

**Condo 634 Board meeting
Minutes
March 27, 2017
18h13 – 19h12
Unit 203, 95 Beech St**

Present: **Riek van den Berg – President**
 Sara O'Connor – Treasurer
 Julia Gutsik – Secretary
 Edi McCord – Property Manager

Item	Discussion	Action	Edi	Riek	Sara	Julia
Approval of agenda	<ul style="list-style-type: none"> Approved by consensus. 	<ul style="list-style-type: none"> NIL 				
Approval of minutes from previous meeting	<ul style="list-style-type: none"> Approval of March 1st, 2017 	<ul style="list-style-type: none"> Approved by consensus 				
Ratification of decisions made between meetings	<ul style="list-style-type: none"> NIL 	<ul style="list-style-type: none"> NIL 				
Financial Statements	<ul style="list-style-type: none"> -Looked over January & February's financials -Discussed the owners (xxx & xxx) who are have money owing -board requested that Property Manager supply full bills from invoices paid electronically so usage and details can be tracked 	<ul style="list-style-type: none"> -Centaur invoice for tiling in vestibule needs to be switched from 'operating' to 'reserve' account 	X X X			
Budget	NIL	NIL	X			
President's Report	Activities <ul style="list-style-type: none"> ▸ finalized the draft policies ▸ snow clearing RFP document prepared <ul style="list-style-type: none"> ▸ spoke with 360 snow contractor about clearing 80 Aberdeen's side of the common lot—he was told by his boss NOT to do this. <ul style="list-style-type: none"> ▸ I have also spoken with a number of the people who park in those spots and encouraged them to complain to their property manager. ▸ The latest snowfall (after these conversations) was the first evidence that they did come over, clear half the 	<ul style="list-style-type: none"> -PM to look into the accessible button in the vestibule which is doesn't work consistently -PM to look into how to correct the front intercom system (some units are associated with the wrong owners) -PM to look into our domain name that was purchased by Yawar as it should be used for our web site 	X X X			

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	<p>drive part and the empty spots on the 80 Aberdeen side.</p> <ul style="list-style-type: none"> ▶ Talked with our new cleaners. Ben is interested in doing more work (window cleaning interior, polishing the hall flooring etc)—not sure how this fits with our contract with Dodds. He also says he can do small repairs etc. ▶ Attended CCI's new group: CondoStrength: education for directors only. ▶ produced March newsletter <p>Correspondence</p> <ul style="list-style-type: none"> ▶ Unit xxx re hose replacement, garbage room door repair and front entrance accessibility button ▶ Many owners regarding inadequate snow clearing, including the blockage of the garbage room door ▶ Unit xxx and other owners regarding programming the enterphone system ▶ Unit xxx with a recommended snow contractor for consideration for next year (residential) <p>Outstanding items:</p> <ul style="list-style-type: none"> ▶ sump pump in garage by garbage room—was it repaired? ▶ doors on third floor gas cabinet—were the handles repaired? ▶ leak in xxx ▶ domain name for our web site (bought on our behalf by Yawar September 24, 2015) ▶ Need to have new newsletters after July 2016, new Bylaw 2 and Parking Pass 2017 on the web site ▶ garbage room door repair ▶ Reserve Fund study? The last one was dated April 7, 2014. It has to be done every 3 years by law. Time is running out! 					
Treasurer's Report	<ul style="list-style-type: none"> • Spoke to Enbridge (was informed that they haven't been able to locate the meter for the overall building)? 	<ul style="list-style-type: none"> • PM will scan the consumption part of the Enbridge bills and look further into this matter. 	X			
Secretary's Report	<ul style="list-style-type: none"> • Showed the new owner of xxx around the basement • Shovelled a couple times after big snow falls 	<ul style="list-style-type: none"> • NIL 				

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Management Report	<ol style="list-style-type: none"> 1. <u>Lobby project:</u> More board discussions required for lobby upgrades and décor. 2. <u>Bank rates for comparison:</u> PM provided bank rates from Scotia, RBC and TD. Integral accounting dept. provided rates. Board to decide in bank institution. 3. <u>Vestibule & elevator life:</u> Tile to be replaces in vestibule by Centaur between Oct. 12, 13 & 14 (full installation completed by Oct. 25th 2016- COMPLETED-replacement of elevator tile pending-quote to be obtained from Otis Elevator as it needs to be within codes of TSSA-deferred. 4. <u>Reserve Fund Study (comprehensive):</u> Morrison Hershfield-date of site scheduled for April 25, 2017. 5. <u>Vestibule custom Mats:</u> Snelling provided a quote for the custom mats-spring 6. <u>Re-Finishing of Hardwood in lobby:</u> the re-finishing of the hardwood floors was awarded to Centaur-deferred to 2017 7. <u>Status Certificate:</u> For Board Review 8. <u>Flashing:</u> Roofmaster to replace all flashing on the building. Start date March 29th, 2017. 9. <u>Elevator-Otis:</u> PM provided correspondence on the full load test addendum provided by Otis elevator. Signature required. 10. <u>Main Door Key Deposit:</u> Board decided upon two options, option 1, is a \$25 charge for the key OR they can request to pick up the key from the locksmith themselves with approval from the board. 11. <u>Garage Door Sensor:</u> PM provided a quote from Door Doctor in the amount of \$530 plus HST to cover the sensor/photo eye. Board will consider this when another repair is needed in the future. 	•	X			
Business Arising	<ol style="list-style-type: none"> A. Flashing replacement-approval of the board-start date March 29th, 2017 B. Leak issue in unit xxx & xxx C. Snow removal expectations for 2017-2018 (board approved President's specs for snow removal) 		X			
Status Certificate Review	Reviewed.	.	X	X	X	X

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Correspondence	-Unit xxx sent an email regarding spilled water in the underground parking and concerns about snow removal					
Other Business	<ul style="list-style-type: none"> Reserve fund study-comprehensive study site visit scheduled for April 25th, 2017. 			X		
Next Meeting	<ul style="list-style-type: none"> May 2nd@ 6pm 					
Adjournment	<ul style="list-style-type: none"> Adjourned by President at 7:12pm 					