

Minutes of the Meeting of the Board of Directors
Monday September 25, 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, Capital Integral Property Mgt.
Réjean D'Aoust - Property Manager, Capital Integral Property Mgt.

1. Call to Order

The President called the meeting to order at 6:32 pm.

2. Approval of the Minutes of August 28, 2017

The minutes for August will be reviewed via email this week.

3. Milestone Document

R. D'Aoust walked the Board us through the document:

- Windows: Please see attached quotes from Comfort King, Fenex and Fenomax. Management recommends proceeding with Comfort King. Moved by D. Lefebvre and seconded by J. Richer to accept the quote from Comfort King Windows and Doors with the addition of unit 107B. CARRIED.
The Board agreed that the next round of window replacements will be done after unit's inspections are conducted. Quotes will be solicited in January with the intent to proceed with replacements in April 2018;
- Electricity Consumption in our Commercial Bays: Management is meeting with Nancy Houle on Wednesday to draft a response to the owner of the commercial bays. We are still awaiting Enercare;
- Caulking and Repairs to 07 Corner of Building: Brook is offering to perform this work for \$3,900 per drop to mobilize, investigate and report findings. Repairs will be done on a time materials basis depending on findings. Quote assumes that any roof anchor inspections will be done by the Corporation and that the same stage will be used for investigation and repairs;
- Balcony Restoration: Concrete pouring for Phase A almost complete. After this is done, more chipping will be required. Estimated time for this is next Friday and then the second phase of concrete pouring will commence.

Management was directed to ask for a quote for painting the outside face of the concrete railings using the same material used for the retaining wall.

- Bike Room: Planning for this project will commence with Mitch next week. Due to the issues with the office, this project was reduced to a lower priority. Management was directed to obtain a quote from Maddison to repair the cracked cement floor;
- Electrical Issues: The engineers will start the work in two weeks due to vacations and scheduling with key project personnel.

4. Comments to Management

- Management was asked to follow-up urgently with Segal Electric regarding the generator transfer switch.
- Management was asked to call Kone to address the operations issues with the elevator.
- Also, Michel should address cleanliness issues with the elevators and remove the moving pads when there are no moves scheduled.
- Management was asked to schedule stack flushing.

5. Treasurer – Approval of January to July 2017 Expenditures

The review of financials was deferred to the next meeting.

Management was directed to contact Coinamatic regarding specific machines that are malfunctioning. Management was also directed to obtain quotes to clean out the vents.

6. New Business

- a) Smoking Rule – Next Steps: Management informed the Board that a notice was drafted and saved in Dropbox. Minutes are being drafted and the rules are being updated. Management will have package ready in the next two weeks;
- b) Garage Tires Thief: On Monday September 18, 2017 a resident reported that someone had stolen tires from the garage. A police report was filed. Management checked the camera and identified the person responsible and informed Ottawa Police about the video footage. The next day the thief was seen leaving the property in his car. The license plate and the make and model of the vehicle was reported to Ottawa Police. On Friday, the Police updated Management that they had identified the individual and were taking steps to apprehend him. Management was directed to follow-up with the Ottawa Police on this file. They were directed to pursue a peace bond if criminal charges are not laid;
- c) Update on CCC15 Priorities / CIPM Delinquencies: These were addressed during the management report.

- d) Michel's Performance Update and Special Projects List (in camera): Management was directed to ask Michel to clean the landings and then go through the list developed by Michelle Deriger;
- e) BOG: Items for decision (docs in BOG folder): There was nothing urgent identified for the BOG meeting.

7. Next meeting

Monday October 30, 2017 at 6:30pm.

8. Adjournment

The President adjourned the meeting at 8:10 pm.

David Lefebvre, President

Réjean Ouellette, Mechanical Director

Date: _____

Date: _____

Réjean D'Aoust, Property Manager, Capital Integral Property Management

Date: _____