

Board of Directors Meeting Minutes- OSCCC#994

December 7, 2016 6:30 p.m.
Dymon Storage, 900 Greenbank Road

Present

Sheila Hedger, Veronika Burda, Carol Armstrong, Erika Janzen, Anjelina Mattai and Liz Schreader
Regrets- None

Approval of Previous Minutes

No changes to the Minutes

Communication

A review and demonstration of instructions to log into Capital Concierge.ca was provided by Liz.
Quickbooks was not available and not completed.
Documentation of the instructions is provided as an attachment to the minutes.

Financial Update

Financial Position

Overall, there is nothing alarming in the overall financial position at this time. There may be costs in the turnover period that are missing or may not be required. These will be updated monthly and reviewed as we approach the completion of the first year.

Monthly reserve contribution is \$3011.25 per month. Everything is up to date.

Condo fees-Part of the purpose of the condo fees is to provide funds for the reserve. Based on the recommendation of the engineer during the audit, the reserve contribution will be confirmed. Condo fees may increase, for example, of 25%. This will not be known until the review has taken place at the end of the first year.

First year budget- Liz will provide a copy to everyone.
Line by line review will occur at a future meeting.

Banking paperwork
Final requirements completed at meeting and provided to Liz.

Status Certificate

Board approved update of Certificate.

Maintenance update


Contracts

A contract is required for the shovelling of snow.
Quotes will be obtained. A decision sheet will be sent out.

In future, tender must be sent out for the performance audit.

Visitor parking

The situation has improved but action must be taken to ensure that everyone in the building is clear regarding the rules. It was decided

- to post a sign at the visitor parking spots (including a line which clearly identifies that the sign pertains to all the visitor spots i.e. )
- To send an email to all residents of the building where email is available
- To distribute letters distributed/on display board
- If the notification is not successful, additional action must be taken and will be addressed by this board in approx. 3 months
- Use a Newsletter to remind resident of the rules
- Feedback from members of the board and residents will be monitored to see if there are complaints or if the situation is working better

Security Issues

BBQ

This is a reminder that natural gas hook ups are OK. No propane or charcoal.
Any violations should be reported to Capital Concierge with the unit #.

Keys and Access

Liz will provide keys to Sheila for distribution (or at the next meeting).

Lock boxes should go to the back of the building.

Issues reported where staff is entering units without notice. These will be reported through Liz. Example Unit 314.

There is a lock box for our condo on the wall. That is OK.

There are still 2 lock boxes on the fence that should be moved to the back of the building.

Lights

The lights in the main storage locker room seem to be on all the time. We may want to investigate sensors on the lights.

Dark hallways are a security issue. A ladder is now available on site (in the fire pump room). There is still some confusion regarding whether or not the cleaner is in charge of light bulbs. Liz to verify the contract to confirm who is responsible for light bulbs changes AND notification process when a light bulb burns out.

Security access on doors

The door near B1 opens without a faub. We need to identify any doors that are not functioning properly and report to CC.

Smoke detectors

It was agreed that the condo would pay for batteries for smoke detectors and arrange to assist anyone who needs to change them since they are difficult to access. There seem to be units with beeping batteries.

It was proposed that members of the condo board could be part of the process and introduce themselves. Details to follow regarding logistics.

Safety

It was noted that the ramp is very slippery in the winter. This may be partially addressed through snow clearing. It should be identified as part of the building audit to the engineer.

CCI membership

A membership has been purchased. Many of the members were interested in attending courses and seminars with sufficient notice.

Other items

Defer discussion regarding developer plans.

Air B&B- aware of possible use in the future.

We will address if this is an issue.

Possible use of a vacant unit to create a lounge/gym.

Suggestion will be made to the Developer. Follow up through Liz.

Next Meeting

January 17, 2017 – same time and place – 6:30 Dymon Storage

Adjournment