

OCSCC No 735 (East Market 3)
MINUTES OF BOARD OF DIRECTORS MEETING
July 25, 2017 (5.30 pm at 179 George St.)

Attendance

Present	Mario Gasperetti, Rob Potter, Brian McCauley
Regrets	Kayla McKale (Capital Concierge Property Management)
Other	

1. Call to order

The meeting was called to order at 5.30pm.

2. Approval of Minutes from Previous Meeting(s)

Minutes from BOD meeting 13 June 2017 approved – signed by Mario and Rob

3. Management Report

	COMPLETED	
1	1508/09 repairs	Completed repairs from leaks in water line
2	2 nd floor men's bathroom	Bench repair completed
3	Unit inspections	Completed fire, water leakage and HVAC unit inspection. Still have CO2 canisters spare as not all units needed flushing. Direct feedback provided to owners where present – 10-12 letters to be sent to owners for required maintenance. Identified units where access issues exist.
4	George St garage door	Stuck in open position - repaired
5	706 move-in	New tenant moved in without booking and parking illegally – \$100 levied for administrative costs.
6	Enterphone	Needed to be re-set after power outage.
7	P2 garage door	Hinge repaired again – is regularly being damaged and issues with opening/closing regularly reported. Investigate
	ON-GOING	
8	Roof conduits	Inspection revealed electrical conduits on roof are damaged and need repair. Approved.
9	Garbage Room door	Spirito quotation – approved. Garbage room noted as being rather smelly – check to see if this is just summer/hear related or if some of the de-odourising measures need attention.
10	Penthouse window units	Need to remove elevator ceiling in order to get units up t top floor. Quotation from Paramount – decision to be made.
11	Water noise 2205	Investigation by Optimum mechanical of bubbling noise – could not replicate noise.
12	Pho restaurant	No further communication over patio rental.

13	2204 noise complaint	Legal letter sent. Disagreement with owner over noise issues. Further noise complaints have been made and are being investigated.
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4. Financial Summary

Actual expenses are running slightly under budget and the projected final amount for 2016/17 shows a small surplus. On this basis, we should plan for some proactive maintenance activities and get up to date quotations for the dryer vent cleaning and waste stack cleaning.

The RFS from Keller Engineering was accepted with a plan for 2% increase in reserve fund contributions for the next three years. There were some items in the study that need follow-up, but the fund is in good shape for expected expense over the 30-year horizon. Putting this increase into the budget for 2016/17, a 2% increase in contributions is calculated to cover the expenses. The main increase is in the expected electricity charges as these are over-budget and expected to increase. The budget was approved and will be sent out with a cover letter drafted by the BOD by the start of August.

5. Decisions

1. Elevator contract proposal to draft contract from Solucore approved, but request preparation of a draft contract that is not company specific such that option for both CBM and Thyssen to provide a bid for the specified services. Nothing further to date on this.
2. Kitchen stack flushing – to be arranged with plumbing company, but need to identify outlets in order to set up schedule. No specific information was identified in previous BOD minutes.
3. The 2017/8 budget was discussed and minor changes made to keep increase to 2%. This was approved.
4. The Reserve Fund Study was discussed and approved.

6. Communications

No further communications from Pho restaurant on the patio.

Correspondance with 2204 on noise complaints is on-going.

Email from a group of resident-owners on setting up a FaceBook group. Mario to respond with input from Brian and Rob.

7. New Business

FaceBook group – see Communications above.

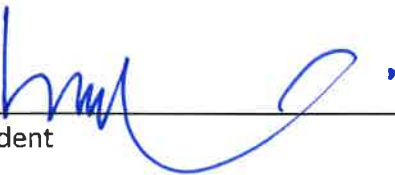
Replacement of batteries in fire-alarm system. These costs are not currently included in the RF and can be paid for out of current expenses.

Short-term rental rule – will ask for a rule to be drafted by lawyer. Kayla to arrange a meeting with Jim Davidson to provide him background for drafting the rule/

8. Date of Next Meeting

The next meeting was set for 5.30 on Tuesday 12 September, 2017.

The meeting was adjourned at 7.30 pm.



President



Secretary