

**OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION NO. 795
BOARD OF DIRECTORS MEETING MINUTES FEBRUARY 8, 2024**

Present at In-Person Meeting:

Directors: Daniel Spracklin, Katrina Sullivan,
Melisa Chudobiak, Jason Brandt, Susan Ayala

Property Management: Yaprak Ilaslan (Property Manager)

1. Call to Order:

Called to order at 7:02.

2. Additions, Deletions & Approval of the Agenda

Agenda approved.

3. Approval of Minutes from January 9, 2024 and November 2023.

Minutes approved.

4. Financial Statements

Fiscal year to date under budget, December was over budget. We are looking at higher expenses in the spring.

December financial statements approved.

Discussion of reserve fund investment options.

5. Property Manager's Report

Board Positions

The Board made the following appointments:

Melisa Chudobiak	President
Daniel Spracklin	Treasurer
Susan Ayala	Secretary
Katrina Sullivan	Director-at-Large

Jason Brant Director-at-Large

Yearly Reminder Schedule

Heating cable inspection on rooftop done January 2024.

Fire safety matters scheduled for February 2024 are pending.

Window cleaning scheduled for May 20-23. This will include the cleaning of exterior vents.

Annual tile cleaning is in progress.

Work Orders

Reviewed recent work orders, including items relating to generator fuel, and individual unit heating issues.

Possible water shutdown as a result of a pump replacement to deal with a leak near the downstairs storage lockers

Discussion of heat pump motor replacement in units.

6. Board Member Reports and Special Projects

Sale of Parking Spaces

Discussion of the portion of the January 17 AGM relating to the proposed amendment to our Declaration. The Property Manager has received six consents to the proposed amendment. The written consent of eighty percent of unit owners is required for the amendment to succeed.

Discussion of future options for the ground level parking, including options for securing the area.

The Board agreed to instruct counsel to advise Brian Karam that our Declaration prohibits the leaseholder of parking spaces from using them as a commercial parking operation.

Reflecting Ponds

Discussion of the river rock option contained in the Keller Report and discussed at the AGM and the statutory requirements relating to changes to common elements.

Directed the Property Manager to obtain a estimate for the river rock option.

Noise Complaints

A mediator has now been assigned to the ongoing CAT proceedings relating to unit (redacted).

Tile Repair

There have been issues with the current contractor, including mismatched tiles in the lobby. Agreed to continue with present contract to its conclusion and we will obtain quotes from other contractors for future projects.

Pest Control

Discussion of recent pest control issue. Property Manager advised that pest control costs cannot be charged back to unit owner.

HVAC Contract

Property Manager will obtain quotes for this contract.

Maintenance Matters

Painting of interior is nearing completion. Front railings will be repainted.

April 27 vault maintenance will involve a power shutdown that will take place at midnight to minimize disruption to residents.

Unit (redacted) water damage near window will be further investigated during window cleaning, as a zoom boom is required for assessment.

Roof Condition Assessment

The Board directed the Property Manager to arrange for a roof condition assessment as recommended in the Draft Reserve Fund Study.

Draft Reserve Fund Study

The Treasurer reports an error in the draft resulting from use of outdated financial information. The report does not take into account that half of the west wall repair was taken from the reserve fund. This impacts the estimates of increases to reserve fund contributions. Also noted that increases would be retroactive to September, 2023.

Discussion of redesign of front door to eliminate side lights and have a double door that opens in the centre.

Board members agreed to forward their comments on this draft to Daniel, who will consolidate and forward to Buchan, Lawton.

Date of next meeting

March 7, 2024 at 7pm via zoom.

Meeting adjourned at 8:29