

March 11, 2019

HCC #241 Board meeting

Present: R. Elliott, B. Miller, J. Whalen, C. Hebb , D McLellan, C. Davis, Canmar (Kim, Tim) and Super, P. Parnell .

The meeting was called to order by the president at 6.00 pm.. She welcomed Kim Ryder who will be taking over from Tim Robichaud as Property Manager for our condominium . She comes to Canmar with 17 years experience with Citigroup .

There were no additions to the agenda and it was approved . It was movedby B. Miller and 2nd by D. McLellan that minutes be approved . Motion carried .

The owners from 509 attended at Board's invitation to discuss several items of concern including posting of minutes to the web, painting, the bookshelf and the clock in the lobby . After a fulsome discussion it was agreed that there had been a breakdown in communication but with a new Super and the Board's commitment to post minutes in a timely manner that should solve any future problems .

The President welcomed our new superintendent , Patrick Parnell . His report contained the following :

- 1) Repairs are needed to the handrail (painting) , protection barriers in the garage, elevator ceiling, Tiles on the 5th floor and stairs on 5th and 4th . Taylor flooring to source tiles for office entrance and will be requested to address other areas . The sconces on 5th floor will be replaced .
- 2) A letter has been sent to a unit to advise no gas cans can be stored in the garage nor can car repairs be carried out . A letter will also be sent to those units who have plastic storage totes in the parking spots; this is in violation of the firecode .
- 3) The elevator was inspected : a lightbulb , a cover for the duct/fire extinguisher and labels on power boxes are required .

Report of Canmar :

- 1) Statutory obligations have been met .
- 2) There have been no changes to the residents list since last meeting .
- 3) The fire plan has finally been approved and will be put in lobby panel box . An email will be sent to all residents asking if they need assistance in case of an emergency and this will be kept with the fire plan . A notice regarding the testing of smoke alarms has been sent to each owner . New stickers will be placed at the site of each fire alarm .
- 4) The mortar for the bricks at Victoria Road entrance has been ordered and will be installed when the weather gets warmer .
- 5) The door frame on Pine St. side must be replaced . Cost is \$2530.00 . Approved .
- 6) Unit 404 window is still leaking . Canmar will arrange for a water test .
- 7) It was moved by J.Whalen and 2nd by R. Elliott unanimously agreed that a \$100.00 gift card be given to Gordon Woodworth in appreciation of his assistance in training our new Superintendent .
- 8) There have been no requests for renovations.
- 9) The website is up to date .

- 10) It was suggested by K. Tryder and agreed by the board that when scaffolding is in place for roof repairs the dryer vents on Pine St. side should be checked for any damage .
- 11) There will be a request for a more “esthetic” container for pest control to be placed in the lobby.
- 12) It was unanimously agreed that Canmar and Patrick would work together to determine what if any contractors have key Fobs to our building and request them be returned so that our FOB system can be updated . This update will also include all owners/residents .

Financial Update :

- 1) Year end balance is still the same. Nothing has changed . The audit is started and we should have it by April for board to review before our AGM in May . The \$19, 000.00 surplus really reflects no adjustment for the heat budget and the board requested that this be changed to reflect the reduction in cost of heat since the conversion to natural gas . The “office expense” of \$2000.00 is for new lobby furniture ,. This line will be corrected to accurately reflect the expense .

New Business :

- 1) Dates for the AGM were discussed . Either the week of May 14 to 16 or 21-23 . It will depend on availability of Christ Church hall . Canmar will book the hall and advise of date .
- 2) It was agreed minutes would be approved via email and posted before each meeting since the board meets approximately every 6 weeks .
- 3) Date of next meeting : TBD

Meeting adjourned at 740pm