

Ottawa-Carleton Standard Condominium Corporation No. 795
Annual General Meeting (AGM)
Videoconference
January 30, 2023

Minutes

Board Members:	Philippe Massicotte	President
	Irene Vitoroulis	Secretary
	Melisa Chudobiak	Director
	Katrina Sullivan	Director
Others:	Melanie Cox	Moderator, Condominium Management Group (CMG)
	Yaprak Ilaslan	Condominium Manager, CMG
	Tuan Le	Auditor, Ouseley Hanvey Clipsham Deep LLP (OHCD)
	Elizabeth Marples	Chair, CMG
	Heather Sterling	Recording Secretary

1. Call to Order

The meeting was called to order at 7:02 p.m. by Elizabeth (Liz) Marples.

It was noted that the meeting was being recorded for the sole purpose of preparing the minutes and therefore the recording would not constitute a record of the corporation nor would it be subject to a records request. It was further noted that the recording would be deleted upon completion of the minutes.

2. Establish the Presence of a Quorum

Quorum was established with fifty-four units, thirty-six of which were represented in person and eighteen of which were represented by proxy.

4. Introduction of Hosts, Board Members and Guests¹

The moderator, prospective chair Liz Marples, members of the Board of Directors, the condominium manager and the recording secretary were introduced.

Moved by Katrina Sullivan (406) THAT Elizabeth Marples serve as Chair of the proceedings.
Seconded by Melisa Chudobiak (1006). Motion carried.

5. Proof of Notice of Meeting

The Chair confirmed that owners had received notice of meeting in accordance with the requirements set forth in the Condominium Act.

¹ The minutes reflect the numbering presented on the agenda, which did not contain an item 3.

6. Approval of AGM Minutes dated January 24, 2022

Moved by Richard Churchill (1010) TO dispense with the reading of the minutes of the Annual General Meeting held on January 24, 2022 and approve the minutes as presented. Seconded by Peggy Lister (902). Motion carried.

7. Review of the Audited Financial Statements for the Year Ended August 31, 2022

The auditor provided a review of the audited financial statements for the year ended August 31, 2022.

In response to a question about why the budget for the current fiscal year forecast total HVAC (heating, ventilation and air-conditioning) expenses at the level of the expenditures the past fiscal year, which had been twice the amount budgeted for that period, given that the higher-than-expected expenses had been understood to be caused by service calls for issues that could have easily been troubleshooted by unit occupants, it was clarified that the considerable increase in HVAC-related expenses was not simply due to heat-pump service calls but the significant repairs to four boilers, replacement of two boiler plates and repairs to the heating system that had been required. It was further clarified that the corporation continued to chargeback to owners costs associated with service calls resulting from dirty filters. It was noted that given the age of the building, a notable uptick to the wear and tear of mechanical equipment was to be expected. It was requested that henceforth budget letters include a detailed explanation of the various projected costs classified as HVAC.

In response to a query about how successful the corporation had been in securing volunteers to work on landscaping and, if there were an absence of volunteers, what the plan for landscaping was, it was noted that because the corporation's long-term landscaper had retired, the Board of Directors had decided to have volunteers assume responsibility for landscaping and the budget had consequently been reduced to \$1,000 for the purchase of plants. It was further noted that the Board would comment on the status of volunteers.

The auditor was thanked for his presentation and excused from the meeting.

8. Appointment of Auditors for Fiscal Year 2022/2023

It was requested that auditing services for the fiscal year September 1, 2023 to August 31, 2024 be tendered and the resulting quotes presented to owners during the 2024 AGM for their consideration. It was confirmed that were OHCD reappointed to serve as auditor for the current fiscal year, OHCD would receive the request for proposals for the 2023-2024 fiscal year audit.

Moved by Jeremie Deschenes (906) THAT Ouseley Hanvey Clipsham Deep LLP be appointed to serve as auditor for the fiscal year ending August 31, 2023. Seconded by Doris and James Lebo (908). Motion carried.

9. Board's Report

The President expressed appreciation to owners for their patience insofar as the west-wall project and reported that the corporation was in the process of implementing recommendations emanating from the security audit and exploring best practices in the realm of building security. It was requested that owners report any suspicious activity to Ottawa Police Service as this was the means by which increased attention would be paid to the area.

The President recognized Susan Ayala (912), for her efforts related to the library, and Peggy Lister (902), the main contact for the bottle fund, and offered a special mention for the contribution of the late Bruce Marshall (712). Owners interested in volunteering were welcomed to contact the condominium manager, the Board of Directors or Sandra Kusugak (207), the latter who had offered to assist in organizing volunteers (she later clarified that her efforts would focus on collecting the names and contact information of those interested in volunteering on an ad-hoc basis, not in organizing formal committees).

Appreciation was expressed to the corporation's former condominium manager, Liz Marples; the new manager was welcomed.

It was clarified that the \$370,984 reserve fund expenditure *Building facade* identified on the *Statement of Reserve Fund Operations and Fund Balance* did not denote a project that was significantly under budget as the west-wall project spanned two fiscal years and this amount only represented the portion billed during the fiscal year ending August 31, 2022.

In response to an observation about the mess left in the passageway where scaffolding had been erected, it was noted that the engineer overseeing the west-wall project was aware of this and the contractor would be returning to the site to clean up the area.

The Board of Directors and condominium manager were encouraged to contact the downtown area's Condo Directors Group since one of the group's interests was safety and security and the group was soliciting interest from condominiums interested in their buildings being monitored by a security firm.

The Board was queried as to why, given current issues with security, lockboxes were no longer being removed as had been done in the past with unidentified lockboxes.

In response to a question about the possibility of deactivating fobs that had been dormant for an extended period of time, it was noted that: to date the corporation had implemented over half of the security audit's recommendations; the corporation now had thrice-weekly security patrols; a policy governing lockboxes was under development and would be circulated to owners once finalized; and, a significant amount of time would be required to track and catalogue which fobs were active/inactive. It was further noted that when a fob was lost or stolen, this needed to be reported to the condominium manager so that the fob could be deactivated. It was clarified that the fob system tracked when fobs were scanned and was not configured to identify fobs that were not in use.

10. Election of Two² Directors

It was noted that three positions were available on the Board of Directors, two of which were for three-year terms and one of which was to complete the two years remaining on the resident-owner elected director position. It was further noted that a nomination had been received in advance of the meeting for Daniel Spracklin (1106).

It was noted that within six months of becoming a director, a director was required to complete the Condominium Authority of Ontario's mandatory director training program; a director who did not fulfill this requirement by this deadline immediately ceased being a director.

The floor was opened for additional nominations.

It was clarified that an incoming Board of Directors, at its first meeting following an AGM, decided which of its members would serve in which officer position.

It was noted that prior to the meeting, Julie Hunt (306) had indicated that she would be putting her name forward as a candidate.

It was clarified that an owner could be nominated and elected without confirming the candidacy (for instance if the owner were present but technical issues prevented the owner from communicating or the owner were absent) and if such an owner were elected, the owner had ten days to consent to the election in writing.

Daniel Spracklin (1106) introduced himself and noted that he was willing to serve either term length.

Outgoing director Philippe Massicotte (312) put his name forward as a candidate and stated that circumstances were such that he would be unlikely to serve a full three-year term.

Outgoing director Irene Vitoroulis (810) put her name forward as a candidate.

In summary, it was noted that: (i) the terms occupied by Philippe Massicotte and Irene Vitoroulis expired at this time; (ii) there were three vacancies on the Board of Directors; and, (iii) there were four candidates: Julie Hunt, Philippe Massicotte, Daniel Spracklin and Irene Vitoroulis.

With no further nominations, the floor was closed.

It was clarified that the first position to be voted upon, that being the owner-occupied position, could only be voted upon by owners who resided in their units although the position, itself, could be filled by a non-resident owner.

It was noted that Daniel Spracklin had submitted his completed *Disclosure by Candidate for Election or Appointment to the Board* form. It was further noted that were Julie Hunt elected, she would need to provide these disclosures at a later date. Candidates Philippe Massicotte and Irene Vitoroulis verbally responded to the required disclosure questions.

² Whilst the agenda referred to the election of two directors, the *Notice of Meeting of Owners* did reflect that there were three positions subject to election at the meeting.

Owners who had submitted proxies in advance of the meeting were provided the opportunity to revoke said proxies and cast live votes.

Voting commenced for the resident-elected director position.

It was announced that Philippe Massicotte had been elected to serve as the resident-owner elected director for a two-year term.

Voting commenced for the remaining two positions.

It was announced that Daniel Spracklin and Irene Vitoroulis had been elected to serve as members of the Board of Directors for three-year terms.

11. Proxy Form Instructions

No discussion was held on this agenda item.

12. Other Business

It was noted that an AGM was a forum for discussing matters pertaining to the corporation as a whole and therefore issues relating to individual units should be brought to the attention of the condominium manager subsequent to the meeting.

In response to a question about when the condominium manager was onsite, it was noted she was typically at Somerset Gardens Thursday mornings for approximately an hour, during which time cheques were dropped off (for signature), (signed) cheques were retrieved and the building inspected.

In response to a series of questions relating to the bicycle storage room, it was noted that: in reviewing the surveillance footage of the break-in against fob usage, the conclusion reached was that an old key had been used; given the means of entry, the door to the bicycle storage room had been rekeyed (one of the two keys was held by the condominium manager and the other housed in a secure lockbox); the corporation was attempting to resolve ongoing issues with the fob readers; and, Susan Ayala (912) had volunteered, as she had done in the past, to assist with organizing the bicycle room.

In response to a question about visitor parking, it was noted that the St. John The Evangelist Anglican Church's parking lot served as a public pay-for-use lot.

In response to a question about incorrectly installed duct fans, it was noted that the company that had cleaned ducts in 2021 had discovered that some fans had not been installed correctly. It was further noted that this company had provided a per-unit inspection charge and during the February 2023 meeting of the Board of Directors, discussion would be held about (i) scheduling inspections to identify all improperly-installed fans and (ii) whether the corporation would bear the cost of the inspections or this expense would be charged back to owners.

In response to a question about the status of instituting composting at Somerset Gardens, it was noted that the corporation had followed up with the city vis-à-vis proceeding with the green-bin composting pilot but had yet to hear back.

In response to a query about whether the engineer would provide a final west-wall-project inspection report, it was noted that the engineer did conduct weekly site visits and there was a ten-percent holdback that was not released until the engineer and corporation were satisfied that the work had been completed as per CCDC2 (Canadian Construction Documents Committee stipulated price contract) requirements, which covered both the quality of the construction and the cleanliness of the post-construction area between Somerset Gardens and the adjacent building. It was further noted that because OCSCC No. 795 did not have a live-in superintendent and the condominium manager was only onsite once a week, owners needed to report issues to the condominium manager for appropriate action.

In response to concerns about: snow clearing services, the front door, weatherstripping, the frequency that elevator tracks were vacuumed, dirty walls and dust on vents, it was clarified that there would continually be black soot marks on hallway vents because of the fresh air that was brought into the building through the makeup air unit. It was noted that issues with snow removal should be brought to the attention of the condominium manager. It was clarified that the problem with the front door had been caused by the installation of a blocker-plate and had been fixed. It was noted that the corporation was awaiting a quote to resolve issues with other doors. It was further noted that concerns about the building's cleanliness would be brought to the attention of the cleaner.

In response to the request that lockboxes be removed forthwith, it was noted that this would simply require direction from the Board of Directors.

In response to the earlier concern about the cleanliness of walls, it was noted that typically paint touch-ups were conducted throughout the building in February or March.

In response to a request that the non-paper recycling container be locked, it was noted that the building's cleaner would be directed to ensure that it remained locked.

It was reported that there was approximately \$1,200 in the bottle fund. Volunteers were sought to assist with collecting and returning bottles.

In response to the question of whether the matter of using fobs during a power outage could be investigated, it was noted that the programming boxes did have a battery backup and during an extended power outage, arrangements would be made to have fully charged batteries delivered. It was further noted that the building did have a generator that powered some common elements, including cold-water booster pumps and stairwell lighting.

It was clarified that the fob system was not configured to generate a report about dormant fobs. The corporation was cautioned that there were instances whereby family members had fobs for emergencies and consequently inactive fobs should not be deactivated as a matter of course.

In closing, thanks were offered to Board members, the condominium manager and the late Bruce Marshall.

13. Adjournment

Moved by Katrina Sullivan (406) THAT the meeting be adjourned. Seconded by Melisa Chudobiak (1006). Motion carried.

The meeting adjourned at 9:09 p.m.