

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

**November 2, 2022**

**Present:**

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

Property Management: Yaprak Ilaslan (Property Manager), Elizabeth Marples (Chair)

**Regrets:**

N/A

**Call to Order:**

Called to order at 19:02.

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

Adding discussion on virtual meetings to the agenda. Agenda approved by Philippe and Irene with the addition of discussion on the snow contract.

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

Month of August and September minutes.

**Business Arising from the Previous Meeting:**

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

CCI Code of Ethics Forms. Good to give it a revision, then email it to Liz and Yaprak.

**Financial Statements:**

Month of September 2022:

We have quite a lot of money in reserve and no extraordinary expenses in bound, so we may consider adding an increment or two (of \$100k) into the investment account.

Charge-back for legal notice has not yet been paid, so we can either send it to \*\*\* directly to get a charge-back payment with the Board.

One other unit has also run out of post-dated cheques and will need to be refilled.

Motion to approve by Philippe and Melisa.

### Investment Account Signing Officer Update:

Philippe needs to provide a copy of his identification to receive signing authority.

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

#### Yearly Reminder Checklist:

We've rescheduled the window cleaning until spring because we cannot schedule it while the wall work is underway.

Tile cleaning should also wait until spring given Tangent's work in the area.

BBQ cleaning has been completed and will be good until spring.

Regarding vent and dryer cleaning, Liz has shared the previous notices with Yaprak and it can go out with no major change.

Snow removal contract, reached out to our previous contractor who came out a little under budget, which gives us a little contingency to go with de-icer instead of salt, which is good. We will have to find a new contractor for next winter, and Yaprak has reached out to Noël to get a quote.

Yaprak has also reached out to the auditor.

Exterior patio furniture will go in as soon as the weather stops being nice.

Shopping for quotes for flushing stacks for the 06 stack. Have about 6-7k set for plumbing, so this should not be an issue.

#### Work Orders:

Annual generator maintenance, and block heater needs to be replaced before winter. Some issues with the back entrance door not latching correctly.

#### Status Certificates Issued:

Status certificate for unit \*\*\* who has listed her unit for sale. Nothing of note.

#### Notices Issued to Owners:

Reached out to Centennial Glass for an estimate to replace thermals. We surpass our estimate every year, but when the RFS is updated, we should remind the engineer of this and raise our budget to \$5,000.

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

### Wall Replacement Project:

Progress is coming along. They've obtained the appropriate touch up paint since our last visit. We were supposed to be finished by end of October early November. Liz is to reach out and get a new schedule, as we've got a limited window with appropriate weather. Approved the additional funds for T-clips to ensure the paneling is secured correctly.

### Somerset Gardens Website:

Other than notifying the webmaster of Yaprak taking over as PM, we've been dealing with a lot of spam emails.

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

### AGM Format:

As previously discussed, we're looking to have Liz chair. OHCD is starting the auditing process, and we'd need to get the package out to owners 15 days before the meeting. Setting a meeting date of January 30, 2023 for our AGM. CMG will host, but Liz will chair.

We will need to fill a few vacancies. Resident-Elect is one of them. Moreover, both Irene and Phil have completed three-year terms, and their slots will be open as well. We may want to keep seeking interest from prospective directors, and include some idea of how much time is "expected" of them on any given month.

### Bike Room Security:

Some fobs are still working despite the codes having been issued. Yaprak is organizing a meeting with Capital Systems to get that sorted out. Not everyone has gotten a code yet. We can include additional information in the newsletter as an update to residents about security measures.

### Stack Flushing:

The quote will be shared with the Board, and sent out if/when approved.

### Security Patrol:

We now have the option for more real-time reporting with a QR code which lets you call 3D Security if a situation is still occurring. Will still only count as one patrol. We can add this both to the newsletter and to the elevator notice boards. If this becomes a recurring issue, they may offer adding more visits to our budget.

**Date of next meeting:**

Once again aiming for another Tuesday night. November 29 should work fine.

**Adjournment:**

Meeting adjourned at 19:56.