

**Ottawa Carleton Standard Condominium Corporation No. 815**  
**Minutes of the Meeting of the Board of Directors**  
**Held January 25, 2024 @ 5:00 p.m.**  
**By Teleconference**

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<b>Present:</b>	Catherine Zongora	President
	Daniel Major	Treasurer
	Michelle Joos	Director
	Luc Lapointe	Director
	Christy Allen	Lawyer, Davidson Houle Allen LLP (DHA) (5:15 to 5:30 p.m.)
	Shai Sinai	VP Sales, Metrosphere 5:40 to 6:00 p.m.
	Tony Quintieri	Director of Sale, Enersavings 6:00 to 6:20 p.m.
	Steve Hubbard	Director of Sales, Chargenco/Lightenco 6:30 to 6:50 p.m.
	Philip Clarke	Account Coordinator, Envari 6:50 to 7:10 p.m.
	Melody Brown	Property Manager, Condominium Management Group
	Gerry Bourdeau	Property Manager, CMG (5:00 to 5:30 p.m.)
<b>Regrets:</b>	Peter Camp	Director

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### 1. Opening of the Meeting

C. Zongora called the meeting to order at 5:00 p.m.

### 2. Confirmation of Agenda

The agenda was accepted as presented. It was noted the majority of the meeting would focus on the discussion of agenda items 4j) Meeting with Christy Allen to discuss the February 7<sup>th</sup> Meeting with Commercial, and agenda item 5a) the Electric (EV) proposals and presentations. Agenda items 6) Status Certificate and Agenda item 5b) Ratification of Decisions were discussed following agenda item 3) approval of minutes.

### 3. Approval of the Minutes from October 19, 2023

The Board approved the minutes of the Board of Directors' meeting held October 19, 2023 as presented.

### 4. Major Projects – Billable – Gerry Bourdeau (GB) provided updates on the following:

- (a) **Water crossover:** Written update provided by email: no discussion at the meeting. Bassi has entered units where the mechanical backs onto the common corridor. The corridors have been opened in anticipation of replacing the valves in those units. Bassi is to provide GB with a schedule to enter the rest of the units. There is a small issue with tiles that will result in a change order. Kean Plumbing has been asked to provide comment on the future availability of parts for the selected faucets/mixing valves.
- (b) **Davit Arms and Bases:** Written update provided by email: no discussion at the meeting. DHA sent a letter to the Davit Arm manufacturer, with no response received to date. The Board will need to discuss options.
- (c) **Investigation of leaks from LRT in locker levels:** No update at this time.
- (d) **Leak from unit:** No update at this time.
- (e) **Leak from unit:** Written update provided by email: no discussion at the meeting. See owner confidential.
- (f) **Radiators:** No update at this time.
- (g) **Building Cladding Lawsuit:** Written update provided by email: no discussion at the meeting. Management has spent many hours with the Board to review documents and answer undertakings. The matter needs to be set down for trial.
- (h) **Investigation of Zinc Panel:** No update at this time. Pending resolution of Davit Arm replacement.
- (i) **Investigation of Water leakage around balcony light fixtures unit:** No update at this time. Pending resolution of Davit Arm replacement.

**j) Meeting with Christy Allen (5:15 to 5:30 p.m.) to discuss Feb 7 2024 meeting with Commercial re: claims for unit:**  
See owner confidential.

### **Major Reserve Projects Report – Melody Brown (MB)**

**(k) Balcony Investigation:** Preventative balcony coatings to be deferred until Spring 2024.

**(l) Reserve Fund Projects Recommendations from EXP for 2023:** No discussion. Pending tentative meeting with Avison Young in 2025. D. Major recommended the Board hold discussions about the Reserve Fund and accelerating the RFS.

**(m) Mechanical Repair Quotes:** No discussion. MB received a third quote; all quotes will be forwarded to EXP.

**(n) Update on Commercial:** Pending tentative meeting with AY in 2025. Management to provide an updated list of outstanding operating issues that require input/cooperation by Commercial. No update at this time.

### **5. Business Requiring Discussion:**

#### **(a) EV proposals –presentations by**

1) Metrosphere 2) EnerSavings 3) Chargenco, and 4) Envari were allotted 20 minutes each to present their proposals and to answer questions arising from the EV proposals. Each of the proposals summarized the scope of client services available to the Corporation and the individual unit owners. Metrosphere, Enersavings and Chargenco provided costs proposal based on the preferred software and charge stations recommended to deliver a custom turnkey solution to install EV infrastructure and charging stations at the property. Metrosphere, Enersavings and Chargenco recommended an open charge system (OCCP); that would allow for software upgrades, accommodate changes in technology, and the turnover of suppliers. Each of the contractors offered splitter boxes as part of the energy management system to optimize electrical capacity in the building. The building has 113 residential parking spaces, and some visitor parking stalls. Metrosphere, Enersavings and Chargenco were previously provided the EV Charging Assessment prepared by Envari (Oct 2022) that had described the installation requirements and building infrastructure capacity. Metrosphere, Enersavings, and Chargenco presented their proposal for electrical upgrades and EV Charge Station recommendations. All four vendors offer service to manage the subsidy process based on their availability from government and or other partners, which can have a return of up to 50 percent of total project costs or \$5k per charger that includes the cost of chargers, installation, and permits. It was noted the subsidy process is reliant on a commitment from the Board and unit owners to install the infrastructure and purchase an EV station. The contractors each offered to supply a survey to owners to gauge the present interest and or ownership of EVs. Metrosphere, Enersavings, Chargenco offer services to set up a payment and collection system to generate invoices to participating owners and to recover costs to the corporation.

Initial cost proposals: (none of the proposals were for the allocation of power for the full size of coverage) All proposals were for level 2 chargers.

Metrosphere: Option #1 \$79,750 plus HST for a one-panel solution, charger installation \$3,250. Option #2 \$230,000 for three-panel solution, with a fixed charge for charger installation \$3,250. Rebates to 50-percent of installation costs.

Enersavings: \$84,000 plus HST, estimated rebates to \$60k, to set up 24 parking stalls, install 12 charge stations, EVS Unico Level 2 charger. Total cost to supply and install a charger for the unit owner totals \$3,900 (\$2,700 for charge station and \$1,200 for the installation) or \$4,499 after first phase of permits and bulk installation.

Chargenco/Lightenco: \$133,845 plus HST for three panel infrastructure not including the chargers, \$4,560 plus HST per chargers – 25 at \$114,016 plus HST. Shared circuit is an option.

Envari: Did not provide a cost proposal for the panel and chargers, but offered to act as a coordinator for the turnkey project. Envari advised more information is required to determine how to best monetize on the project, and the best solution for unit owners.

**Action:** D. Major will compile a list of questions for Envari related to project management of one of the other three contractors, and will provide an updated list of questions for the contractors to answer. Management will request the contractors provide updated prices for infrastructure and chargers, and then have the survey of owners to determine if they will commit to their interest or how many owners already have an EV. Management will circulate the updated proposals for discussion prior to the next Board meeting.

**(b) Ratification of Decisions:** The Board ratified the following items previously approved by email.

1) January 3 2024 - Review of AGM minutes with minimal revisions.

- 2) January 12, 2024 - Approval to apply to the Ottawa Fire Prevention Services, to remove the fire safety hoses and review the fire safety plan. This would involve having the building inspected by the City to ensure it meets ALL fire safety code standards and then have the hoses removed if it is deemed recommended from Fire Prevention Services.
- 3) January 10, 2024 - Approval to a pay raise for Douglas Assumaning, retroactive to the date of the AGM. Not being experts in these types of calculations, we figured the amount to bring him over the minimum living wage would be 22.00 per hour. Please ensure that his pay calculation takes into account any non-mandatory benefits, and his actual hours worked.
- 4) Dec 12, 2023 – Approval of 3rd quarter PIC
- 5) Dec 14, 2023 - Approval to obtain get updated wording from DHA for a Harassment rule and Policy and then distribute the updated info as revised.
- 6) Nov 20, 2023 – Approval of Financial Audit
- 7) Nov 17 2023 – Approval of proposed status certificate wording regarding statement of claim re PACs unit, as provided by DHA: The Corporation is not a party to any proceeding before a court of law, an arbitrator or an administrative tribunal, except as follows: OCSCC 815 has commenced a claim in the Small Claims Court against Kevin Sherwood c.o.b. as PACS Energy Solutions as Court File No. SC23001641300000, with respect to the recovery of a \$14,099.58 deposit that was paid to install an energy management system that was contracted for, but never installed. The claim has been served, a defense has been received, and the parties are waiting for a settlement conference to be scheduled. The costs associated with this claim are being borne by all owners within OCSCC 815 as part of the common expenses.
- 8) November 2023 – Approval of AGM package with final revisions.
- 9) October 26 2023 - Approval to allow Lightenco to install LED retrofit over the weekend to expedite project and eliminate conflict of schedules in 2025 during the Plumbing Crossover project 1

**6. Status Certificate – Changes made** (no changes made this month – the Board accepted the Status Certificate d. Jan 19, 2024 as presented with the meeting package)

**Issued:** see owner confidential.

**7. Operations Report/Action List** to be provided at next meeting

**(a) Treasurer’s Report – Review of Monthly Financial Statements for December 2023**

The Board were provided a copy of the unaudited financial statements for period ended December 31, 2023. The Corporation shows an operating deficit of \$22k.

**8. Deferred Topics for Discussion: N/A**

**9. Other:**

None.

**10. Owner Suggestions/Communications – Private & Confidential – owner confidential**

**11. Next Meeting**

The date of the next regular Board meeting is scheduled to be held Tuesday, March 26, 2024 starting at 5:00 p.m. (via Zoom).

**12. Close of Meeting**

The meeting was adjourned at 7:28 p.m.