

**OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION NO. 795**  
**BOARD OF DIRECTORS MEETING MINUTES:**  
**May 17, 2022**

Directors: Philippe Massicotte, Irene Vitoroulis, Melisa Chudobiak, Katrina Sullivan, Julie Hunt

Property Management: Liz Marples (Property Manager; Chair)

**Call to Order:**

Called to order at 19:04. Liz to chair.

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

Motion to accept agenda: carried by Phil and Melissa.

Approval of minutes from the Board's previous meeting:

Correction added from Julie regarding her education level mentioned in the agenda: (diploma and not degree) in accounting: post-secondary diploma. Phil will correct after meeting.

Motion to approve minutes with amendments: carried by Phil, Melisa and Irene.

**Financial Statements:**

Liz provides a breakdown of the balance sheet, including the operating and reserve funds. This is followed by the income and expense comparative statement, from the beginning of the year until the end of January.

Summary: For the past month (April), hydro is still under budget as well as water; Budget is slightly higher for gas but this was expected given the weather temperatures.

Question regarding where does the natural gas get used were discussed. HVAC units, boiler units on the roof (natural gas, heating & cooling systems).

Other work: PM arranged for the replacement of the boiling plates.

Building façade (West Wall project):

Roof anchors completed and engineering fees discussed; first installment payment issued to Tangent under the contract.

Major repairs and replacements for heat pumps: approx. \$37,000 in replacements since beginning of the year.

Windows: \$2,900 spend YTD to replace thermal seals, reserve budget for the year was \$1,000.

Preauthorized payments and bank statements – coincide with trial balanced etc.

Summary receivables aging report: preauthorized payments for unit \*\*\*\* (switched banks but issue was fixed).

Prepaid expenses for the condo authority prepaid for the CAO licence and for annual premium for building insurance

Income and expense comparative statement: still under budget for some utilities.

Reserve: nothing has changed other than replacing a sprinkler that is part of the fire system, and a corroded boiler.

Motion to approve financial statements for April 2022: carried by Julie and Phil.

### **Property Manager's Report:**

HVAC Spring filter delivery: we will deliver them sometime in May/June.

Sprinkle system turn up for exterior irrigation: Liz will make a service call for one of them that's malfunctioning.

Liz has also updated the website and provided Brian with redacted minutes.

Landscaping contract: Liz spoke with the property manager at \*\*\* \*\*\*\* and Living Green Landscaping company can take us on starting this summer. Landscaper and Liz came up with a detailed plan for the landscaping and overhaul what has been done for the last ten years (garbage cleanout, keep hydrangeas, put in perennials, etc.).

Window cleaning: Liz had prebooked the week of May 30<sup>th</sup> for window cleaning. (access to Maclaren neighbours for back of the building). Liz is working to reschedule for June because Maclaren neighbors have work going on at the same time and we cannot use their parking lot.

Patio furniture out on the rooftop: The reflective ponds were excluded from landscaping budget due to overbudget. We will do it with volunteers. Melissa, Julie and Phil volunteered to re-fill the water in the ponds. Liz will show us how to, where everything is, etc.

Parking garage cleaning. Has been booked for May 26<sup>th</sup> and notices have been sent out.

Annual tile cleaning in lobby: Will wait until Tangent is done to clean the lobby. Work to be done for tiles: grouts, sealing the grout, etc. one broken tile in the elevator. Liz will reach out to Marble Renewal to change out the tile and clean the tiles.

BBQ cleaning has been booked with BBQ rescue.

Interior vent sent notices to owners. Cody will do the exterior vents when he does the windows.

### Work orders:

HVAC maintenance across units.

Balcony maintenance (one loose screw on one balcony but was fixed)

Glycol: Liz ordered more glycol (liquid that keeps the AC system running) because it's been low.

### Units move outs/purchases:

Renter of \*\*\* has moved out.

Occupant of \*\*\* has been allowing their dog in the common areas and to defecate in common areas. Second legal letter has been sent to unit. DHA is in communication with unit owner due to prior hostile behavior.

Unit \*\*\*\*\* has been sold. Status certificate and all documents have been given to new owners. Standard paragraphs in which the corporation indicates it has no knowledge of forthcoming expenses except for special assessment. Include this paragraph (before reserve fund) in status certificate about insurance due to liability.

### **Board Member Reports & Special Projects:**

#### West wall replacement:

First inspection report (every 2 weeks):

They demobilized of the ventilation system and the raw vent system exposed underneath. When the old mineral wall was removed, the wall underneath was in good condition – besides sections that were saturated.

The next steps for board members: color sample received, Liz will drop them off for board members to discuss and decide which ones matches the exterior as closely as possible.

Change order:

The increase cost in the mineral wall (\$1,400) is a material cost. Liz signed it on our behalf it was board approved during last meeting (pg. .94).

#### Bell Fibre optic:

Board discussed during the last meeting that Bell offered to come and install bell fibre optic but we do not have a superintendent or security to supervise and provide access to Bell for all 119 units over a 2-week period. It is challenging to provide access & supervision to all units.

Board discussed the pros and cons (e.g., if owners will accept Bell coming in for the change; if there is demand vs not for Bell; alternatives; cost for security).

Unanimously, Board voted to ask Bell to contact Somerset Gardens again in two years to see if it is a more feasible option at that time.

Bylaw amendments:

Liz reached out to DHA lawyers and asked them to review the declaration rules and bylaws in order to see if they are in line with current regulations. Lawyers will provide suggestions to improve rules (smoking, pet, patio).

Final comments concerning \*\*\*\* and \*\*\* condos to adjust the doors that are heavy; on the 10<sup>th</sup> floor there's one door that is slamming and \*\*\* door requires adjustment.

Julie will email Liz to figure out \*\*\*\* cancelling old fobs and re-issue new ones.

Green bins: Liz will call the city for an assessment/consult to see where we can put them, in a way that doesn't impact the corporation financially for clean up.

Date for next meeting: June 14, 2022 at 19:00

Meeting adjourned at 20:07. (Irene, Julie).