

## **2 The Parkway Board of Directors**

### **Meeting Minutes January 23, 2018**

#### **Present:**

Greg Brown - President  
Judy Rash - Secretary - absent  
Marion Molloy - Treasurer  
Danny Baldwin - Vice-President  
Katherine Haramis - Director-at-Large  
Steven Deveau - Capital Integral Property Management

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

The meeting was called to order at 4:06pm.

#### **2. Approval of the Agenda**

The agenda was approved as circulated.

#### **3. Approval of the Minutes - November 2, 2017**

Moved by Katherine Haramis, seconded by D. Baldwin that the minutes of November 2, 2017 be approved as circulated. CARRIED.

#### **4. Management Report**

S. Deveau presented the management report.

**Lounge, guest suites & elevator bookings** - Management clarified the procedures to booking these on the Smart Buildings website. Management will confirm how key-Fob will be distributed to guests, etc. Fobs to be programmed to allow access to main entrance door only. Two lock boxes are required to be installed in the vestibule with a label identifying it as for guests and one for the Lounge.

**Garage Door** - Management will proceed with hiring door company to perform needed repairs to garage door. Invoice to be charged back to owner in unit 301.

**HVAC Rebalancing** - Greg Brown explained the balancing procedure to the Board. A report was provided in the meeting package.

## **Work by Morley Hopner - CLOSED**

**Performance Audit** - Keller Engineering will be hired to perform the Performance Audit and Reserve Fund Study. Moved by Marion Molloy, seconded by Katherine Haramis to proceed with Keller Engineering. CARRIED.

**Turnover Audit** - BDO will be hired to perform the Turnover Audit. Moved by Greg Brown, seconded by Katherine Haramis to proceed with BDO. CARRIED. A date of May 31st was determined for Fiscal Year End.

**Awnings** - Management has been asked to share awning specifications with owners. Installers are to follow these respectively. Unit owner's are to decide on common "neutral" color but to inform the Board of their decision prior to installation. Management will investigate the document each owner must sign concerning liability should the building membrane leak down the road.

**Handicap Button** - Board members unanimously agreed with hiring FCI to install handicap button in vestibule. The Board would also like FCI to install a button in the basement directly across from the elevator to the parking garage.

Steven...the button on the basement door must also be fitted with an automatic opener and therefore will also need to have power run from somewhere. This wasn't required on the front door as it was already equipped this way.

**Arrow painting** - The Board has agreed they would resolve this matter without CI's assistance.

**Procedures for absences** - Management recommended that owners advise CIPM of their absence in the event of water leaks or other damaging effects. The Board will place a notification on the bulletin board to send a note to the assistant Property Manager (Becky Aiken).

## ITEMS FOR DISCUSSION

**Rules on balconies** - Based on the current rules, attached closed lines is not permitted however, the Board seems lenient with minimal laundry drying. Management will deal with complaints.

**Status Certificates** - None

## ANNUAL SCHEDULE

**Landscaping** - It was mentioned that Spot Maintenance will be performing landscaping duties as per contract. "Weed gardens, cut grass when required...", however, it was discussed the need to have a professional pruning for the trees/shrubs but agreed this would not be required this spring as the plants are too small.

**Insurance** - Management was asked to receive quotes for Insurance (due April 1).

**Christmas lights** - The Board would like to add a mention in the schedule for August-September to have Christmas lights placed on the trees in the front of the building.

**Window Cleaning** - Board requested that this be done during late summer months rather than late in the fall. **The board noted that several windows on the 3rd floor did not get properly cleaned at the very bottom.**

**Petty Cash** - A float of \$500.00 for petty cash has been requested.

## OTHER

### **1. Permission to add thermostats that support remote sensors**

**Background** - Units 107 & 602 have two heat-pumps, this because their square footage exceeds the capacity of a single unit. In both units, the second heat-pump and its attendant thermostat are not located in the area being heated/cooled. The result is the second unit often shuts off before the area being heated/cooled reaches the desired temperature. This would normally be overcome by placing a remote temperature sensor in the area being heated/cooled that connects to the heat-pump. They can be connected using hard wire or WiFi. Unfortunately these remote sensors, which cost about \$150, are not supported by the model of thermostat installed at 2TP. Units 107 & 602 are requesting permission to have a qualified HVAC technician explore the possibility of replacing one thermostat with a model that supports a remote a sensor, and the installation of same. The cost of this change will be born by the Owner.

**Action:** CI (Steven) to obtain quotes for this task. Separate quotes are requested for each of the two units, 107 and 602, so that each can make their own decision to proceed.

### **2. Info Sharing with Owners**

At the Xmas gathering a suggestion received from the floor was to have regular, but informal, gatherings where Owners can can ask questions, report issues, and generally catch up on what's going on with the Board. It was

further suggested that a frequency every 3 months could work. There is no requirement for food or drink...and no requirement for owners to attend...purely optional. Similarly, not all Board members need attend every gathering. However, whoever does attend should take notes for presentation at the next Board.

**Action:** The Board volunteered Judy to coordinate the first meeting.

### **3. Bicycle Storage overflow**

Diane from unit 407 reported that the space made available in the Storage locker room to hang bicycles is over full. Secure storage space in the basement is at a premium. Maybe it's possible to convert some storage lockers into bike storage. There are two storage rooms: the original, and the one MH built after we moved.

**Action:** CI (Steven) is requested to bring a list of the current unassigned lockers VS unsold units to determine if there are any that could be converted. Other ideas are encouraged such as possibly a bike rack in the basement but not inside a room?

### **4. Countertop replacement in Unit 602**

Unit 602 (👨🍳) wishes to advise the Board/CI that their kitchen countertops are finally being replaced on March 12. This is a deficiency dating back to December 2016. The work is being coordinated by the owner with Deslaurier kitchens and their subs Granite Design and a plumber. As with the original countertops, this will require a crane to be set-up on school property aligning with the back wall of 2TP. The Owner has obtained school permission for the activity through the Principal, Jon Harris, which is why the date coincides with March Break. The work will be completed within a day.

**Action:** Information only

5. Katherine Haramis asked the question if Morley Hopner would be paying the Corporation for the use of the entertainment room as they continue to use it for their office. The Board decided not to charge them.

## **Financial Report**

Property Manager reviewed financial summary.

## **5. Next Meeting**

The next meeting will be held on Tuesday April 10 at 4 pm.

**6. Adjournment**

The meeting was adjourned at 5:30pm.