

**OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION NO. 795  
BOARD OF DIRECTORS MEETING MINUTES July 24, 2024**

**Present at Zoom Meeting:**

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

Regrets

Melisa Chudobiak

Property Management: Chantal Nephin

**1. Call to Order:**

Called to order at 7 p.m.

**2. Additions, Deletions & Approval of the Agenda**

Agenda approved.

**3. Approval of Minutes from June 27, 2024.**

Minutes approved.

**4. Financial Statements**

June financials not available as yet.

**5. Property Manager's Report**

**5.1 Items Requiring Board Decision**

**5.1.1**

Building Appraisal and Insurance Renewal

Approved the Gifford Carr Insurance Group renewal quote of \$ 33, 808.16.

### 5.1.2

#### Reflecting Ponds

Approved Option 1 of Wild Ridge Landscapes quote in the amount of \$1,846.50.

We will obtain quotes for pool maintenance next year.

### 5.1.3

#### Bike Room and Ground Level Parking Security

Replacement of side door. Approved Paramount quote of \$3,855.25 plus \$300 for door painting. We noted that there will be some repairs required to the surrounding stucco once the door is replaced.

The Property Manager will ask Capital Systems for a quote for enabling fob access for residents only for the side door. Non residents parking in the ground level parking will use a garage door opener for access.

The City Lock quote needs to be revised. This quote needs to break down separately costs for the garage door and the side door. A keypad is not required for the side door, just a fob system as on other exterior doors.

The bike and storage room doors are not sufficiently secured with protective plates. The Property Manager will look into replacing them with doors that swing out. She will also check any fire code requirements if we alter the swing of the doors.

Correct Door quote. We need to clarify if the garage door openers they provide come programmed.

### 5.1.4

#### President Position

The resignation of the current president is anticipated. Board members will discuss her replacement by email once the resignation is received.

#### 5.1.5

##### Elevator Bookings

Not discussed.

#### 5.1.6

##### Parking Stalls Sale

No update as yet.

#### 5.1.7

##### Budget

The Property Manager will respond to Board members' questions and the budget will be finalized by email.

#### 5.1.8

##### Caulking Replacement Tender

Approved the low quote recommended by Keller in the amount of \$220,000.00. We received confirmation from Keller Engineering that the contractor has made arrangements with our neighbours to accommodate their lift.

We noted that hydro line protection will increase this cost.

The Property Manager will coordinate this project with the completion of window washing.

#### 5.1.9

##### Garbage Chute Smells

Approved Jet Waste quote, however the Property Manager will ensure the quote is complete before proceeding.

#### 5.1.10

##### North Wall Cleaning

Only received one quote, seeking others.

#### 5.1.11

MarbleTile Maintenance Quote

No decision on preventative maintenance quote at this time.

### **5.2 Items Arising From Previous Meeting**

#### 5.2.1

Carbon Monoxide Testing completed.

#### 5.2.2

Annual Fire Deficiencies.

Completed. Issue of unsecured ground level parking fire extinguisher discussed.

#### 5.2.3

Heating Cable Inspection

Done

#### 5.2.4

EWRB Reporting

Completed.

#### 5.2.5

Unit (redacted) and Hallway Repairs

Approved Dynamic quote for \$3,200 for these repairs.

Site visit with Dynamic. (redacted) leak from (redacted) bath tub. (redacted) and hallway damage was caused by a mechanical room leak.

The property manager will notify unit (redacted) of the quote for the (redacted) repair.

### **5.3 Pending Items**

#### 5.3.1

Handbook Guide

This item has been dealt with and can come off the agenda.

#### 5.3.2

Units (redacted) Repairs

Property Manager will visit units with contractor and determine if a temporary fix is required or if it would be better to wait for the caulking project.

#### 5.3.3

Screen and Window replacement Units (redacted)

Approved low quote or \$6,554.00 from Prolite for unit (redacted) .

(redacted)-screen issue. Prolite will fix (redacted) screen when doing (redacted)

#### 5.3.4

Rooftop Rules Reminder

Pending

#### 5.3.5

Interlock Repair Front of Building

Waiting for quotes

### 5.3.6

Railings

Waiting for quotes

### 5.3.7

Microm Renewal

Will obtain quotes

### 5.3.8

Furniture Replacement

In progress

### 5.3.9

1104 Floor Boards

If the proposed contractor can't make themselves available, the Property Manager will seek out another caulking company, perhaps the low bidder on the caulking project.

### 5.3.10

Unit (redacted) Windows

Centennial quote pending. The Property manager will also request a Prolite quote.

### 5.3.11

Window Cleaning

Completion needs to be scheduled.

### 5.3.12

Stack Flushing-unit (redacted)

Pending

5.3.13

Drain Flushing

Two quotes requested, awaiting response

5.3.14

Parking Stall Notices

Notice was sent to individuals storing items in parking spaces.

#### **5.4 Standing Items**

No status certificates provided.

#### **6. Date of next meeting**

Next meeting Sept 4 at 7 pm

Meeting adjourned at 8:16 p.m.