

**OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION NO. 795
BOARD OF DIRECTORS MEETING MINUTES April 18 , 2024**

Present at Zoom Meeting:

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

Property Management: Yaprak Ilaslan, Chantal Nephin

Regrets:

Melisa Chudobiak,

1. Call to Order:

Called to order at 7:04 p.m.

2. Additions, Deletions & Approval of the Agenda

Agenda approved as amended.

3. Approval of Minutes from March 12, 2024.

Minutes approved.

4. Financial Statements

February 2024 Financial Statements approved.

5. Property Manager's Report

Yearly Reminder Schedule

Reviewed

Status Certificates

One Status certificate issued in April.

Work Orders

Reviewed recent work orders.

6. Board Member Reports and Special Projects

No discussion.

7. Other Issues/ New Business

Sale of Parking Spaces

Discussion of next steps, communication with counsel and long, confusing email chains on this issue. We will attempt to save both ourselves and St. John's further legal fees and attempt to resolve the matter ourselves. Jason will share his draft letter to St. John's on One Drive so that everyone can edit it.

Reflecting Ponds

Estimates scheduled for April 25 and May 2.

Unit (Redacted)

We instructed counsel to follow the recommendation of the mediator and ask for 5k in costs.

Window Cleaning

Scheduled for May 20-23.

Garage Cleaning

Completed April 18. Discussed problems with drains, which may need further attention.

Stone/Brick Work

Property Manager will obtain estimate for heating coils as well as front of building paver repair when roof estimates are obtained.

Annual Fire Inspection

Discussed issues with invoice from contractor Mircom. Approved but asked for explanation of invoice.

Furniture Committee

Approved with direction to advise committee members of budget constraints. The committee will also look at roof top furniture.

(Redacted) Window Repairs

Second estimate is in progress.

Reserve Fund Study

Discussed latest comments from engineers on draft Reserve Fund Study and instructed Property Manger to reply to questions raised by the engineers.

Roof Condition Assessment

Conclusion that roof looks OK, including existing trees. Decided to decline the proposed maintenance contract

HVAC Contract

Discussed terms of new contract with BGIS. Approved the three year contract proposal.

Window Calking (Reserve Project)

Tendering process should begin in May.

Front Railings

Agreed to defer a decision on the front railings until we make a decision on the front entrance work.

Sunroom Temperature

The sunroom is hot because cooling switchover is not done yet.

Vault Maintenance

Scheduled for April 28. Notices have been sent.

Unit (Redacted)

Approved HVAC replacement quote.

Date of next meeting

To be arranged by email.

Meeting adjourned at 8:29 p.m.