

Minutes of the Meeting of the Board of Directors
Monday August 28, 2017 at 6:30 p.m.

Present: David Lefebvre - President
 Réjean Ouellette - Maintenance Director
 Julie Richer - Communications
 Jean Ouellette - Treasurer
 Kate Davidson - Secretary
 Yawar Khan - Property Manager, Integral Property Management
 Réjean D'Aoust - Property Manager, Integral Property Management

1. Call to Order

The President called the meeting to order at 6:24 pm and welcomed Réjean D'Aoust. Réjean provided a brief introduction on his background and each Director also did the same.

2. Approval of the Minutes of March 27, May 29 and June 29, 2017

Moved by D. Lefebvre and seconded by R. Ouellette that the minutes of March 27, May 29 and June 29, 2017 be approved as amended. CARRIED.

3. Milestone Document

Yawar walked the Board us through the document:

- Windows: We are still awaiting the quote from Fenex;
- Electricity Consumption in our Commercial Bays: Management is working with Enercare to determine the feasibility of metering each individual unit. Line drawings have been sent to them and we are awaiting their next steps;
- Caulking and Repairs to 07 Corner of Building: We are still awaiting a quote from Brook. A reminder was sent to them last week;
- Balcony Restoration: Chipping is almost complete and concrete pouring may start next week. It has come to our attention that some residents have carpets installed on their balconies. A reminder will be put in the newsletter;
- Bike Room: Management is awaiting direction from Board;
- Electrical Issues: A quote from Keller has been received and is in the Dropbox.

4. Comments to Management

Management was asked to install sensors in the common area bathrooms.

5. Treasurer – Approval of March and April Expenditures

The review of financials was deferred to the next meeting.

J. Richer asked that a financial report be developed to post for residents as the current format is difficult for people to understand. Y. Khan will provide a template for the Board's review.

6. New Business:

- a) CCC15's Board Priorities and Expectations of Management: D. Lefebvre circulated a document outlining the Tower's expectations of management. In light of R. D'Aoust starting as the new Property Manager, it was important that these be communicated to Management;
- b) July 12th special meeting of owners – Next Steps: The Board discussed the required next steps from this meeting. Management will be completing a letter to owners regarding the new rule and actions required of owners;
- c) Electrical review project: Discussed under the management report;
- d) Special Projects List: R. D'Aoust was asked to ensure that the superintendent addressed the following two special projects:
 - Bike room;
 - Unit inspections.
- e) BOG: Items for decision (docs in BOG folder):
 - Mapping electrical circuits of BOG electrical elements;
 - Garage Cleaning;
 - HVAC investigation.

7. Next meeting

Monday September 25, 2017 at 6:30pm.

8. Adjournment

The President adjourned the meeting at 8:11 pm.

David Lefebvre, President

Date: _____

Réjean Ouellette, Mechanical Director

Date: _____

Yawar Khan, Property Manager, Integral Property Management

Date: _____