

## HCCC #241 Board Meeting June 17, 2019

Attendees: Jean Whalen, Brad Miller, Chris Davis, Cheryl Hebb, Debra McLellan, Robyn Elliott, Don-Canmar, Patrick Parnel (Superintendent)

Approval of agenda, Jean approved

Approval of minutes – these were approved by email.

Approval of minutes from Oct. 4, 2018, special meeting. Moved to approve by Jean, 2<sup>nd</sup> by Robyn.

### Superintendent's Report:

- The broken tile on the intercom has been repaired – still needs to be grouted
- Benches in the back garden have been repaired, new wood, new bolts and rotted wood has been replaced.
- New bottle bins obtained in the garage for recyclables
- \$212.65 in the bottle fund – gave to Chris
- New owner moving in #207 in August.
- Security system needs upgrading to be discussed further, see notes under Canmar report.
- Mortar for brick on the Victoria Rd side pending. Patrick working with Canmar on this project.
- Dryer vent cleaning never happened. The company came in to do the work, however, were unable to complete. Canmar is searching for another company to complete the work.

### Canmar's Report:

- Mortar repair should begin next week.
- Will discuss procedures for renovation requests to the units with Patrick.
- Roof to be checked this summer, shingles to be repaired at the same time.
- Security system – need a new recorder to give more hard drive space. Estimate \$845 for the recorder and the installation. – given the go ahead to purchase and install.
- July 9, garage cleaning
- Elevator contract. Canmar has been shopping for alternatives to ensure we are paying the best rate. Otis currently has the contract. Canmar suggests to stay with Otis as we will need to purchase any parts from them anyway.
- Alarm testing. Patrick will be trained on how to test the alarm system.
- Statutory obligations are up to date.
- Tile replacement/repair in the lobby is complete
- Sconces on the 5<sup>th</sup> floor are complete
- Door replacement in garage on Pine St side complete
- All FOBs have been returned from contractors or have been reprogrammed.
- We will revisit the pressure washing of the decks in Sept.
- Looking for solutions for the cannabis smell in units – the filters for the air exchangers are clean. Canmar will send an email to all tenants reminding them to be considerate of their neighbours.
- Unit 404 leak repair – Pat and Kim are working on it.
- Soffits will be cleaned on Pine St side when the scaffolding is up to do the roof inspection and repair.

By-law amendments – do we want to revisit this to have a vote to amend the by-law for the length of time to rent your unit to be a minimum of one month and/or to make the corporation smoke free. We will revisit this question in Sept. to see if we split these into separate votes. If we decide to proceed, the vote will be Oct – Nov.

Canmar had a new appraisal completed on the building for insurance purposes. We are insured for proper value.

Discussed the view of the office from the front of the building. Will have some unsightly items moved out of the view from the front of the building.

Debra advised that her heat is still coming on. Appears she may have an issue with a zone valve in her unit – she will double check to see if there is an issue and if so will have that looked at.

Did the heat get turned off yet for the season? The heat is turned down during the summer saving costs. Canmar will check with Patrick.

Next board meeting will be Monday, Sept. 9, 2019 at 6:30pm.

The minutes will be approved by email.

Meeting adjourned.