



M E T R O P O L E

# Metropole Board Notes

---

*Meeting of Thursday, August 31, 2017*

Dear Owner(s) of 38 Metropole Private:

Please find below the main topics discussed at the Board meeting held on August 31, 2017. 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.

**Please note:** For the past 2-months the links in the Board Notes have not been active. The problem should now be corrected.

## Topics:

- [Water leaks](#)
- [Minto Update](#)
- [Security Video Recording](#)
- [Emergency Generator](#)
- [Visitor Parking](#)
- [Landscaping](#)
- [Hot and cold water issues](#)
- [Miscellaneous](#)
- [Appendix A: Hazardous waste and special items](#)

## Water Leaks

**Podium:** The podium repair project is mostly complete as is evident from the sod which was laid down last Friday, September 1, 2017.

**Library/Entertainment Room:** The condominiums engineer has determined the source of the Library leak is related to the issues with the balconies above. Work on repairing the balconies has

begun. The affected balconies are for units: 205, 206, 305 and 306. The scaffolding on the two front corners of the building is there to deal with these repairs.

**Generator Room:** Management is seeing to the repairs of a small water leak on the Transit-Way side wall.

**Windows:** After the heavy storms experienced in August several other leaks were discovered. These appear to be due to a failure of the window seal, not the caulking completed last summer. Water pressure tests will be conducted to determine the exact cause.

**Garbage room:** There is a crack in the garbage room floor and when the floor is cleaned water seeps through to the storage lockers below. We have received a quote to inject epoxy into the crack which should take about a day to complete.

## Minto Update

**Precast caulking:** We still have one caulking related issue with a leak on the 22<sup>nd</sup> floor. The next step is to remove some finishes to provide a better view of the affected area and to permit CLEB to make a better analysis of the situation.

**Windows:** The Corporation has approved a final settlement with Allen Windows. The agreement is now in the lawyer's hands for finalization.

## Security Video Recording

A problem with the processor in the server caused a failure of the video surveillance system. A new server with an updated processing system will be installed shortly to replace the six-year-old system which has reached the end of its serviceable life.

## Emergency Generator

Recall that on August 9 and again on August 29, Gentech arranged to have the power shut off for about two hours in order to perform tests on the operation of the emergency generator. Other groups on site were:

- Boss Electric: To shut down and turn on the power.
- ThyssenKrupps: To ensure the elevators work with the new generator and that emergency procedures are in order.
- JCI: To see to the proper start-up of equipment once the power is restored.
- ComNet: To ensure their electrical and security equipment runs correctly.

These shut down tests were completed and a technical report was provided to the Board by Ron Brown, who was overseeing the generator project on the owner's behalf.

Below is a summary of the events surrounding the power shut down on August 9 and August 29, 2017.

## **Summary**

The emergency generator installations by Regulvar and others had no direct impact on the booster pumps. **Note:** Regulvar is a company offering building optimization services. All issues are being dealt with by Management.

- It is common for mechanical equipment not to restart after a power outage “due to power surges”. That was the reason we had Johnston Controls on site, in case a restart was required. The building's equipment are designed to auto-restart but they also have built in “fail safe or auto-shut down systems in place to protect the equipment from any damage when the equipment detects irregularities in the start-up process.
- In this instance the domestic cold water booster pumps did shut down as irregularities were detected.
- During the August 9<sup>th</sup> power down the chiller did not auto restart, due to the booster pumps shut down, but was restarted.
- ThyssenKrupp was also on site to restart the elevators
- The roll down shades to cover the openings into the concierge room did not operate correctly.

## **Visitor Parking**

Please note that all visitors are required to sign in and to register their vehicles. Security is also supposed to verify license plates periodically throughout the day to help ensure proper adherence to the parking rules. This is not a new procedure but enforcement has been lax recently. Management has instructed the Concierge to be more diligent in these areas.

Owners/tenants are allowed to briefly park their cars in the visitor area; the timeframe being about 15-minutes. Parking beyond that time requires prior approval from Management.

## **Landscaping**

Planning with the landscape architect is progressing. Excavation caused severe damage to roots of two cherry trees on the north side of the entrance and one spruce tree at the back of the side

yard. These trees have been removed along with the third cherry tree which was showing signs of severe stress.

The large spruce trees at the front of the building are becoming a problem. The trees are planted too close to the building and foundation issues are a concern; they are touching the windows, interfere with window washing and are being damaged by the swing stage; as well, they are getting so tall that they are impeding the view of owners on the lower floors. The Board has agreed to a proposal to remove them with the stipulation that an elegant replacement be found.

## Hot & Cold Water Issues

Management has been notified that some units are still experiencing issues with their water and are receiving warm water instead of cold water. This issue is being investigated but the reason has not yet been found.

## Miscellaneous

**Gym issues** – Management will proceed immediately with putting up signage in the gym regarding:

- Proper use of equipment, in particular using the auto-stop tether on the treadmills, and,
- The requirement that children be supervised while in the gym.

A more comprehensive plan from AC/DC and our Gym Committee respecting equipment is expected for next month's Board Meeting.

**Garage door** – The garage door spring has been repaired and a correctly sized sprocket installed. This was a no charge to the Corporation and the door should be operating properly.

**Storage** - An alternative location has been found for items that could not, by code, continue to be stored in the Generator Room.

**Reserve fund study** – Relevant documents for the Reserve Fund Study have been provided to Keller Engineering, who will be performing the update. We expect the update report sometime in the fall.

**Concierge computer**. On August 9, 2017 ComNet replaced the computer in the Concierge office and all seems to be working well. This was unrelated to the video system processor mention above

**Junk collection**: An owner suggested we arrange a period when unwanted articles could be collected and a “junk” collection company could be hired to come and remove them. In addition it was suggested that the articles be categorized as throw-away, recyclable and donatable.

While not supporting the idea exactly as presented, the Board has agreed that sometime in the spring Management will arrange for a dumpster to be onsite for a few days into which residents can dispose of unwanted items. Management will also look into arranging a separate collection for items suitable for donation.

**Hazardous waste disposal** – The City of Ottawa publishes its locations and times for hazardous waste disposal. For your convenience these dates can be found in [Appendix B](#).

John F. Mallon

A handwritten signature in grey ink, appearing to read 'J. F. Mallon', is positioned below the printed name.

Secretary

## Appendix A: Hazardous waste and special items

### 2017 dates and locations

#### Website:

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

#### **Sunday, September 17, 2017**

Tunney's Pasture

Sir Frederick Banting Drive

Residential electronic waste is also accepted at this site.

#### **Sunday, October 1, 2017**

OC Transpo Park and Ride

1201 Trim Road

Residential electronic waste is also accepted at this site.

#### **Saturday, October 28, 2017**

Barrhaven Snow Dump Facility

Strandherd at Kennevale Drive

Residential electronic waste is also accepted at this site.

*Residents can safely dispose of many kinds of household hazardous waste, including fluorescent bulbs, batteries, paint and oil, by returning them to participating local retailers during their regular business hours. For a list of retailers who accept returns of household hazardous waste enter the item name in the Waster Explorer.*