

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

August 4, 2022

Present:

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

Property Management: Liz Marples (Property Manager; Chair)

Regrets:

Directors:

N/A

Call to Order:

Called to order at 19:07. Liz to chair.

Additions, Deletions & Approval of the Agenda:

Discussion of Board Roles and Plumbing Renovations added to the agenda.

Discussion of Board Roles: We have not yet heard back from Julie regarding the completion of the mandatory training. The Board is entirely and lawfully capable of functioning with just four members until the AGM, or until/unless the Board decides to appoint a member to the Board.

We are required under the Act to have a Treasurer, so we would need to assign roles. Philippe and Irene to retain their current roles. Katrina will take on the role of Treasurer. We will need to reissue a periodic information certificate and send out and ICU to owners.

Approval of Minutes from the Board Previous Meeting:

The minutes in the package had been distributed prior to changes. They have been approved with changes and will be redistributed. Motion carried by Melisa and Philippe.

Business Arising from the Previous Meeting:

CCI Code of Ethics Forms for discussion.

Financial Statements:

Month of June 2022:

Update to reserve account and liabilities, prepaid expenses including CAO payments and insurance payments as well. Investment holdings up to date are at approximately

\$10k. Nearing the end of the fiscal year, under budget for water and hydro, over for gas, as with previous months. Budget has been updated accordingly.

Slightly over in electrical, locks and keys. Under budget on plumbing and cooling tower maintenance. Highly overbudget on HVAC with the combination of residents at home longer and items at or near end of serviceable life.

Under budget for generator budget. Way over on irrigation with hedge replacements and broken lines.

Encroachment fee is as usual. No increase there.

Expenditure in boiler repairs, several heating pump replacements. Two sprinklers for fire protection had to be replaced.

We have yet to receive payment from ***, and are looking at issuing a lien before 30 days arrears, as is legally required.

Motion to approve finances by Katrina, seconded by Philippe.

Draft 2022/2023 Budget:

Liz has included the previous years finances to assist and provide a guide to compare to the YTD and projections until the end of July and to the end of August based on best estimates. Reminder that this is accrual-based accounting.

Hydro billing is always two months behind. We are budgeting slightly less in water and Hydro than we did last year. Given that we are over budget in natural gas, and expect further increases, we've budgeted a greater amount next year.

We had outstanding invoices with Bell when we switched to Rogers, these bills have now been paid.

General repairs are budgeted at the same as the current year, though we may be interested in reducing it in order to reduce the increase in condo fees.

HVAC maintenance costs are anticipated to be higher next year as they have been this year.

Ibex cleaning company is looking at a 5% increase.

Fire prevention costs have increased based on the additional service calls and the various deficiencies that are subsequently found.

Security and Monitoring is budgeted as last year, with appropriate increases for added cameras, as with the previous meeting's discussion.

We do not currently have a contract for snow removal, though Liz is currently shopping for that.

Projecting a significant increase in landscaping, given we lost Ian Reynolds to retirement, and we are hoping to find someone within our budget.

Window cleaning can't be done using the scaffolding, given that it is not projected to be concluded by August 8. We have budgeted the same amount for next year as last.

Proposed management fees based on CPI required Board approval.

Professional fees reduced from last year, which also reflect the switch to virtual AGMs.

Projecting a modest surplus of approximately \$7k, and currently looking at an increase of 7.59%. Given the increased costs owing to inflation on various goods and services, this is likely to be unsurprising (though still unwelcoming) to many owners.

We are looking at reducing where we can. Don't want to touch gas, given the projected increase is significant. Reduction in general repairs, irrigation systems, legal fees, professional fees would bring that number closer to 5.82%. The Board will discuss proposed changes, vote and return to Liz.

Property Manager's Report:

Yearly Reminder Schedule:

We had talked about window washing which we're hoping to book for the fall once the west wall project is concluded and we've had the chance to coordinate with our back neighbours.

Regarding tree replacement, the company is Trillium Tree service and they are scheduled to visit in September.

Tile cleaning is currently on hold, possibly until next fiscal year.

BBQ Rescue back in this month for cleaning.

Status Certificates Issued:

One has been issued to a ***. It will need to be updated, as the Board membership has changed.

EWRB 2021 Reporting Summary:

A copy has been provided in the package, and will be sent directly to the province by Keller.

Quotes for Review:

No new quotes to review at present.

Notices Issued to Owners:

A few infraction notices, including one to a probably outgoing tenant.

Board Member Reports & Special Projects:

Site Inspection Report:

There have been significant developments since the

Substrate concrete was in very good condition, which is very reassuring.

A piece of equipment had fallen from the scaffolding and damaged a window on the Church, and the cost will be covered by Tangent.

Somerset Gardens Website:

Nothing to report other than to say that minutes need to continue to be uploaded regularly as required.

A significant amount of positive feedback regarding the newsletter.

Other Issues/New Business:

Bike Room Thefts:

Need to manually reprogram access to the bike room and to restrict access to only those who use the bike room. The work is nearly completed on that front. This will also be done for the P1 storage room at some point. Exceptions for Liz, emergency services, and Mircom.

The break-in wasn't taken from the lockboxes. In the spirit of keeping costs down, the inside room on the penthouse floor is currently kept quite cold, and the temperature could be increased a smidge for the summer.

We should look into sending a reminder to owners with tenants that there are costs associated with replacing fobs, and that it is their responsibility to reclaim fobs from tenants when they move out.

Director Training:

As Julie has not completed her mandatory training, she has been automatically removed from the Board as per the Condominium Authority of Ontario.

Other:

For the newsletter, we can look into lightening the load and ensuring that each Board member contributes a certain amount of information.

Date of next meeting:

The next meeting has been scheduled for September 7, 2022, at 19:00.

Adjournment:

Meeting adjourned at 20:27.