

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

**June 12, 2023**

**Present:**

Directors: Melisa Chudobiak, Philippe Massicotte, Irene Vitoroulis, Katrina Sullivan, Daniel Spracklin.

Property Management: Yaprak Ilaslan (Property Manager)

Regrets: n/a

**Call to Order:**

Called to order at 19:04

**Additions, Deletions & Approval of the Agenda:**

Additions to the agenda: Fence for front garden, Brick repairs, Garden updates, update from Directors' Meeting, Temperature control. Approved

**Approval of Minutes from the Board Previous Meeting:**

Minutes approved by Melisa and Daniel.

**Financial Statements:**

Month of May 2023:

No concerns for the April or May statements. Only questions are regarding the state of our landscaping budget. Previous landscaping contract had gone through in November 2022, then a reimbursement for expenses in

Trillium Tree is the contract for tree pruning which took place last year after the derecho.

Statements approved by Daniel and Philippe

**Property Manager's Report:**

Yearly Reminder Checklist:

For May, Dynamic Building Improvements signed off on the spring heating cables inspection.

Window, vent and balcony glass cleaning is scheduled for July 10-14.

The Board had discussed reflecting pool and associated costs. It had been managed as per the landscaping contract with Living Green, at an approximate cost of \$3000 (to be confirmed). The Board would like to see the contract in-depth to see what it covers. What would the cost be to replace it? What could we put there in its space?

The brickwork surrounding it has also taken significant damage over the years. Replacement would require contracting a knowledgeable contractor to tell us what's in there. Yaprak will look at the building drawings and see if it had been installed later and come back to the Board with additional information.

Maintenance-wise, we're up to date for spring 2023.

There are concerns about the tile cleaning resulting in the removal of grout.

Per the Directors' meeting, the Board has decided to put off the patch and paint job until we do an exhaustive repainting job of all common areas.

We will need to tender a new contract for snow removal in Winter 2023-2024. The Board will obtain an estimate from Noël Snow Removal (which does many properties in the area) as well as two more in order to fulfill our tendering obligations.

Elevator maintenance with ThyssanKrupp, though it ended in October 2022, is automatically renewed.

The contract with Cody Development has ended in May 2023.

Our snow removal and cleaning contracts also cover salting the front entrance area.

We may want to ensure that the statement of work is actually completed. The example that comes to mind is a previous contract which included the installation of mulch which was never completed. This is something which the Board should monitor and notify the property manager of any deficiencies.

#### Work Order Summary:

Some follow-up on the sprinklers.

For the front entrance, stone work repair/replacement was done in the stairs.

A few units complained about malfunctioning or non-functioning air conditioning. In a few cases, the issue was with the user not knowing how to use the thermostat. In cases of owner responsibility, costs are charged back to the owner.

#### Bike Room Security:

CMG is conducting the bike room audit. Yaprak is reporting issues with file migrations for developing the master document. There are still issues with fobs not working consistently. The process has been lengthy and the Board would like to set a hard deadline for completing the audit and bringing it online by June 30th.

Everyone who was supposed to register has already registered. There is no reason this process should take too long. Daniel has offered to be the point once the file issues have been resolved.

#### Stack Flushing:

Two issues from units reporting back-ups in their kitchen sinks. The recommended solution from Clean Water Works is to conduct a stack flushing.

Yaprak will contact Optimum Mechanical to get an estimate. In an other building, this came at a cost of approximately \$30,000. She will also share previous correspondence with the Board.

There is currently nothing budgeted for plumbing, as stack flushing is part of our operating budget, rather than under the reserve fund. The last one would have been conducted about three years ago. The Board needs to find a way to ensure we've got money set aside for this every three to five years. Condominium Authority of Ontario sets the rules for what is repairs and replacements vs what is maintenance.

#### Security and Cleaning:

Yaprak and Melisa has met with Ibex Cleaning (Hame) to conduct a walkthrough of the common areas. Hame has asked for an increase of 20 hours to 30 hours. The Board has reservations about increasing hours for Ibex Cleaning, given the issues we've been having, and has expressed an interest in moving on with CANPSC's proposal once their contract expires in September 2023. This would also coincide with our new fiscal year, making it an optimal time to change contracts.

Only issue with moving to CANSPC would be changing their contract hours, which currently start at 8:00. We don't currently have anything for stat holidays, and CANSPC's proposal does not currently include it.

The Board has voted not to renew Ibex Cleaning in September 2023 and to go with CANSPC.

#### Rusted Pipe:

Melisa will conduct a follow-up on the last correspondence with Clean Water Works. This is not an urgent item.

### Sale of Parking Spaces:

We have not heard from the church on any status changes. It does not appear as though the spots are operated by Indigo anymore. If this is the case, we would be interested in closing that garage door for security reasons.

We will need to get a legal opinion for responsibility for maintaining those spots, as it's not currently

### Volunteering/Landscaping:

This work is under control.

### Sprinkler Deficiencies:

A copy of the report on the deficiencies and estimate for associated costs was included with the Board documents. The Board should address these deficiencies sooner than not, though they do not all need to be addressed immediately.

There's a question about backflow testing, which should be conducted annually. The last one conducted by Larmex on March 6, 2023, though we have not received the findings of this testing. This may be why Mircom has flagged a deficiency. Alternately, Larmex may have neglected to put up a testing tag.

Some of these issues (1, 2, 3, 5, and 6) should be the responsibility of Airon Group, our HVAC contractor(s). Yaprak will confirm and get back to the Board as to why this wasn't brought to our attention. 8, 9, and 10, would need to be conducted by Mircom.

Cliff, our previous contact with Airon Group, is no longer with the company.

### Rooftop Furniture:

Melisa purchased a new umbrella and will put up signage to remind people to clean up after themselves and to close the umbrella to avoid damages.

### Unit Question:

Following a discussion of the Directors, we wanted to know what our next steps are. Yaprak has sent three infraction notices, and the next step in the event of further complaints would be to issue a letter from the legal team with a firm date to comply (usually 30 days). After which, the Board would be entitled to evict the resident in the case of continued non-compliance.

### Elevator on Service:

Yaprak will ask Ibex Cleaning not to put the elevator on service between 8:00-10:00.

### Reserve Fund Study Update:

Included as part of our reserve fund study. This update will probably take a few months. Approved by Katrina and Philippe.

### Vault Study:

Needs to be cleaned every five years. Because our easement vault runs through neighbouring buildings, we need to coordinate with said buildings to get the vault cleaning done, which includes turning off the power. An estimate had been included. The Board is waiting to get a meeting with Kroon to hear about what exactly would be involved.

### Other:

Yaprak has contacted MHI on issues resulting from a lack of maintenance (mold in a window well).

### Garden Updates:

Have already needed to replace a fern with dogs peeing on the new plants. We've already met the projected costs, though we're still interested in adding some seasonal fencing and mulch, which would include an upfront cost of approximately \$360 for fencing and \$450 for mulch. The latter would need to be reoccurring, though likely no every year.

As the mulch was to be included in our previous contract, we will not worry about buying mulch which year, but only as of 2024.

### Bricks:

Brick replacement in the front entry area would be covered under the reserve fund.

### **Date of next meeting:**

The next meeting is tentatively scheduled for July 10, 2023, at 19:00.

### **Adjournment:**

Meeting adjourned at 20:26 by Katrina and Melisa.