

**Board of Directors Meeting**

**Wednesday, January 23, 2019**

**Board Room – 333 Chapel Street**

**6:00 pm**

**MINUTES**

**Present at the Meeting: Marcia Clement (MC), Catherine Carr (CC), Jake Collie (JC), Marc Bouchard (MB), David Grant (DG), and Raejean D’Aoust (RD). Regrets: Anne Makuuch (AM).**

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| <b>1.</b> | <b>Call Meeting to Order</b> | Meeting called to order at 6:03 pm. This is a special Board meeting to discuss issues that couldn’t be fully addressed at the previous meeting.  |
| <b>2.</b> | <b>Emergency Generator</b>   | The four potential options for the replacement of the existing emergency generator were discussed. MC noted that Option 1 is all that the current emergency generator does in the event of a power outage. It runs lighting in the stairwells, egress lighting and the fire alarm system. She then noted that Option 3 would run the elevators, provide water to suites, basically making the building livable in such an emergency situation. DC indicated that we should look at the relative advantages of each option. MC raised two concerns pertaining to the different potential fuels e.g. diesel fuel degrades although that can be mitigated through different interventions. And, would there necessarily be sufficient fuel available in an emergency situation where first priority would be given to hospitals, etc. Option 3 would provide more capacity to deal with emergencies, and might provide the possibility of future savings when the vault conversion occurs. (A larger emergency generator might be sufficient to operate the building's basic 'life support' systems for the limited time necessary to hook up an exterior transformer.) DG discussed putting the information to the owners prior to the AGM, from the perspective of replacing like with like and asking the question: what do we need to do to preserve the integrity of the building during an outage, e.g. draining the pipes. |

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|    |                            | <p>Agreed that no decision on an emergency generator will be taken today except to provide the options for discussion at the AGM. MC will write something to provide context vis a vis the options.</p> <p><b>Action MC</b></p>  |
| 3. | <b>Make-up Air Unit</b>    | <p>Drawings were received from Morrison-Hershfield MH, which were reviewed by MB and DG. Today received a preliminary cost from MH based on current RFS in the amount of \$81,500, however the RFS estimate for this work was \$44,500. The issue of the boilers came up in this discussion. George from Baxtec has suggested that extra capacity be built in, which would be useful on cold temperature days et al. (the pool). It was suggested that the only relationship to the MAU related to how much space the boilers will take up on the roof. RD noted that the project is not mature enough as yet for discussion. It was agreed that more information on this relationship is required. It was agreed to leave this with RD to get additional information for the next Board meeting on February 13, 2019.</p> <p><b>Action RD</b></p> |
| 4. | <b>Snow/Ice Protection</b> | <p>As measured by Maurice, 25 feet at both the front and rear of the building will be protected by the barrier.</p> <p><b>Action RD</b></p>  |
| 5. | <b>Balconies</b>           | Issue deferred.  |
| 6. | <b>Fire Pump</b>           | Having been apprised that this item is not required, it was Moved by MC and Seconded by JC that this project not go forward until it's absolutely necessary. Approved.   |
| 7. | <b>Inspection of Hoses</b> | <p>Various approaches, from laissez-faire to proactive were discussed and it was agreed to take a proactive approach considering the cost of insurance claims deductibles, etc. This will commence with an audit of the hoses: Please refer to the Baxtec Proposal that lays out the project options.</p> <p>It was Moved by MC and Seconded by CC to go with Option 2 that the hoses be replaced where necessary. The consensus is that this is a</p>   |

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|            |                     | worthwhile approach from a due diligence perspective. Approved.<br><b>Action RD</b>  |
| <b>8.</b>  | <b>Pool</b>         | Walkabout of pool area and areas of condensation and areas where paint touch ups required were observed.   |
| <b>9.</b>  | <b>AGM</b>          | <ul style="list-style-type: none"> <li>● <b>Books:</b> The financial statements for 2017-18 remain problematic. As such, we are still not in a position to establish a date for the AGM,</li> <li>● It was noted that a few proxies have been received</li> <li>● <b>Special Assessments:</b> Question whether the number of owners stated to be in financial arrears is accurate. A board member who submitted payment on September 1, 2018 is noted to be in arrears. The Board member reviewed her online transactions and noted that her cheque dated September 1, 2018 and deposited in the CCC 60 mailbox had not been cashed. The Board member brought a replacement cheque but was advised by the Board to give Capital Integral the opportunity to locate the cheque.</li> </ul> <b>Action RD</b> |
| <b>10.</b> | <b>Next Meeting</b> | The next meeting will be held on Wednesday, February 13 <sup>th</sup> at 6:00 pm.  |
| <b>11.</b> | <b>Adjournment</b>  | Meeting Adjourned at 8:30 pm   |