

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

Present:

Directors: Philippe Massicotte, Irene Vitoroulis, Katrina Sullivan

Property Management: Liz Marples (Property Manager; Chair)

Regrets:

Directors: Julie Hunt

N/A

1. Call to Order: 7:06pm

2. Additions, Deletions & Approval of the Agenda:

Use of P1 parking spaces by unit owner.

To do list: *** door adjustment. Slamming shut.

Approval of meeting from May:

Liz made some corrections to names, spelling errors, and will post to the website.

Windows budget: corrected phrase/removed question mark (Irene's personal note), will redact to post on the website.

Motion carried by Phil and Melisa - Approval of minutes from the Board Previous Meeting.

5. Financial statements:

- Went over net worth, liabilities and reserve.
- Liz is in the process of preparing the operating budget, in preparation for the end of fiscal year (August). In July we will have the budget meeting to finalize the budget.
- Similar to last month's report, we are over budget in gas, given that everyone is working from home/more time spent at home.
- Over budget for HVAC (more people in the building; more repairs to the system; more replacements; all due to usage).
- All other on or under budget.

Outstanding Payments:

***: charge back for legal notice that we read last month. Haven't received notice/payment from ***.

***: Property manager for the unit needed locksmith because the tenant didn't give keys on departure. Paid.

****: condo fee, PAP info hasn't been provided yet – new owner.

If board members have questions for financial questions about any of the statements etc. Liz encourages everyone to contact her to provide information about finances going in and out.

Tangent invoices are not processed until we get a certificate of payment from Keller Engineering, because they do site visit reports for the project as per CCDC contract. Tangent submits to Keller and then to Liz, before we pay Tangent.

6. Property Manager's Report:

Yearly Reminder Schedule:

Exterior window cleaning: we have rebooked for July 8th, and will send out notices to owners next month.

Spring newsletters: If we want a copy of previous spring's newsletter, Liz can circulate to board members to update/put together for spring/summer 2022.

Garage cleaning was done.

Tile cleaning: replace the cracked tile in the elevator. Reach out to Atlas flooring to replace the broken tile; Liz has a spare one.

Draft budget for August's meeting: next meeting in July.

Insurance broker- our insurance expires August 20; Liz has reached out to ask what the premium increase will be this year. Last year we had an increase in premium due to lockbox thefts.

Property Appraisal:

- Ensures that we are properly insured;
- The condo corporation appraisal is done every 3 years;

- Shore-Tanner & Associates did our last three appraisals.

Increase our value now before August 20, 2022. Appraisal value is #2 on page 46. Next appraisal value will be in 2025.

We can budget a 10-15% increase because of current situations (weather, “derecho”/storms, water damages, etc.).

Work orders:

Irrigation systems: Some sprinklers malfunctioned on the west side, and were fixed.

Water pump room in the basement: air compressor was leaking air. Hoses were replaced for air compressors.

Status certificates:

Board reviewed paragraph 12, which includes circumstances that can increase the condo fees.

Paragraph B: insurance market has been affected by different conditions, which can lead to an increase in condo fees.

Emailed DHA Declaration/Bylaws for review.

Preparing the new comprehensive bylaw because it's 15-year-old and it's outdated.

Reviewing new comprehensive bylaws costs approximately \$1500.

Amendments to the declaration will help to bring it in line with upcoming changes to the Condominium Act. Liz asked for the board's opinion which ones we would like to incorporate now because we need to incorporate these into our budget.

Phil recommended that we re-visit this next month when we have the budget meeting.

Board voted to add these funds to the budget (\$4000) to send at the end of June by Liz.

Lawyers will start preparing in the Fall and we can discuss the bylaws at the AGM.

Site inspection report:

Wall without insulation and EIFS stuck on the exterior.

There was no water damage.

Pages 72-75.

Copy of the progress billing payment, approved by Keller.

New Ontario construction act requires a set time limit to provide payment by us, after being reviewed by engineering.

Somerset Garden Websites:

Board to Redact minutes as minutes come in so that we are on time.

8. Other issues/New business

Bike Room Thefts/Building Security:

Six bikes were stolen from the P1 bike storage room on Sunday May 15th 430pm.

Residents reported to Ottawa police and Liz spoke with the police as well.

The two people cannot be identified (wearing masks); we likely cannot find them and the bikes.

Liz has a 10-page list of all fobs that were used that day around that time, ~4:21pm.

If it wasn't a fob, it could have been the key for the door. The closer time would have been 15' earlier from 4:31.

Next steps: Henderson security appointment; replace the camera in the bike room. We don't get a close up of their faces, so we will relocate the camera to the other angle of the room, as well as install an additional camera when you come in, pointing straight at every person that comes in the door. Put in a couple of additional cameras in the P1.

Liz brought this issue to 3D security, and boosted security to come more frequently. We were the fourth client this week asking for additional security due to an increase in thefts in the area (i.e., cars).

Going forward, the handle lock will be changed. Only people that will have a physical key will be Liz and one in condo lockbox on site.

The Board will consider changing the fob and keypad for the storage rooms as well to people who only have storage lockers.

Liz will send an email to bike users only with the code and fob and the code will be changed twice a year every year. Will increase control to the room.

In ten years, there have been six incidents of theft.

To deal with the situation, we have also installed a keypad which involves a two-step system: once it's programmed, only the people who use the system via a code and their fobs. Only their fobs will have access to the bike room.

Every single fob has been renamed to its respective unit, instead of using numbers to identify the fob, esp. for people moving out of the building.

Discussion among board members:

This is not an issue unique to our building: there are a lot of thefts around Ottawa, and with inflation this is an increasing problem. Use of bike rooms is ultimately at the owner's own risk. People should use caution, i.e.: do not store your garage door opener in your car (we can add it to the spring/summer newsletter). Another option would be to store bikes in one's unit or balcony.

Other issues: Parking spot issues (added to the agenda in this meeting):

Parking spots: *** owns two spots and rents a 3rd from another resident.

Liz has asked *** to remove the trailer, as stipulated by condo bylaws, but also uses the space for motorcycle and auto repairs which are not allowed in parking spots.

Liz will take photos and write a letter about the situation. Next time, *** might be getting a letter with a notice for a fee charged to his unit.

If anyone notices after the letter is sent out to ***, that *** stuff is everywhere again, let Liz know to follow up.

Katrina: There are some branches from trees that need to be trimmed.

For July's meeting, our priority will be preparation for August meeting and end of year financials.

Melisa will be away in July.

Date of next meeting: TBD via email.

Meeting adjourned at: 8:17pm Phil, Katrina.