

Ottawa Carleton Standard Condominium Corporation No. 815
Minutes of the Meeting of the Board of Directors
Held October 19, 2023 @ 5:00 p.m.
By Teleconference

Present:	Catherine Zongora	President
	Daniel Major	Treasurer
	Michelle Joos	Director
	Peter Camp	Director
	Melody Brown	Property Manager, Condominium Management Group
	Gerry Bourdeau	Property Manager, CMG (5:00 to 5:19 p.m.)
Regrets:	Luc Lapointe	Director

1. Opening of the Meeting

C. Zongora called the meeting to order at 5:03 p.m.

2. Confirmation of Agenda

The agenda was accepted as amended. Agenda item 6) Status Certificate was discussed following discussion of agenda item 3).

3. Approval of the Minutes from September 12, 2023

The Board approved the minutes of the Board of Directors' meeting held September 12, 2023 as presented.

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

(a) Water crossover: The water crossover contract was signed by all parties. Bassi Construction advised on the delayed delivery of materials to proceed with the repair work. Project dates have been pushed out to November 6th to February 9th for the repair of crossover issues, and November 13th to January 29th for the in-unit repairs. GB will meet with Bassi later this week to review the details of work and to establish a new schedule of unit access (as previously discussed that will include instructions for owners in preparation of the work). Bassi will require advanced access into the units to gauge how much repair and time are required before they provide the detailed schedule of in-unit repairs. GB consulted with C. Allen of DHA concerning the commercial unit's liability related to the *owner* unit; a response is expected

Action: GB to prepare/issue instruction to owners in preparation of the entry/repair work, as well as the detailed schedule of repairs/access.

(b) Davit Arms and Bases: GB spoke with Perley Law who have advised the corporation would be billed for the next steps to action discussions with the engineers/firm that designed/manufactured the equipment.

Decision/Action: The Board authorized GB to direct Perley Law to prepare and send a legal letter to the engineering firm (designed the Davit Arms).

(c) Investigation of leaks from LRT in locker levels: No update at this time.

Action: GB will follow up with the City of Ottawa on their contract.

(d) Leak from *unit*: Owner confidential.

(e) Leak from *Unit*: Owner confidential.

(f) Radiators: GB recommended the corporation implement a maintenance program for the radiators.

Action: GB to obtain quotes for the annual maintenance of the radiators by either a plumbing company or other suitable contractor. MB advised that a prevention plan for all possible water escapes was already being worked on; GB and MB will work together on this.

(g) Building Cladding Lawsuit: GB will provide the Board with an estimate of costs for his time on the project.

(h) Investigation of Zinc Panel: No discussion. Pending resolution of Davit Arm replacement.

(i) **Investigation of Water leakage around balcony light fixtures unit:** No discussion. Pending resolution of Davit Arm replacement.

Major Reserve Projects Report – Melody Brown (MB)

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

(k) **Reserve Fund Projects Recommendations from EXP for 2023:** No discussion. Pending tentative meeting with Avison Young in October.

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

(m) **Update on Commercial:** Management reported the new property manager at Avison Young has been in touch, and has agreed to meet with management and the Board of Directors to discuss the commercial unit's participation in the joint projects so that contractors can be hired to complete the work.

Action: Management to schedule a meeting with the Board and Avison Young. Management will send compiled information received from the mechanical contractors and forward to EXP for comment and return to the Board for decisions.

5. Business Requiring Discussion:

(a) **Modification Applications:** Management is waiting to hear from C. Allen of DHA whether the modifications applications would best be accompanied with a bylaw or rule.

(b) **Standard Unit Bylaw:** No discussion required.

(c) **Consideration of open fire pit on Terrace:** Management obtained quotes to supply and install an open fire pit table for the terrace, including a lock, cover and costs to run a gas line (from the barbeque pit) – total project costs ranged between \$3,042 to \$7,791 before taxes. The original intent of the proposal was to freshen the amenities and to entice residents to use the amenities. The Board discussed possible further costs, and the associated safety and liability issues.

Decision/Action: Defer further discussion to Spring 2024, and ask residents to provide feedback how often they use the terrace area and provide comment on what would make them use the area more often.

(d) **EV Proposals:** The Board reviewed EV proposals from Metrosphere, Lightenco and EnerSavings. All three providers will be invited to present their proposal, provide information and answer questions about the costs and equipment.

Action: Management to set up the meeting.

(e) **Approval of AGM preliminary notice package:** The Board reviewed and accepted the Preliminary Notice of Annual General Meeting as prepared by management. Documents under review by DHA will be circulated to the Board for their review and distributed to owners with the official Notice of AGM. N. Houle of DHA has accepted the Board's invitation to Chair the AGM and will speak to the Bylaws.

Action: GetQuorum will send the Preliminary Notice to owners. Management will compile the documents for the official Notice of AGM.

(f) **AGM will have a separate package with additional accounting from Daniel Major:** D. Major will prepare an additional accounting of the Board's appeal to owners to vote in favour to adopt the Insurance Deductible and Standard Unit Bylaws, accompanied with a proxy.

(g) **Submission of EWRB to City of Ottawa:** Management presented information from the City of Ottawa's project related to Climate Change – Better Building's program for condominium buildings interested in retrofits to address energy savings, to reduce carbon emissions, and information about various incentives offered by the federal and provincial levels of government. Large multi-unit properties are now mandated to report energy and water consumption to the province (EWRB – energy and water reporting benchmark).

Decision/Action: The Board authorized management to provide the EWRB findings to the City of Ottawa for participation in the benchmark program. Management will communicate with Lightenco to confirm a start date for the LED retrofit.

(h) **Flooding Damage Reduction & Remediation Plan/Inspection of PRVs:** The Board had previously provided direction to management to have the PRVs inspected. Management advised she is working with CWW to do the work as Kean Plumbing will not be providing services for the project.

Decision/Action: Management will follow up with CWW.

(i) **Incorrect allocation of parking common fee and calculation of common fee correction/reimbursement to owners:** Management is waiting to hear back from C. Allen of DHA to confirm costs to have DHA verify/check ownership via the Land Registry Office, and that costs can be charged back against the unit if the owner has failed to provide the information as requested by the management.

Action: Management to follow up with DHA in preparation of the notice to owners in units that need correction of the parking fee and/or common fee.

(j) Ratification of Decisions: The Board ratified the following item previously approved by email.

1. Decision to defer Water Crossover repairs until parts are received, rather than begin cutting holes in hallway drywall (to locate valves that require replacement) and risk an extended time with holes in hallways.

6. Status Certificate – Changes made (no changes made this month)

Issued: None.

7. Operations Report/Action List

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

The Board were provided a copy of the unaudited financial statements for period ended June 30, 2023.

The treasurer expressed concerns of the return of cross-billing of the utility accounts (hydro and gas); billings for hydro appear to be over budget and gas is under budget and not in line with the budget.

Action: Management to gather the utility billings (summer 2023) provided by commercial management to provide to the treasurer.

8. Information Only:

(a) Annual Maintenance Checklist: No discussion. Work in progress.

(b) Summary of Issues with Mechanical: No discussion.

(c) EWRB: Covered under agenda 5g).

(d) PACS Claim: No discussion.

9. Deferred Topics for Discussion:

None.

10. Other

11. Owner Suggestions/Communications – Private & Confidential – owner confidential

IN – none.

OUT – none.

12. Next Meeting

The date of the next regular Board meeting is tentatively scheduled to be held Thursday, January 25, 2024 starting at 5:00 p.m. (via Zoom).

The Annual General Meeting is scheduled to be held November 28, 2023 starting at 7:00 p.m. via virtual platform.

13. Close of Meeting

The meeting was adjourned at 6:20 p.m.