

OCSCC 829 – February 12, 2018

1. Board of directors meeting of February 12, 2018 called to order 18:42 with the following attendees:

Miriam Zia – President

Max Neelakantan – Treasurer/Secretary

Kayla McKale – CI

Absent:

Tony Gioventu – Vice President

2. Review of Minutes

Minutes Approved: Max, Miriam.

3. Manager's Report

Ongoing Action List – available on board portal.

Items still outstanding:

- 3.1. **April 18, 2017:** Telecom room to have cabling labelled by each telecom provider. Telecom agreements to be sorted out as well. **June 6, 2017:** No update. **Aug 9, 2017:** No update. **Oct 3, 2017:** Fibrestream will be marking their wiring in the communications room. Dan is to email his Rogers contact, and the rest will be Bell. **Nov 8, 2017:** Max to visit room with Kayla after meeting. **Jan 9, 2018:** Didn't visit last time, will visit this time. **Feb 12, 2018:** Telecom companies went in and fixed things. Max to review.
- 3.2. **April 18, 2017:** CC to go to Davidson, Houle, Allen to get opinion on how new Condo Act affects the following bi-laws: Insurance Deductible, Standard Unit Description, Board Size Increase to 5 and No Smoking. **June 6, 2017:** Board to set meeting to review in order to have a discussion next meeting. **Aug 9, 2017:** Max and Kayla to work on the base building standard. Other items progressing and Tony reviewing bi-laws against new legislation. **Oct 3, 2017:** Urban Capital sent in a document of finishes for sales, it will be mandatory to have a Standard Unit in place with the new Act. Board has decided that finishes will be: basic cabinetry (ie: laminate) including island if it existed in the floor plan, no flooring, primed drywall. **Nov 8, 2017:** No update. **Jan 9, 2018:** Tony still reviewing bi-laws. **Feb 12, 2018:** Tony has reviewed and provided comments, board/CI to review. Need to add administrative fee rule if it does not already exist.
- 3.3. **Jun 6, 2017:** Street level columns – Dan looking into logistics of sealing these. Likely will be done in 2018. **Aug 9, 2017:** Need quote for October 2017 to put in budget. **Oct 3, 2017:** No update. **Nov 8, 2017:** Alti will be providing 2 options for sealing the columns. **Jan 9, 2018:** Kayla following up with Alti. **Feb 12, 2018:** Alti and another company coming back with quotes.
- 3.4. **Jun 6, 2017:** LED audit firms contacted and have walked through the building. CC awaiting results for LED retrofit. **Aug 9, 2017:** CI to get an additional quote and to ask for a mock up floor. **Oct 3, 2017:** no update. **Nov 8, 2017:** 2nd quote received. Waiting for 3rd quote until Friday 17th then taking decision. Kayla to ensure that lobby lighting is removed. **Jan 9, 2018:** bid sheet given to Tofcon to bid while they're on site as it may be cheaper. **Feb 12, 2018:** Followed up with CSV as they had questions about the bid.
- 3.5. **Aug 9, 2017:** Pool and terrace lights to be adjusted monthly to come on at dusk and come off at 11 pm. Pool and terrace lights should be off in the winter months. **Oct 3, 2017:** Matt was asked to speak to Benson regarding the time clock. Waiting for update from Matt. **Nov 8, 2017:** Globe electric came in and the lights

OCSCC 829 – February 12, 2018

- on the columns have a broken sensor which will need to be fixed in the spring. The lights in the bollards will be reviewed again. **Jan 9, 2018:** Kayla to get Jason to look into it. **Feb 12, 2018:** CI to have electrical engineer review the drawings to determine where the switch is actually located.
- 3.6. **Aug 9, 2017:** Common elements modifications covered under the new legislations, however, board will be providing rule about this in new rule package. **Oct 3, 2017:** Kayla to get legal to provide stock form assumption of liability form. **Nov 8, 2017:** Kayla to follow up. **Jan 9, 2018:** Kayla following up with Jim Davidson. **Feb 12, 2018:** Form 98 to be signed by each owner who has a modification made (board to approve each modification before form sent) and adopt a generic bylaw.
- 3.7. **Oct 3, 2017:** Kayla to look into implementing all deficiencies noted in RFS and HVAC study. **Nov 8, 2017:** Kayla will review the rest of the items noted in RFS (ie: elevators, roof) and get 3 quotes where possible. **Jan 9, 2018:** Kayla to read through RFS to see if there are others. **Feb 12, 2018:** Some of the report reviewed.
- 3.7.1. **Nov 8, 2017:** HVAC/Boiler repairs: Optimum and OMC have provided quotes, however, Optimum has included extra scope. Awaiting new quote from Optimum. Approved. **Feb 12, 2018:** More info sent to OMC to come up with a plan.
- 3.7.2. **Jan 9, 2018:** Roofing repairs: Sent to 3 different companies, only received 1 back. Waiting until spring to get this done.
- 3.7.3. **Jan 9, 2018:** Elevator repairs: only sent to regional to complete. **Feb 12, 2018:** CI to follow up with Regional.
- 3.8. **Nov 8, 2017:** Bell Fibe now wants to dig up sidewalk in order to bring line to building. Board has declined unless they can provide a proper plan. **Jan 8, 2018:** Leaving this on until this is resolved, however action is on Bell.
- 3.9. **Nov 8, 2017:** CI/Board to start looking at replacements for EnerCare as contract comes up in 2019. **Jan 9, 2018:** no update. Will need to look for potential solutions. **Feb 12, 2018:** EnerCare contract expires Jan 2020.
- 3.10. **Jan 9, 2018:** Kayla to ask Tony if he has a copy of his HR contract. Otherwise, will need to put in a new HR contract.
- 3.11. **Jan 9, 2018:** Board to draft HR contract for Kelsey. **Feb 12, 2018:** No update.
- 3.12. **Jan 9, 2018:** Kayla to reach out to OMC about 6th floor slab heaters. If they have no info, reach out to Maurice Quinn. **Feb 12, 2018:** Linked to boiler that was down. It should be back on now. Remove next month.
- 3.13. **Jan 9, 2018:** AGM info: Kayla will meet with auditor March 12, 2018 to go over the audit. Budget reprint in AGM package to include 2016 actual, 2016 budget, 2017 actual and 2017 budget.
- 3.14. **Jan 9, 2018:** Kayla to get quote for recommended repairs from HVAC consultant (Sergiy). **Feb 12, 2018:** To be rolled up into the RFS deficiencies next month.
- 3.15. **Jan 9, 2018:** Fire plan to be updated by Kayla. CI to send a notice to residents about anyone requiring assistance in an emergency situation. Remove next month.
- 3.16. **Jan 9, 2018:** CI to develop performance management goals and objectives for Jason. **Feb 12, 2018:** Dan to meet with Jason
- 3.17. **Jan 9, 2018:** Kayla to bill back Tesla owner for previous electricity use based meter. Come up with blended rate based on TOD usage. **Feb 12, 2018:** Completed, remove next month.
- 3.18. **Jan 9, 2018:** CI to develop more robust FOB audit process. **Feb 12, 2018:** Waiting until lobby has been completed to send out a notice about new FOB audit process.

OCSCC 829 – February 12, 2018

- 3.19. **Jan 9, 2018:** CI to review ability to change timer on the garbage chute. **Feb 12, 2018:** The system is factory programmed based on the height of the building. More to come.
- 3.20. **Jan 9, 2018:** Garbage room is being re-organized and re-labelled so unit owners can put the recycle/garbage where it should be. To be completed and Kayla will send out a notice explaining what to do. Ainger to reposition camera. **Feb 12, 2018:** Completed, but camera costs \$2,500 to reposition, board has declined to do this – remove next month.
- 3.21. **Jan 9, 2018:** Rahel to look at BBQ1 to see if it needs to be replaced or not. CI to order some replacement to knobs. **Feb 12, 2018:** this will be reviewed in the spring.
- 3.22. **Jan 9, 2018:** Signs to be changed in the gym advising residents to notify PM in case of damage instead of concierge. **Feb 12, 2018:** Signs being ordered.
- 3.23. **Jan 9, 2018:** Ongoing issue with incline on treadmill to be escalated at fitness depot. **Feb 12, 2018:** issue resolved – remove next month.
- 3.24. **Jan 9, 2018:** CI to perform parking audit. **Feb 12, 2018:** To be completed the week of March 19, 2018
4. New Business
 - 4.1. **Feb 12, 2018:** 2214 found damage from a previous water escape, CI to proceed with getting quotes for repairs.
 - 4.2. **Feb 12, 2018:** Reviewing contract as elevator repairs should have been covered under elevator contract. If there are ongoing issues, CI to get legal advice ASAP to get elevators back online.
 - 4.3. **Feb 12, 2018:** Evolution Building Services have offered to buy our 3 recycle bins back for \$100 each (ie: \$300 total) and sell us 3 new smaller bins for \$1,000 each, reducing our monthly labour costs by \$200. The payback on this would be 13.5 months. Seeing if we can get a better offer on the bins from Tofcon.
 - 4.4. **Feb 12, 2018:** CI to send Max email of the shared facilities members in order to launch a Shared Facilities program of work and annual budget.
5. Decisions to be ratified
 - 5.1. **Feb 12, 2018:** Signal converter from analog to IP for security cameras at \$4,200 to facilitate lobby renovation. Approved, Max, Miriam.
 - 5.2. **Feb 12, 2018:** Hot water storage tank #6 is defective. \$3,300 to replace. Approved, Max, Miriam
6. Action items
 - 6.1. CI to provide list of products being used by Rahel.
7. Next Meeting

Tuesday, March 27, 2018 at 18:30
8. Meeting was adjourned at 20:56.