

**OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION NO. 795
BOARD OF DIRECTORS MEETING MINUTES:**

October 31, 2023

Present:

Directors: Philippe Massicotte, Daniel Spracklin, Irene Vitoroulis

Property Management: Yaprak Ilaslan (Property Manager)

Regrets: Melisa Chudobiak, Katrina Sullivan

Call to Order:

Called to order at 19:06.

Additions, Deletions & Approval of the Agenda:

Agenda approved by Philippe and seconded by Daniel.

Approval of Minutes from the Previous Board Meeting:

Typo correction approved by Irene and seconded by Philippe.

Philippe will provide redacted minutes to Yaprak.

With regards to the approval, ratification and posting of minutes, the Board can get together in between meetings in order to approve the minutes before ratification at the Board meeting.

Financial Statements:

Expenses are slightly under projection for the month, but this is only the first month of the year to date, so this is likely to change.

Financial statements approved by Daniel and seconded by Philippe.

Property Manager's Report:

For October, reflecting pond has been completed, as has the sprinkler system. Exterior patio furniture has been stored courtesy of Melisa. There will be a notice to owners about the Christmas tree. We also need to organize the AGM as of November.

Building cleaning has been updated with the opening of the contract with CANSPC.

Work Orders:

Overview of the work orders including the delivery of five new remote for the owner of a multiple units. The condominium still has a few spare remotes to fulfil order.

Board Member Reports and Special Projects:

Somerset Gardens Website (Retain on Agenda)

Other Issues/New Business:

Stack Flushing:

Stack flushing was completed, and this was good, because the plumbers reported there was a lot of grease. The 06 and 03 units were flushed only from the third floor, and next time the stacks will be flushed from the 10th floor.

Yaprak also shared information with residents on preventative maintenance in order to reduce the accumulation of grease in the stacks.

Access to the units included additional on-site hours for Yaprak, the cost for which has been approved by the Board.

Sale of Parking Spaces:

No change in status from last month. Waiting on DHA to provide a draft declaration for the Board to review. Depending on timeline, this may be an item we add to the AGM.

Summer Grounds:

Board approved Keller Engineering review of the reflection ponds. Keller will provide an assessment with possible options which we can take to a contractor to action in spring 2024.

Unit with DHA Application:

No updates on this file

Window Cleaning:

With the unpredictability of weather, the window cleaning has had to be postponed until May 2024.

Stone/Brick Work:

Item pending decision on reflecting ponds.

Grout Repairs/Tile Cleaning:

Work has been scheduled and will carry additional costs in order for off-hours work to reduce inconvenience to owners.

Unit Interior Damage:

The condominium has not heard from the unit owner. It will be difficult to work on this over winter, in which case we may be looking to do the necessary repairs in May 2024.

The Board will push it to May 2024 and keep this as an open item in the event that the owner contacts the Board to indicate worsening damage.

Email re Cleaner:

The condominium has not heard back on the paperwork related to this item. This item has been tentatively closed and removed from the agenda going forward.

Lobby Leak:

The Board has elected to install drywall, sand and prime for paint. The cheque has been included in the most recent expenses.

Garbage Chute & Bin Cleaning:

Scheduled for and completed on October 30th. Chutes and bins have been cleaned. Bins have been pressure washed.

This should be done at least once a year.

2023-2024 Snow Contract:

Cheques have been included in the latest folder.

HVAC Contract:

Item included for Board consideration.

Window Caulking:

We've recently received an additional estimate which the Board has not yet had the chance to review. Keller Engineering and BLP are already familiar with the building which provides them with some advantage.

Keller's estimate comes to 9.5k +HST. BLP's estimate comes to 19k+HST.

The Board has some time to review the proposals and provide a decision for the next meeting.

Front Railings:

This work has been added to May 2024.

Painting Project (Reserve):

Estimates have been provided by Dynamic Building Improvements, Steamatic Restoration, All-Canadian Flooring and Painting, and CANSPC, and have been included for Board review.

This would cover painting of the common elements, including hallways, garbage chute rooms, rooftop, lobby, library, exterior unit doors and ceiling (where required).

The cost differences between estimates are not particularly pronounced.

The work isn't going to start for a while, so it may be better to wait for the start until after the Holiday season, as it will take three to four weeks and doors will need to be unlocked for three to four hours at a time.

The Board will have a special meeting to discuss and approve. Given the costs involved, this meeting will need to be appropriately minuted and shared with condo management.

Vault Maintenance:

Delays related to the Hydro Ottawa strike.

Owner Correspondence:

Going forward, Yaprak is going to include more correspondence in the Board meeting package where Board consideration may be useful. Here are those for the month of October.

There have been questions related to the security of documents posted on the Somerset Gardens website. There will be additional costs of about 100\$ associated with upgrading the website's security. This change was approved by the Board.

Chargeback related to troubleshooting which lead to a visit from Airon, which has provided confirmation of the work in writing. The Board will provide direction on how to respond.

Noise related to one of the original furnaces. There are funds in contingency for the replacement of heat pumps, Yaprak will examine costs related to replacing the unit and the Board will start looking at developing a plan to repair and replace units as they come up.

Issue noticed related to a tenant who spilled a great deal of coffee from the lobby, to the elevator and across their floor.

Noise related to heat pumps. An Airon technician has indicated there may not be enough insulation between two units; Yaprak will examine costs associated with possible solutions (e.g., installing more insulation between units, quieter heat pumps) for the board to review.

The temperature in the common elements has been lowered to 21C, which is the lowest recommended by Airon.

Date of next meeting:

The next meeting of the Board and Condo Management has been tentatively scheduled for November 28, 2023, at 19:00.

Adjournment:

Motion to adjourn the meeting at 20:05 by Philippe and seconded by Irene.