

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

January 9, 2024

Present:

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

Property Management: Yaprak Ilaslan (Property Manager)

Regrets: N/A

Call to Order:

Called to order at 19:03.

Additions, Deletions & Approval of the Agenda:

Addition of discussion around purchasing a printer for the Condo. Agreed to postpone discussion until after the AGM and election of new Board members.

Approval of Minutes from the Previous Board Meeting:

Approval of October minutes by Katrina and Phil.

Approval of November minutes for next meeting.

Financial Statements:

Statements don't have anything surprising. Slightly over for this point in the year.

Nothing worth noting except for the stack flushing which needs to be decided as either an operating expense or reserve expenditure.

The Board opted to code this expense to the reserve fund. Yaprak will coordinate a journal entry accordingly.

Statements approved by Daniel and seconded by Phil.

Meeting on the investments on the same day as the AGM (January 17, 2024)

Property Manager:

Stack flushing has been stricken as non applicable for this year, given that it was recently completed.

AGM:

Church and prospective purchaser representatives have asked to attend the general meeting as guests. The Board approved allowing them to attend the AGM only for the part directly relevant to the file. They will sit in the waiting room until the file comes up, and would be removed from the meeting afterwards.

Relevant costs associated to the AGM can be charged back to the prospective purchaser, per the agreement.

Yaprak will host the AGM in order to provide a more community-oriented discussion.

It's too late to add paint colours to the discussion at the AGM, but it could be an item for discussion in the statement from the President.

The reflecting pond issue has been listed as a voting issue, but it doesn't necessarily need to be a formal vote given it won't be replaced until the condo redoes the entire rooftop common elements. It can instead be held as a discussion issue to inform the Board when the time comes to make the decision.

Panelists are encouraged to log in 15 minutes in advance of the AGM.

Work Orders:

Service request with Mircom related to the issue with the fire panel.

Sale of Parking Spaces:

It's been added to the AGM. The voting period will need to be determined..

Motion to propose an amendment to the Declaration accounting for the corrected business name of the prospective purchaser moved by Phil and seconded by Melisa.

Unit Issue:

No change since our last meeting. We have not received a response.

Noise Complaint:

Communication was shared with the unit owner with the Board's decision.

Elevator Panel Board:

Maintenance has been completed and the problem appears to be properly resolved.

HVAC Concerns:

Regarding the discussion on the affected units, the contractor has confirmed the appropriate amount of insulation in the units. We have not received any further communications from the affected units regarding any noise issues since the Board's last meeting. The item will be removed from the agenda pending any change in status.

HVAC Unit Issue:

Heat pump unit is due for replacement based on the HVAC recommendation.

Window Cleaning:

Booked for April 23, 2024.

Grout/Tile Repair:

Given we have the painting project on, we have put off scheduling further tile repair until the painting project is completed. Some floors have yet to be completed.

There were enough extra tiles to complete all the work, but the contractor purchased additional tiles due to their own error. The property manager indicated that the condominium corporation will not pay for these purchased tiles or for the associated labour, as the mistake was purely the contractor's. It was noted that the lobby tiles do not match.

Unit Interior Repairs:

Discussion will resume once we do the window cleaning.

Pest Control:

Contractor conducted a small gel treatment in one affected unit for ants. Have not heard anything from the unit owner since the treatment. Contractor indicated that no follow-up is required.

Reserve Fund Study:

The Board can decide to hold a separate meeting to discuss the draft reserve fund study (contributions, increases, maintenance plan for next three years). We still have some time before our next meeting to go through it and make any changes as necessary.

Once the Board settles on a plan for future funding, the Board will need to communicate it to owners within the time prescribed by the Condo Act.

The Board decided to vote on approval of the reserve fund study at the next Board meeting.

HVAC Contract:

Item has been included for information.

Window Caulking Project:

Yaprak followed through with Keller before the meeting. Caulking is dependant on weather, and tendering would start with the aim of being completed by February or March of 2024. Hopefully we can start the project in early May. Confirmation has been included with the meeting package.

Painting Project:

Painting project has officially been started. They seem to be a little ahead of schedule, so with any luck we'll be ahead of schedule.

Vault Maintenance:

We received an email from Kroon Electric, and are scheduled for March 4, 2024. The shut down will take place from 00:00 to 07:00.

Fire Safety Estimate:

The invoice from Mircom does not break down the items' cost. Yaprak will ask for an itemized list as well as an explanation for the four separate truck charges.

Getting Training from Capital Systems:

Yaprak will follow up on training Board members on programming fobs as a cost saving measure for Somerset Gardens.

Status Certificates:

None have been issued since the previous Board meeting.

Date of next meeting:

The next meeting will be scheduled after the Annual General Assembly and the election of new Board members.

Adjournment:

Motion to adjourn the meeting at 19:58 by Katrina and seconded by Melisa.