

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

October 2, 2023

Present:

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

Property Management: Yaprak Ilaslan (Property Manager)

Regrets: N/A

Call to Order:

Called to order at 18:51.

Additions, Deletions & Approval of the Agenda:

Addition of the financial review in the financial section. Change approved by Philippe and seconded by Irene.

Approval of Minutes from the Board Previous Meeting:

Minutes approved by Melisa and seconded by Irene.

Philippe will provide redacted minutes to Yaprak.

Financial Statements:

Daniel has built a monthly tracker which supplements the statement by providing a display of cumulative monthly expenses and revenues, year over year, month over month, displaying individual months over the past three years, or on discrete condo expenses (i.e. condominium fees, gas, hydro, etc.). This can help the Board get a better sense of expenses and revenues at a glance.

Financial statements approved by Daniel and seconded by Philippe.

Property Manager's Report:

Auditor has been booked for the end of October, and the Board will provide them with the full list of the documentation, statements, minutes, etc.

Work Orders:

Sprinkler system has already been winterized. Patio furniture has not yet been brought in given we've still got warm weather. Melisa has offered to take it in for storage to spare the Condo the expense.

Expense related to the fire panel which had to be reset given it was indicating an error.

Charge back letters have been indicated, and Yaprak has been asked to flag them in the envelope.

Stack Flushing:

The Board had discussed the possibility of putting the expense for stack flushing onto the reserve fund, especially given that the cost is greater than our entire operating budget for plumbing, and over half of the operating budget for general maintenance. This was moved by Melisa and seconded by Katrina.

We will not be expending reserve fund for the painting of the stairwell.

Cleaning Contract:

Completed the turnover of the contract as of last Friday. CANSPC has been provided with the set of keys. The Condo does not own any cleaning supplies, and CANSPC will provide the Condo a list of equipment to purchase.

CANSPC has been asked not to put the elevator on service between 07:00 and 09:00.

Sale of Parking Spaces:

This is still pending. We've provided the go-ahead to DHA to ensure that the clause is included on paying condo fees, after which we'll start the process to make the necessary amendments.

Yaprak would set up the special order meeting virtually, including the pre-notice, notice, and would handle registration and establishing quorum, all of which would be charged back to the Chuch.

Annual Fire Inspection:

Completed without any further actions required until next year.

Summer Grounds:

Estimate has been approved, and walkthrough will be supervised.

Four keys have been requested for the garden storage room.

Unit DHA Notice:

DHA had approval to complete the settlement agreement. We've not heard back from MHI at this point. We are waiting for payment of the second legal fee.

Window Cleaning:

Postponed given the city work, and we're still on standby. We could push it until as late as the final week of October, or else would be into 2024.

Stone/Brick Work:

Pending decision on the reflection pond.

Grout/Tile Repair:

Completed the inspection and estimate was approved by the Board. Moved by Katrina and seconded by Daniel.

Unit Interior Water Damage:

Unit reported water damage along window. No further damage has been reported, but the Condo needs to keep an eye on this.

Reserve Fund Study:

BLP has done the walkthrough of the common elements and the draft will come in in late October-early November for the Board's review and approval.

Parking Space Leak:

Board has decided to install the drywall, sand and prep for paint. Scheduled for later this week.

Snow Contract:

Only two estimates have come back, included as an attachment. Noel's estimate came in at more than double the other, so the Board has voted to wait until we receive a third estimate. The Board needs to make a decision by November 1 in order to secure a six-month contract.

HVAC Contract:

Two additional estimates have been provided, in addition to the bid from GBE Mechanical. Both Optimum Mechanical and GBE Mechanical also have a plumbing division, which may be able to help us secure better deals in those areas.

We aren't up for renewal until March 2024, so this item has only been provided only for consideration.

Window Caulking:

Two window caulking estimates for engineering firms have been provided with one to come in this week or next week. The Board can select the estimate, after which the engineering firm will oversee the project and start the bidding process. They will typically seek five bids.

Front Railings:

Email from unit owners requested the replacement or repainting of the front railing, as much of it is rusted.

The Board can add this to the painting of the interior, in the Spring. The work should include sanding and repainting.

Painting Project:

Five estimates were requested, and should come in by the end of this week for the Board's review and selection.

Vault Maintenance:

Condo management is waiting on obtaining the schedule for this item.

Intercom System:

Capital Systems has been slow to respond to requests for updates. Yaprak has asked to be trained in how to reprogram the intercom system. The Board has expressed displeasure with Capital Systems' slowness, and could also benefit from this same training.

The Board has approved asking Capital Systems for training, which will likely cost a few hundred dollars, and should save us from calling them except in case of a serious issue.

Date of next meeting:

The next meeting of the Board and Condo Management has scheduled for October 31, 2023, at 19:00.

Adjournment:

Meeting adjourned at 19:42 by Melisa and Katrina.