

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

**September 9, 2022**

**Present:**

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

Appointee: Bruce Marshall

Property Management: Liz Marples (Property Manager; Chair)

**Regrets:**

N/A

**Call to Order:**

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

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

Adding discussion on virtual meetings to the agenda and appointed of B. Marshall.  
Agenda approved by Philippe and Bruce.

**Appointment of Director:**

Bruce Marshall has been appointed to the board until the next AGM.

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

Minutes to be circulated and approved.

**Business Arising from the Previous Meeting:**

Encourage directors to sign the code of ethics form every year, even if it isn't strictly required.

**Financial Statements:**

Month of July 2022:

The (unaudited) financial statement for the month has been provided, as required.

Prepaid expenses include the insurance for the year and the condo authority of Ontario. The previous officers on the account were \*\*\*\* and \*\*\*\*\* and Liz has requested that this be updated to Katrina and Philippe. Only those two have the authority to sign a cheque purchasing more investments for the condo.

Breakdown of each of our general ledgers, collected condominium fees for the month. There is no special assessment being collected anymore.

Hydro use is currently under projection, expect increases in winter. Reminder: the utilities are done using accrual-based accounting.

Regarding the wall project, expenses include payment for Keller Engineering's work and reporting.

Bank reconciliation shows every cheque written and to whom for both operating and reserve funds.

Charge back has not yet been received from \*\*\*, and they will shortly receive a notice of lien if payment is not received, to ensure the condo receives its due.

Aged accounts payable includes a cheque that has gone stale dated for one contractor who was issued a cheque over six months ago.

Financial statement approved by Melisa and Bruce.

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

#### Yearly Reminder Checklist:

Have not yet been able to do the exterior wall and window cleaning, given the ongoing West wall replacement project. Liz has asked for an updated schedule for the Wall project. Hoping it will be done by the end of October, and that the weather will permit a fall window cleaning.

Annual tile cleaning is up to date, and we can probably wait until spring to redo the grout, and waiting is probably best given that we're going into winter and will likely be dragging salt into the building.

No negative feedback from tenants regarding the financial report issued last month.

Hoping to get the filters in within the next few weeks.

Have asked for pricing for snow clearing both from our usual contractor, and from the snow removal service which takes care of the church's lot.

Liz has booked OHCD to complete the audit so we can have it in time for the AGM.

In 2023 we'll need to perform an updated site review (RFS), which would include the financials and reserve fund studies, and talking about what projects we would like to have done. For example, we have talked about redoing the entry, wheelchair ramp heat

tracing, and replacing the railing with something we don't need to repaint every year or so.

General information includes the names and contact information of each of our contractors.

#### Work Orders:

New keys for the garbage room as requested. Liz needed to put in an additional order. The corporation is reimbursed when tenants order a new key.

For plumbing issues, the condo charges the unit back for issues that are the responsibility of the resident. Liz has pre-prepared language we can include to remind people of best behaviour regarding not flushing foreign objects down their drains.

#### Status Certificates Issued:

Reviewed every month irrespective of unit sales to provide a financial and legal snapshot of the condo. Realtors frequently request one even without a prospective client so as not to have to wait the up to ten days. One unit is currently looking to sell.

#### Notices Issued to Owners:

Everyone will have seen the budget. We've also sent a notification to the resident who has been cold-calling tenants at all hours.

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

#### Wall Replacement Project:

Site review project has been included in the package. Liz is a little bit concerned regarding the installation of the metal panels, as some of them appear to be crooked, or chipped and bent. Unclear whether this took place during delivery, storage, or installation. Keller has been good at flagging these anomalies and sending them off to contractors.

All invoices are reviewed and approved by Keller before they make it to the Board.

We have not had any further noise complaints in the last few weeks. Received one complaint of an unsecured rope, and Tangent was on-site to deal with it very rapidly.

The hope is that the updated timeline will be for a completion by late October.

#### Somerset Gardens Website:

No updates, Liz is to upload the most recent newsletter.

## **Other Issues/New Business:**

### AGM Format:

Less interaction from the last AGM, and worries that the owners aren't participating as much as they could.

We may consider going back to in-person. The virtual aspect may be helpful in terms of participation by owners who aren't in town. We might also consider maintaining a virtual meeting, but going back to having Liz chair. Keep the team in place, etc.

### Property Management:

Liz is looking to leave Somerset Gardens after ten years of service for the Board, in order to reduce her portfolio and protect her work-life balance. She has recommended a colleague (Yaprak Ilaslan) who is also managing a condo across the street, and is familiar with many of the same issues the condo, and has in fact been one of the managers on-call for Somerset Gardens.

Liz will arrange a meeting with the Board to meet with her recommended candidate, and will write a letter to owners to inform them of her departure.

She will continue to be available to respond to board issues via email, and CMG values client retention and the quality of its work very highly. The Board should contact her if there are any issues on that end.

In the meantime, Liz will continue to meet with her replacement to bring her up to date and answer any questions they might have.

### Bike Room Security:

We did a software update after the bike theft, after which we noticed a fob issue where some owners had access to one door but not another. Dealing with Capital Systems to reprogram fobs which have been reported not to work. The issue isn't with the reader, but with the programming.

We have looked into programming a single five-digit code for all users of the bike room. Unfortunately, we need to program an individual code for each unit and the fobs associated with them, so that has been the issue being worked out. This will hopefully be resolved by Monday. That way, only Liz, the Fire Department, and owners with a spot in the bike room, will have access to the room.

Other:

Repeated issue from a tenant who has been cold calling people in the building to let him in. The unit's owner has made arrangements to replace this tenant.

The board has been continuing to have their monthly meetings virtually, but they can have a discussion regarding whether they want to return to an in-person format.

**Date of next meeting:**

Given the change in property management, Liz will arrange for a semi-formal meeting with the prospective new property manager. The Board will arrange a meeting date at that time.

**Adjournment:**

Meeting adjourned at 20:34.