

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

November 28, 2023

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 19:06.

Additions, Deletions & Approval of the Agenda:

Agenda approved by Philippe and seconded by Irene.

Approval of Minutes from the Previous Board Meeting:

Philippe will provide redacted minutes to Yaprak. Table approval until next meeting

Financial Statements:

September and October have nothing out of the ordinary to report. Slightly under the projection, though incoming expenses are likely to mean we end up close to projections. GIC meeting is scheduled for January 17, 2024.

Financial statements approved by Katrina and seconded by Melisa.

Property Manager's Report:

The Board needs to discuss the scheduling and managing the AGM. Also need to decide between an in-person and a virtual meeting, as CMG does not have the means to manage a hybrid session. The estimate currently in the budget is for the cost of a virtual meeting.

We will need to have the completed audit before the AGM, so we can look at dates between January 15 and 22, 2024. We should aim to include the discussion about the change to the declaration related to the ground level parking spaces.

Work Orders:

Airon has been purchased by BGIS, though this is unlikely to affect us.

Several questions about noisy HVAC units.

Board Member Reports and Special Projects:

Somerset Gardens Website (Retain on Agenda)

Cleaning Contract:

CANSPC does not currently have a parking space, is incurring significant costs, and is asking about reimbursements for parking. There are a number of free parking spaces nearby.

Their walkthrough would have identified that there is no parking space, and no provision was made in their contract for the parking. Further, there is no legal requirement to

provide a parking spot. As such, the Board is not considering reimbursing this expense, though we will recommend CANSPC can consider discussing with the Church.

Sale of Parking Spaces:

The Board has received the proposed wording of the amendment to the declaration from legal counsel, has not flagged any concerns regarding the wording, and approved sending it back to Nancy Houle.

Garage CO Inspection:

Nothing to report

Summer Grounds - Reflection Ponds:

Keller had provided their report and findings. The Board was looking to have this discussion topic as an agenda item at our upcoming AGM.

Noise Complaints about Unit:

There have been complaints about noise from one unit, and the unit owner/resident not controlling or cleaning up after their dog. The Board's communication and process regarding the offending unit has been by the book. The next step would be mediation to get the parties to settle and correct their behaviour by a certain date, after which we would move towards tribunal hearings.

The lien package will be reviewed.

Unit Noise Concerns:

There have been complaints of noise from the unit above. It has been determined that the behaviour of the unit above is not responsible for excessive sound, and that the unit has not made any flooring updates since the original build (hardwood installed by the Developer). Previous water damage to the unit only affected a small area of tiling near the front door, which was replaced at the time of the incident.

Yaprak will speak to Liz to see if there were any changes that weren't included in the insurance claim.

Any inspection would be at the lower unit owner's cost.

Unit HVAC Concerns & Patio Door:

The Board discussed options around HVAC noise levels. The contractor that was brought in had not been able to replicate the noise during his visit.

Regarding the air leak in the weather stripping in the patio door, replacing the weather stripping where the interlock meets the sill is the most likely area to remediate the issue.

The Board has approved the quote provided by Fenestra Group to improve air seal at frame corners and at the bottom of the patio door interlock.

Unit HVAC Concerns:

The quote to replace the heat pump has been included, and we have funds set aside for periodically replacement of heat pumps as they age out. Approved by Katrina and Melisa

Unit Chargeback:

The Board had previously communicated their stance regarding the chargeback to the unit owner and communicated this to the property manager during the meeting.

The Board indicated that the troubleshooting guide should include more explicit information regarding battery replacement, as opposed to repair and replacement of wiring, breaker boards, etc., and making it clear that charges may be charged back to the owner if contractors find the issue lies under the owner's responsibility. The information provided to owners by CMG also needs to be clear and consistent with the declaration to avoid these types of issues.

Improper Disposal of Cardboard Boxes:

The responsible unit owner has been sent courtesy emails.

Elevator Main Panel Board:

Elevator A was out of service. The parts were covered in the contract and no invoice should be incurred by the Condo.

Window Cleaning:

Spring 2024.

Tile/Grout Repair:

The contractor is in contact with Yaprak and is looking to find tiles that are as close as possible to what's currently there.

Dynamic has not yet provided a cost for the tile replacement, ideally before the upcoming Christmas party. Once an estimate has been provided, it will be provided to the Board.

Unit Interior Damages:

Pushed to spring 2024 unless the situation worsens. Caulking may solve the issue, and this is also scheduled for spring 2024.

Lobby Leak:

Included as part of painting contract.

HVAC Contract:

Renewal is due in March 2024

Window Caulking Project:

The Board had three quotes and has decided to go with Keller. It will probably take them a month to get the tendering package out, so we're probably looking at spring 2024.

Front Railings:

This has been pushed to spring 2024.

Painting Project:

The Board has opted to go with CANSPC, as they've indicated they can start very soon. Painting the doors will require access to each unit for at least two hours. Yaprak can do this for her hourly rate; this will require advance notice to all owners.

The Board has approved CANSPC. Moved by Melisa and seconded by Phil.

Vault Maintenance:

Pending schedule from Kroon Electric, likely not until spring 2024 given the backlog caused by the strike.

Date of next meeting:

The next meeting of the Board and Condo Management has been scheduled for January 9, 2024, at 19:00.

Adjournment:

Motion to adjourn the meeting at 20:43 by Philippe and seconded by Melisa.