items to get rid of, please contact Becky at 613-722-1232 Ext 119 or at baiken@cimanagement.ca to discuss the payment for these extra items.

Residents are asked not to put any hazardous materials in the bin such as gas, oils, propane, paints etc...

We welcome you to throw out any other extra items in your units.

Should you have any questions, please do not hesitate to contact our office.

Per Tire: \$20.00

Per Mattress: \$25.00

Per fridge/Freezer: \$50.00