

**Condo 634 Board meeting
Minutes
Dec.12 2016
18h00 – 19h10
Unit 203, 95 Beech St**

Present: **Riek van den Berg – President**
 Sara O'Connor – Treasurer
 Julia Gutsik - Secretary
 Edi McCord – Property Manager

Item	Discussion	Action	PM	Pres	Treas	Sec
Approval of agenda	<ul style="list-style-type: none"> Approved by consensus. 	<ul style="list-style-type: none"> NIL 				
Approval of minutes from previous meeting	<ul style="list-style-type: none"> Approved October minutes 	<ul style="list-style-type: none"> NIL 				
Ratification of decisions made between meetings	<ul style="list-style-type: none"> -reserve fund study contract awarded -alarm monitoring contract -damper replacement 	<ul style="list-style-type: none"> NIL 				
Financial Statements	<ul style="list-style-type: none"> PM spoken to Unit owner in arrears and has made arrangements for owner to pay more per month Board approved PM to seek legal counsel to send a "demand lien letter" to unit owner in arrears Board Approved September & October financial Statements 	<ul style="list-style-type: none"> PM-make sure service providers have finished their repairs before paying for their service. PM will verify that required funds are moved to reserve fund 	X			
President's Report	<ul style="list-style-type: none"> Vestibule Tile replacement project seems to have been well received by owners and residents. Deficiencies were noted with the grout and the mess left on the external walkway and the property manager was to follow up with Centaur. The timing was not great, as the contractor did not do the work when scheduled, interfering with the planned delivery of significant medical equipment for one owner. The owner had alerted us that this was happening and so the work was originally scheduled around this. Security Audit completed November 1 by OPD and self. Report circulated to board members and property manager. To be discussed in the January meeting Fire alarm inspection completed with Pyron November 10, 2016 		X			

Item	Discussion	Action	PM	Pres	Treas	Sec
	<ul style="list-style-type: none"> • Drain flushing in garage occurred the same day and recommendations from company relayed to property manager. As well, I purchased and installed a drain cover on drain hole where the cover disintegrated • The sump pump by the post numbered 7 (by the garage door) is not working. It does not seem to be plugged in any more, perhaps since the roofers were here as they used that outlet for their power. The company recommends we get a plumber in to make it work as it deals with the lowest drain in the garage and the one just outside the garage door. • The leaves and other debris on the ramp should be cleaned up later this fall once the leaves have fallen off the trees. Otherwise this will just fill up that outside drain again, causing more trouble. • Heavy duty clippers purchased for gardening committee as requested by them • The paper recycling bin overflowed. Article was put in the newsletter. Later one owner was told by the contractor that they did not have the key to access the garbage room. He let them in and told me. I left a message for the substitute property manager and followed up with an email to property manager for follow up. The paper and other recycling container is completely full again, which is not that usual for us. Has the access been clarified with the contractor? • I attended a half day class offered by BDO on condo finances—very useful. They say they will put on more sessions in the future. • November newsletter published • SBL (electricians) came and reviewed the plans for the building. Unfortunately, they are construction plans, not as built plans, and have no info on wiring or plumbing. I also discussed exterior lighting issues with them. • Attended the Condo Director Group meeting November 29. The topic was about the role of the board in enforcing rules and building community. A city Bylaw Officer was there presenting—very useful. The next meeting is about accommodation. • Court cases of interest for condo boards: <ul style="list-style-type: none"> ○ “single family use” in declaration may put an end to short term rentals 		X			
			X			
			X			

Item	Discussion	Action	PM	Pres	Treas	Sec
	<ul style="list-style-type: none"> ○ “liens must be registered no later than 90 days from date due”. If owner owes additional monies, then a due date must be given to them to start that clock. After 90 days, the right of lien is gone. • Items identified for work: <ul style="list-style-type: none"> ○ door sweeps in garage—completed ○ Wheelchair door opener locks the inside door at times—now system seems to be completely disabled. This was not the goal and needs to be repaired. Property Manager informed. ○ Outside door to the garbage room is quite damaged. Property manager informed. ○ “no parking” sign on ramp still needs to be moved as per the contract ○ snow removal contractor missed the ramp the first storm. What are the standards? Usually the owners are sent an email with this info each fall. <p>Decisions made by board between meetings:</p> <ul style="list-style-type: none"> ☐ Reserve Fund Study contract ☐ Alarm monitoring company contract ☐ CO damper repair—Baxtec <p>Correspondence</p> <ul style="list-style-type: none"> ○ late night noise ○ concerns about the lobby decor and confusion about role of board in decision making ○ questions about smoke / CO detector – answered. Information about her experience with a contractor for unit duct cleaning ○ Barking dog in a unit—this has been a complaint from numerous people ○ identified issues with garbage room (doors & paper recycling overflow). Assisted me with inserting doors into garbage bin ○ new residents wanting to have their information on the enterphone. Why did Mircon say we had to pay? What was the result? ○ Owner re ladders as they had ladders they could have given us. I took him to the storage room to see our supply and he agreed we were well stocked so he was going to sell them. He also provided me with a new unit key for the 					

Item	Discussion	Action	PM	Pres	Treas	Sec
	<p>keywatcher. It was added to the unit keys</p> <ul style="list-style-type: none"> ○ re possible addition of a bathroom by potential purchaser ○ re windows <p>Items discussed in other areas in the agenda:</p> <ul style="list-style-type: none"> ○ Keywatcher <ul style="list-style-type: none"> ○ An owner has purchased a dremel to allow us to cut the ring and change the keys in the keywatcher. Should the condo pay for the device? ○ needs a list of what keys need to be grouped for contractor access and what keys to put in the 10 additional slots. <ul style="list-style-type: none"> ▪ One should be roof access. ○ a data base issue has been resolved with the help of the company ○ Door reflector for garage door. Can this be moved a bit further from the opening, say on the other side of the frame? Can we keep spares on site and change them ourselves when they are broken? ○ Leak in south stairwell by third floor with resulting moisture in adjoining unit—discussed under flashing ○ How should property manager be notified of service requests by owners? Shift Suite was supposed to be the way. ○ registration of Bylaw 2 as passed at AGM by owners ○ Enterphone broken—completed but need a strategy for the future 					
Treasurer's Report	<ul style="list-style-type: none"> ● Garage door to elevator lobby is very difficult to open 	<ul style="list-style-type: none"> ● NIL 				
Secretary's Report	<ul style="list-style-type: none"> ● Picked up the garbage in the parking lot and front of the building ● Proposed that when we review security features of building, we may want to consider installing a camera outside by the garbage room garage door since there continues to be damaged incurred and the waste removal company continues to say it is not due to their equipment. 	<ul style="list-style-type: none"> ● NIL 				

Item	Discussion	Action	PM	Pres	Treas	Sec
Management Report	<p>1. Flush drain lines – garage CWW and Aqua Drain provided a quote to flush the drains-catch basins. *The board approved CWW Multi drain to move forward</p> <p>2. Lobby Project- Waiting for the vestibule to be finished. More board discussions required for lobby upgrades and décor. Centaur put up a new bulletin board in vestibule</p> <p>3. Bank Rates for comparison PM provided bank rates from Scotia, RBC and TD Canada Trust. Integral Accounting Dept provided rates.</p> <p>4. Vestibule & elevator tile Tile to be replaced in vestibule by Centaur Between October 12, 13 & 14 (full installation completed by October 25th 2016 (follow up non grout)– replacement of elevator tile pending –quote to be obtained from Otis Elevator as it needs to be within codes of TSSA – deferred</p> <p>5. Reserve Fund Study (comprehensive)- Board awarded the RFS contract to Morrison Hershfield - date of site visit to be determined.</p> <p>6. Vestibule custom mats Snelling provided a quote for the custom mats – spring</p> <p>7. Re-finishing of hardwood in lobby The re-finishing of the hardwood floors was awarded to Centaur –work deferred by contractor to spring 2017</p> <p>8. Status Certificate- none requested</p> <p>9. Snow Removal 2016-2017 contract Board awarded the snow removal contract to Zone 5.</p> <p>10. Flashing PM provided a quote from Roofmaster to replace all flashing on the building – PM waiting on a quote from Olsen/Kott lumber.</p> <p>11. Annual Fire Inspection: Pyron conducted the inspection: inspected all fire extinguishers, sprinkler</p> <p>12. Electrical- Front light outside repaired – conduit installed in vestibule to accommodate the lighting outside - Completed</p>	<ul style="list-style-type: none"> PM will follow up with Centar regarding grout in the vestibule (it's uneven) PM to look into alternative options for garage door reflectors or placement of them on opposite side 	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>			

Item	Discussion	Action	PM	Pres	Treas	Sec
Business Arising	<p>Keywatcher</p> <ul style="list-style-type: none"> PM and new board member were oriented to the keywatcher. <p>Deferred items:</p> <ul style="list-style-type: none"> Consider replacing all windows and doors (December 2016) 	<ul style="list-style-type: none"> Owner is looking into the key holder system and what happens if new tenants come in Board to determine which 10 keys should be in the key watcher for contractors PM to send letter to owners regarding extra items being stored in indoor parking spots. 	<p>X</p> <p>X</p>	X	X	X
Status Certificate Review	No changes since last review	.	X			
Correspondence	Communication from owners was received about the lobby and discussed. Lobby discussion to continue next meeting.					
Other Business						
Next Meeting	<ul style="list-style-type: none"> January 23rd, 2017 6:00pm board meeting 					
Adjournment	<ul style="list-style-type: none"> Adjourned by President at 19h10 					