

## **CCC#279 Board Meeting**

### **Minutes of the February 12, 2018 Meeting of the Board of Directors of CCC#279**

Present: Francine Chartrand-Lauzon Leith Mullin Ken Killin, via phone Louise Sweatman Dann Michols, via phone Barbara Ravanelli, Capital Integral Property Mgt. (CIPM)

#### **1. Call to Order**

Meeting was called to order at 7:00 pm.

#### **2. Approve Minutes**

The minutes of the January 28, 2018 meeting were approved with following addition: In item #4 Lumenix – 40 months for 9k -> payment pay period estimated to be 9K at end of 40 months

#### **3. Approve Agenda**

The agenda was approved.

#### **4. Review Financial Statements**

Differ ?

#### **5. Management Report:**

- a. Thermostat for unit XXX – Barb will connect w Chantal at Keller Engineering re the thermostat location
- b. RFS – email sent yesterday to Keller asking for pricing
- c. Spoke w Oakwood for Scott R – not returned call – Barb will call every day with authority to go to 60%
- d. DS – generator not supplied by them; given our high powered sump pumps they require standalone generator; Keller feasibility would have to consider this if we look at battery as back-up (for everything except the sump pumps)
- e. MUA/Boiler proposal – Board accepted the Ottawa Plumbing proposal asking Barb to negotiate a fee of 70K. However, if they don't accept then we will go with 74K. The electrician is familiar with the building.
- f. Fire safety inspection is scheduled for Friday Feb 16 at 11:30 am g. Periodic information certificate – resident owner, RFS and project list needs correcting. Barb to do.

Draft budget: Most items will remain status quo or adjusted slightly higher/lower with the exception of hydro and property management fee. Current draft has a deficit of about \$9000.00 which results in about a \$50.00/unit/month condo fee increase.

Action: Barb will send Ken the January hydro bill. Ken will review draft budget in consideration of the January hydro bill in order to recommend a budget cost for hydro given our past cost and the trend that hydro costs are decreasing.

Action: A 10% property management fee will be included (to deal with re- negotiating of contract, amendments to condo act and CAO fee)

Decision re approving the budget will be come via phone/email.

Other: The Board identified a need to have a high level discussion looking at the operating budget and RFS in terms of the vision for the building. Discussed having a consultation/survey with owners.

Windows Unit 201/202: -Barb spoke w Keller Engineering – just finishing up with the design and is anticipated shortly

Sign for mail box: – Francine and Barb will determine the two locations for signage.

New Rule: Smoking in the building (whether tobacco, cannabis, other): Action: Dann will draft a rule.

Lumenix report The Board felt that this was not a project in the RFS and lighting is a feature in any bigger project of beautifying/modernizing the building that therefore we would not pursue retrofitting to LED at this time.

Action: A committee of Leith, Francine, Louise M, Louise S and Linda will be invited to participate in a beautifying committee. All owners will be advised and offer made if others wish to participate.

Action: Barb to advise Lumenix that we thank them for their audit, but that we are not in a position to undertake this work at this time.

Action: Dann will draft a set of terms of reference by end of week

New Business:

a) To Do List – not reflective of items that have been completed –

Action: Differ to next meeting ie., to review list and prioritize

b) Email to CI addressed to Yawar expressing concern re accounting

Action: Francine will send email to Yawar

c) Email from Unit XXX – inquiring about the equipment in the exercise room and the possible temporary/permanent (unclear which it is) storage of his equipment.

Action: A gym committee will be organized to review the equipment and location of such in the exercise room.

d) Decommissioning generator feasibility study – study to find out if we need a back-up generator

Motion: That Board accepts the Decommissioning Feasibility Study – Emergency Generator proposal dated December 13, 2017 from Keller Engineering. Passed

## **6. Adjournment and Next Meeting**

The meeting was adjourned. The next meeting date in March to be determined.

\_\_\_\_\_ Francine Chartrand-Lauzon:

Co- President Louise Sweatman Co-president

and secretary