

Attendance

Name	Presence	Position
Mary Nicholson	Present	President
Chris Lavergne	Absent	Director / Treasurer
Sonya Nagpal	Present	Director / Secretary
Henrietta Bristow	Absent	Director
Natalie MacDonald	Present	Director
Anne Makuch	Present	Property Manager, Capital Integral

Minutes

- Kone elevator repair bill from 2017 not authorized - \$4700. Push back to provide proof
- Need reminder before Kone contract renews next time
- Parking cleaning – to be scheduled, then carpet cleaning shortly after that, window cleaning this week
- \$500 Christmas bonus to Karissa – Nov 30 bonus pay, proposed and approved by Board
- Action item 13. replacing doors, verify on old requests reported damage has been fixed