

Board of Directors Meeting Minutes – OSCCC #975

February 24th, 2017 4:00 PM

Legendary Lounge

Present: Irene Shumada, Vijay Tejuja, Oliver Ho, Michael Barnett

Invited Guests: Greg Devlin, Supervisor and Shawna Barkey from Kone

Regrets: None

1. Call to Order by the President

The meeting was called to Order at 4:00 p.m.

2. Approval of the Agenda

The Agenda was approved by all.

3. Approval of Minutes of February 24th, 2017

The Minutes were approved by all.

4. Operation and Maintenance

a. Elevator Maintenance:

- Discussion with Kone representatives – expressed our serious concerns on frequency of repairs.
- Service order for warranty repairs was received on February 24th
- Reduce overtime.
- Costs to be reviewed and compared with last year.
- Improve communications between Kone and Capital Concierge to inform when elevator will be under maintenance.

b. Janitorial services: No issues.

c. Garbage Collection: No issues.

d. Lounge access: Delete this item from subsequent Agenda

e. Fire and Emergency Readiness: Signs put up. No issues.

f. Parking: No issues.

g. Snow Clearing: No contract issues. 250 cms of snow reached. Subsequent charges of \$300 per visit to be charges as per contract.

h. Garage: No issues. Door decals to be placed.

Action: Michael to follow-up on decals

i. Heating and Ventilation: No issues.

Action: Temperature setting to be reduced on the foyer thermostat.

j. Security: No issues.

Action: Irene to contact police for a review in Spring.

k. **Communications:**

Action: List of messages currently on the monitor to be sent to the Board.

l. **Fitness / Gym:** Signs approved and will be installed shortly.

m. **Pets:** No issues.

5. Property Manager's (PM) Report

- Lumenix sample was approved.
- Need to know what is going on with Tarion update.

Reserve fund amounts appear to be incorrect. These should be increasing not decreasing.

Send invoice to Marriott

Action: Vijay to send e-mail to Erin.

The PM presented his report including financial summaries to end January, 2017.

6. Financials: Review of electronic authorization process

A walk-through of the process was done.

Action: Michael to confirm if cheques can be prepared in batches -- cheques less the \$1,000 in one batch and another batch for amounts over \$1,000.

7. Warranty Repairs

See previous comment re: Action items – Property Manager to follow up with Tarion.

8. Legal – Regulations, By-laws Communication

There was nothing to report.

9. Other Items – Follow-up from AGM.

- An affirmative confirmation was sent to Roger re his question whether his Tarion issues were on the PDI list.
- Bike room operations on hold until Spring.
- Role of Board – descriptions of various roles.

10. Date of Next Board Meeting:

April 20th, 2017 at 4:00 PM

11. Adjournment

The meeting was adjourned at 6:20 PM