

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

BOARD OF DIRECTORS MEETING

March 1, 2018

10:30 a.m. in the Entertainment Room

Minutes

Present:

Carole Dence - President
John Tavel - Vice-President (via teleconference)
John Mallon - Secretary
Des Clair - Treasurer (via teleconference)
Peter Cooney - Director (left meeting at 11:15am)

Capital Integral:

Yawar Khan – Property Manager
Denise Stimson – Property Manager

1. Opening of the Meeting

The meeting was called to order at 10:30am.

2. Confirmation of Agenda

The agenda was approved with the following additions:

- Electric Vehicle (EV) Charging Stations
- Concierge Job Description and Salary
- Letter to C. Stewart
- Petty Cash
- Charges for Fobs, Keys and Remotes
- Letter from B. Hanson regarding Landscaping
- Installation of an automatic door opener for unit 305
- Issue with communication with E. Agathocleous

So moved by J. Mallon and seconded by D. Clair. **CARRIED.**

3. Review of the Minutes

Moved by J. Mallon and seconded by J. Tavel that the minutes of the January 31, 2018 Board meeting be approved. **CARRIED.**

4. **Property Manager's Report**

Please see the Management Report for details.

Elevator Project

RIA provided specifications Management confirmed that RiA has received the signed document authorizing them to proceed to draw up specifications and prepare bid documents for renewal of the elevator system. They have already been onsite to gather measurements and other pertinent information.

Landscaping

Management was directed to schedule a meeting with the landscape designer before the regular meeting of the Board on March 29, 2018.

Hot and Cold Water Mixing Issue

John Mallon indicated that today his cold water was luke warm. It had self-corrected over the winter and now the previous issues were back. Management was directed to review which residents may have returned to building within the last couple of days.

Energy Savings Project

Pumps - The water pumps have arrived and will be installed overnight on Friday March 2, 2018. A notice will be sent to all residents regarding the water outage as soon as possible pending confirmation.

Chiller - A refrigerant leak was discovered by the Daiken and needs to be addressed urgently. A temporary fix was implemented. Management will be discussing this issue with JCI to determine if it falls within the scope of the maintenance agreement. Management will arrange for repair.

Electrical Issues

Management presented a proposal from Boss Electric to torque the electrical connections in the building. This should be done every three years.

Moved by J. Mallon and seconded J. Tavel that we accept the Boss Electric proposal for \$8,780 + HST. CARRIED.

Gym:

Management has requested a consultation with AC/DC respecting placement of equipment in the gym. Management was asked to obtain a second opinion given in light of the conflicting preferences of users.

Invoices

In response to a query about the reason for changing the schedule for fan coil filter replacement, Management explained that the company which supplies the filters held back the order claiming a previous invoice had not been paid. In fact the invoice in question concerned a different corporation, not CCC687. The issue was resolved and the filters delivered. Management agreed that this incident underlines the importance of invoices being addressed to the individual corporation, not the management company.

Lost rent cheques (804)

The envelope containing rent cheques to be delivered to Management was mistakenly put into the outgoing mail and consequently lost. CI has reimbursed the owner for costs associated with stopping payment on the cheques. Procedures for handling deliveries at the Concierge desk have been reviewed and modified.

Allen Windows Settlement: Window Caulking

Management has experienced difficulty contacting Allen Windows to set up scheduling for the window caulking to be done this summer. It is now confirmed that Allen Windows has been purchased by BV Glazing and Management has established contact. Management was instructed to confirm that the window caulking project will proceed as agreed in the settlement.

Electric Vehicle Charging Stations

Management presented proposals for EV charging stations from Boss Electric and Sega Electric.

687 - EV Charging Quote Comparison		
Supplier	Boss Electric	Sega Electric

Connection Charges	\$5,560.00	\$2,975.00
Charging Station		
EVR 30	\$1,120.00	\$792.00
For 2 Stations	\$2,240.00	\$1,584.00
Sub-Total 2 Stations	\$7,800.00	\$4,559.00
HST	\$1,014.00	\$592.67
Total 2 EVR 30 Stations	\$8,814.00	\$5,151.67
Sega recommends going with a better charging station		
Total for 2 EVR 40 stations	NA	\$6,005.95

The Board decided that the best location for the charging stations would be the corporation owned A and B parking spots next to the bicycle parking area.

Moved by J. Tavel and seconded by D. Clair to accept the Sega Electric proposal for installation of the 2 Leviton EVR 40 charging stations for the quoted price. CARRIED.

Management was directed to develop a corporation policy on the rental and usage of the two EV charging spots.

Concierge Proposal

Management presented the job summary for the concierge positions and letters of offer for the two positions. The market salary range for concierges is \$30,000 - \$50,000. Management recommended salaries of \$38,000 for the daytime shift and \$35,000 for the evening shift. Securitas will be retained to cover the night shift, vacations, illnesses, weekends and breaks.

Management was directed to clarify holidays, omit benefits beyond statutory benefits, and identify the differences between current job description and new concierge job description. Additionally, Management was instructed to remove the 3 month probation period and add annual reviews in September for any increases to begin at the start of the new fiscal year.

The possibility of offering additional benefits may considered during the next round of budget planning.

Moved by J. Mallon and seconded by D. Clair that the Board proceed with the hiring of concierges for the Metropole at an annual salary of \$38,000 for the daytime concierge and \$35,000 for the evening concierge with a start date of April 2, 2018. CARRIED.

5. Action Items List Review

The Board reviewed the action item list and updated the status of various items.

5.1. Management was directed to obtain information regarding the eventual installation of charging stations for as many as 30-50 owners who may wish to install a station at their parking spot.

5.2. Management was directed to obtain pricing for a garbage bin for owners to use for household items for approximately one week in April.

6. Treasurer's Report

D. Clair provided the Treasurer's Report for January 2018. He reported that the financial reports still contained errors and need to be fixed by next month.

An alternate payment mechanism is required to address one-off payments to various suppliers and others. Management suggested that a supply of paper cheques be obtained for this purpose.

Moved by C. Dence and seconded by J. Mallon that we create a petty cash of \$250. CARRIED. The petty cash will be controlled by D. Stimson with the Treasurer approving replenishment on an as-needed basis.

7. New Business

7.1. Charges for Fobs, Keys and Remotes

The current cost to the corporation for remotes is \$68.50 each, keys are \$18.00 each and fobs are \$10.50 each. For a fee, owners may obtain additional keys, fobs and remotes. The same fee applies to replacement of lost or broken items. Fobs or remotes proven to be defective will be replaced without charge.

The Board confirmed the current charge of \$50 for each *additional* or *replacement* fob, key, or remote.

7.2. Letter to C. Stewart

The Board asked Nancy Houle of Davidson Houle Allen LLP for her opinion regarding this situation. She provided a lengthy email regarding the situation and

Board has taken it under advisement. Management will ask her to confirm the appropriateness of the letter signed by C Dence.

8. Owner Suggestions/Communication

8.1. Letter from B. Hanson regarding Landscaping

The Board discussed the letter from B. Hanson regarding the landscape redesign. There were some erroneous assumptions in his correspondence and those will be addressed in the reply. D. Stimson will reply and blind copy the Board on her response.

8.2. Request to install an automatic door opener for unit 305

D. Stimson brought forward for discussion the owner's request to install an automatic door opener. Management explained that such an installation involves modification to a common element. If installation is approved the door will become the responsibility of the owner and will be registered on title.

The Board agreed to consider a specific proposal but, for reasons of security and aesthetics, registered a preference for a mechanism activated by a remote rather than a wall-mounted pad in the hall. The owner will be asked to provide further information regarding the installation for Board approval. Management was asked to look at the unit on the 8th floor which we believe has already been modified.

The Board talked about not allowing any opener on the external wall, depending on what turns up regarding the installation on the 8th floor.

8.3. Communication Issues with E. Agathocleous

D. Clair raised concerns regarding the issue D. Stimson will review the situation and provide any recommendations regarding procedural changes that need to be instituted.

9. Next Meeting

The next regular meeting of the Board will occur on March 29, 2018 at 10:30am.

10. Close of the Meeting

Moved by J. Mallon and seconded by D. Clair that the meeting be adjourned. **CARRIED.**

The meeting adjourned at 1:00pm.