Ottawa-Carleton Standard Condominium Corporation No. 815
Meeting of the Board of Directors
June 4, 2024
Videoconference

Minutes

In Attendance:	Catherine Zongora	President
	Daniel Major	Treasurer
	Peter Camp	Director
	Gerry Bourdeau	Management Consultant
	Melody Brown	Condominium Manager
	Heather Sterling	Recording Secretary
Regrets:	Michelle Joos	Director
	Luc Lapointe	Director

1. Opening of the Meeting

The meeting was called to order at 5:31 p.m. by the President, who served as Chair of the proceedings.

It was noted that the meeting would go forward whilst awaiting the arrival of the Treasurer and attainment of quorum.

2. Confirmation of Agenda

The agenda was accepted as presented.

3. Approval of the Minutes

The approval of the minutes of the previous meeting was deferred until quorum had been reached.

The condominium manager updated directors on recent Condominium Authority Tribunal (CAT) rulings that impacted how Board minutes would be approached going forward.

4. Status Certificate

The changes made to the status certificate template were accepted.

5. Ratification of Decisions

The ratification of decisions made subsequent to the previous meeting was deferred until quorum had been achieved.

6. Major Projects – Billable – Gerry Bourdeau

The document entitled, "Major Projects – Billable – Gerry Bourdeau – Report May 19, 2024" was received. The management consultant provided updates on the following subjects: the report to be submitted by legal counsel about the decision in the matter of [redacted] v. Ottawa-Carleton Standard Condominium Corporation No. 815; the continued efforts to "nail down" the leaking slab and have a mechanical room as watertight as standards would expect; and, no evidence of mold having been found in unit [redacted] (while neighbouring units had been made aware that readings indicated some mold spores in the air, this was believed to be unrelated to unit [redacted]).

The Treasurer joined the meeting at 5:44 p.m., at which time quorum was established.

The management consultant resumed his update and spoke about: it being posited that the aforementioned mold emanated from the adjacent unit as there was evidence that the wall between unit [redacted] and the adjacent unit had been opened up from the latter; and, once an estimate for repairs to unit [redacted] had been received, he would be speaking with the unit owner about this matter.

a. Water crossover

b. Davit arms and bases

c. Investigation of leaks from LRT in locker levels

d. Leak from unit [redacted]

e. Leak from unit [redacted]

f. Radiators

ACTION: The opinion of a mechanical engineer (likely Goodkey, Weedmark & Associates Ltd.) will be sought vis-à-vis whether radiators should be inspected, and, if so, the frequency that such inspections should occur.

g. Building cladding lawsuit

h. Investigation of zinc panel

i. Investigation of water leakage around balcony light fixtures unit [redacted]

j. Flooding damage reduction and remediation plan/inspection of PRVs

3. Approval of the Minutes

It was agreed that because the Treasurer had not attended the March 26, 2024 meeting, the minutes of said meeting would be approved by email.

The management consultant was excused from the meeting.

5. Ratification of Decisions

The decision reached by email on March 26, 2024, whereby: the Board approved the anti-harassment rule and policy; agreed that the following feedback would be provided to Davidson Houle Allen LLP (i) *The procedure to investigate harassment says that the Board should investigate. Would rather see that the property manager be the first line of investigation, unless, of course, the harassment allegation involves the property manager.* (ii) *In the rule under 1.4, it refers to 1.3 – definitions of violence and harassment. Should 1.4 also refer to 1.2 for more complete definitions as detailed in the policy.*; agreed that the rule and policy would be amended as per the opinion of legal counsel, after which the president would sign the rule and policy; and, the rule and policy would be circulated to owners as per standard procedures, was ratified.

The decision reached by email on March 27, 2024, whereby the Board approved the balcony design, tender and review consulting proposal submitted by EXP Services Inc. at a cost of $10,200, was ratified.

The decision reached by email on April 15, 2024, whereby the Board approved the certificate of compliance for the commercial unit, as drafted by Davidson Houle Allen LLP and reviewed by the Condominium Management Group in the hopes that the corporation could use this as a negotiating tactic, and to highlight the failure of commercial to abide by the shared facilities agreement, was ratified.

The decision reached by email, whereby the Board approved the Adjeleian Allen Rubeli Limited spandrel panel fee engineering proposal to coordinate and oversee repair installation of the spandrel panel at cost of $1,210 plus HST, was ratified.

The decision reached by email, whereby the Board approved the Phoenix Glass & Aluminum Ltd. proposal to install a spandrel panel at a cost of $9,880 plus HST, was ratified.

The decision reached by email, whereby the Board approved the Adjeleian Allen Rubeli Limited parking garage infiltration repair fee proposal to oversee the repair of two leaks in the parking garage at a cost of $8,950 plus HST, was ratified.

The decision reached by email, whereby the Board approved registering and serving the claim against 2850-6202 QUÉBEC INC. operating as (o/a) SIJM and/or SIJM Construction (Jean Masse re: davit arms) and providing a notice of the litigation to the owners which briefly outlined the issues with the davit arms, was ratified.

The decision reached by email, whereby the Board approved the dispatch of Novatech DKI to remediate the mold discovered in unit [redacted] and to investigate the possibility of a need to do air quality testing in unit [redacted], was ratified.

The decision reached by email, whereby the Board approved the formal serving of the statement of claim in the action by OCSCC No. 815 against 90 George Street Nominee Ltd., Optimum Mechanical and Trane, was ratified.

The decision reached by email, whereby the Board approved the referral of radiator inspections and mandatory plumbing inspections to Davidson Houle Allen LLP, was ratified.

The decision reached by email, whereby the Board approved extra hallway painting work, as quoted in the amount of $5,430 plus HST after confirming the specifications include all touch ups, was ratified.

It was agreed to ratify the acceptance of the insurance proposal during agenda item *11 - Other Business.*

Major Reserve Projects Report - Melody

k. Balcony investigation

The April 23, 2024 review of precast wall cladding above suite [redacted] submitted by EXP Services Inc. was received.

Discussion ensued regarding: the detailed inspection of balconies; the specifications developed for balcony work related to membrane issues and traffic toppings; and, the EXP recommendations vis-à-vis the balcony at unit [redacted]. It was agreed to defer a decision on balcony repairs until the 2024 reserve fund study update was in hand.

l. Updated reserve fund study

Discussion ensued regarding the timeline associated with completing the reserve fund study update and circulating the budget notice for the fiscal year July 1, 2024 to June 30, 2025.

Discussion ensued regarding the anticipated need to levy a special assessment, the amount of which would remain unknown until the aforementioned study had been completed. It was agreed that because the budget would be established and circulated before the reserve fund study update was available, the budget notice to owners would speak about the expectation that the financial forecast presented in the new study would result in some degree of a special assessment.

m. Mechanical repair quotes

It was noted that mechanical repair quotes would be circulated to directors.

n. Update on commercial

The condominium manager provided an update on matters pertaining to commercial, a detailed list of outstanding operating issues having been included in the meeting package.

7. Business Requiring Discussion

a. Approval of PIC

It was agreed that the draft Periodic Information Certificate (PIC) would be approved by email.

b. Review and approval of budget

It was agreed to defer this matter.

c. Flooring rule/modification rule

It was noted that this matter remained pending as (i) the corporation was awaiting a response from the flooring expert and (ii) drawings had not been located.

The condominium manager explained why, although her predecessors, on behalf of the Board of Directors, had approved owners' requests to modify the common element, she did not feel comfortable doing so. Discussion ensued regarding the importance of having detailed specifications/guidelines for various common-element modifications to facilitate the review of modification requests.

Discussion ensued regarding whether the corporation should be passing bylaws governing other modifications to the common elements.

ACTION: The condominium manager will forward to directors the draft rules being prepared by legal counsel, believed to include detailed requirements vis-à-vis various modifications to the common elements.

d. Board policies

It was noted that the corporation's policies were currently available on the 90 George website, each policy being posted under its related subject as well as the "Documents" page.

e. PACS claim

It was noted that the President, condominium manager and management consultant would be attending the virtual Small Claims Court settlement conference scheduled for July 16, 2024 in the matter of recovering the $14,099.58 deposit paid to Kevin Sherwood, company operating business (c.o.b.) as PACS Energy Solutions, for the installation of an energy management system that had not been installed. It was noted that any other directors interested in attending should signal their interest in doing so.

f. Fire safety plan

The condominium manager provided an overview of the status of updating the building's fire-safety plan, presently stalled owing to commercial-side responsibilities.

g. Incorrect allocation of parking common fees and calculation of common fee correction/ reimbursement to owners

The condominium manager provided an update on: efforts to resolve the aforementioned matter; years of having improperly calculated fees; and, the need to have an easy-to-understand missive that explained this situation to owners. The idea of aiming for a "clean start" at the beginning of the fiscal year, based on the information provided by legal counsel thus far, was approved in principle.

8. Operation's Report/Action List

a. Treasurer's report
Review of monthly financial statements for March 2024, April 2024

It was noted that the March and April 2024 financial statements would be reviewed in conjunction with the review and establishment of the budget for the fiscal year July 1, 2024 to June 30, 2025.

9. Information Only

a. Annual maintenance checklist

The document entitled, "Annual Building Schedule, Operations' Department" was received.

b. EV proposals

No discussion was held on this agenda item.

c. Revised domestic violence policy

The iGuard360º document entitled, "Domestic Violence Procedures" was received.

10. Deferred Topics for Discussion

No discussion was held on this agenda item.

11. Other

The decision reached by email, whereby the Board accepted the proposal of insurance submitted by Condominium Insurance Solutions for the period June 3, 2024 to June 3, 2025 with a premium of $82,437 plus $6,594.96 HST and the renewal proposal prepared by Aon Risk Solutions (Aon), was ratified.

The condominium manager spoke about securing insurance coverage, until the previous year, commercial having done so for OCSCC No. 815.

ACTION: The shared facilities agreement between OCSCC No. 815 and commercial will be reviewed to determine what, if any, provisions are in place pertaining to insurance.

The May 27, 2024 correspondence from Shola Lewis, Aon Reed Stenhouse Inc., the subject of which was *Market Security Notification,* was reviewed.

12. Owner Suggestions/Communication

The correspondence between [redacted] ([redacted]) and the condominium manager pertaining to a 240v exterior receptacle installation on the balcony for a hobby kiln was received.

The April 16, 2024 correspondence from the condominium manager to [redacted] ([redacted]) regarding continued complaints about the aggressive behaviour of her tenant and the three incident reports filed by security was received.

The April 2, 2024 correspondence from the condominium manager about a chargeback to clean the carpet in the elevator due to a mess created by the tenant residing in unit [redacted] was received.

13. Next Meeting

The scheduling of the budget meeting was deferred.

It was noted that it would likely be necessary to arrange a meeting between the Board of Directors and the engineer who was preparing the reserve fund study update.

The date of the next meeting of the Board of Directors was set for September 24, 2024, with a call to order of 5:30 p.m.

14. Close of the Meeting

The meeting adjourned at 6:58 p.m.