

Ottawa Carleton Standard Condominium Corporation No. 815
Minutes of the Meeting of the Board of Directors
Held March 26, 2024 @ 5:00 p.m.
By Teleconference

Present:	Catherine Zongora	President
	Michelle Joos	Director
	Peter Camp	Director
	Melody Brown	Property Manager, Condominium Management Group
	Gerry Bourdeau	Property Manager, CMG (5:00 to 5:30 p.m.)
Regrets:	Daniel Major	Treasurer
	Luc Lapointe	Director

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 with the following amendment: The Board approved that agenda item 6) 'Status Certificate' and agenda item 5g) 'Ratification of Decisions' be permanently moved in the agenda to follow item 3) 'approval of minutes'

3. Approval of the Minutes from January 25, 2024

The Board approved the minutes of the Board of Directors' meeting held January 25, 2024 as presented.

4. Status Certificate – Changes made: the Board accepted the Status Certificate d. February 23, 2024 as presented with the meeting package.

Any changes required? The Board accepted the proposed added wording to address above average inflation and construction costs.

Issued: see owner confidential.

5. Ratification of Decisions: The Board ratified the following items previously approved by email.

- 1) January 29 2024 – Approval of expedited full Reserve Fund Study, with site inspection with EXP
- 2) February 21, 2024 – Approval to correct all the newly installed LED with warmer 2700k lights
- 3) February 5, 2024 – Approval of Maintenance Chart as per DHA
- 4) March 6, 2024 – Davit Arms and Bases - The Board authorized GB start the litigation process and provide owners with a section 23 notice of litigation (Condominium Act).
- 5) March 25, 2024 – Approval to accept Performance Window Washing quote of \$10,735 (fall and spring) to wash the inaccessible exterior windows, exterior side of the guard rail glass, and the 4th floor terrace windows, on the understanding that the service includes the application of spider repellent. Performance has confirmed work will include use of spider repellent on all levels.

6. Major Projects – Billable – Gerry Bourdeau (GB) provided updates on the following: The directors were provided an opportunity to ask questions about topics with written reports (items a, b, c-1, c-2, d, g, and k):

(a) Water crossover: Written update provided by email: no discussion at the meeting. More than half of the mixing valves have been replaced. Bassi indicates a May completion date, subject to availability of access to units and crew availability.

(b) Davit Arms and Bases: Written update provided by email: The condominium will start a claim against a few parties in relation to the Davit Arm defects.

(c-1) Investigation of leaks from LRT in locker levels: Written update provided by email. David Visser, Adjelian Allen Rubell Ltd., provided a fee proposal (5668-06) to investigate leaks into the lockers and car storage located on P3 in the garage; He suspects the water infiltration is not related to the LRT construction. D. Visser would like to review the file and provide a report with recommendations. Commercial has been informed of the matter which is a shared cost.

Decision/Action: The Board authorized that D. Visser, Adjelian Allen Rubell Ltd, review the file and provide a report with recommendations to prevent further water infiltration to the locker and car storage area of the Garage P3 for a fee of \$2,960 plus HST.

(c-2) Investigation of leak to P1 stairwell: Written report provided by email. GB reported when there is a driving rain, water infiltrates the building foundation through to a stairway by the entrance to 90 George. D. Visser, Adjelian Allen Rubell Ltd., provided a fee proposal (5668-05) to investigate the source of water infiltration on P1 level, to assess for damages and to provide a detailed report to identify the potential source(s) of infiltration with recommendations to mitigate or remedy a repair strategy to eliminate the entry points. Next steps will likely involve some test cuts into an area behind the stairs believed to be a void. Commercial has been informed of the matter which is a shared cost.

Decision/Action: The Board authorized D. Visser, Adjelian Allen Rubell Ltd., to investigate the source of water infiltration on the P1 level of garage, as quoted \$2,960 plus HST. GB to provide all available as-built drawings, architectural plans and / or construction specifications.

(d) Leak from unit: Written report provided by email. See owner confidential.

(e) Leak from unit: No update at this time. See owner confidential.

(f) Radiators: No update at this time.

(g) Building Cladding Lawsuit: Written update provided by email: GB met with Perley Law to review the undertakings chart/continue work on this file. Perley Law were provided all of the files from 90 George's basement paper file storage. D. Visser confirmed he will continue as the engineering expert on this file. D. Visser is the only engineer left that knows the entire file. UL will transfer the file for 90 George to D. Visser. D. Visser, Adjelian Allen Rubell Ltd., provided a fee proposal (5668-04) to provide engineering support throughout the litigation process, with an upset limit of \$5,000 plus HST, at which time a new upset limit could be discussed. GB reported UI will forward the corporation's file to Adjelian Allen Rubell Ltd.

Decision/Action: The Board authorized Adjelian Allen Rubell Ltd to provide engineering support per their proposal with an upset cost of \$5,000 plus HST.

(h) Investigation of Zinc Panel: No update at this time. Pending resolution of Davit Arm replacement.

Action: MB to forward information about the Zinc Panel to GB to have it access for further damages as a result of the delayed investigation.

(i) Investigation of Water leakage around balcony light fixtures unit: No update at this time. Pending resolution of Davit Arm repair work. See owner confidential.

(j) Flooding Damage Reduction & Remediation Plan / Inspection of PRVs: No update at this time.

(k) Mold in unit 807: Written report provided by email. See owner confidential.

Major Reserve Projects Report – Melody Brown (MB)

(k) Balcony Investigation: Preventative balcony coatings to be deferred until Spring 2024 – pending request for proposal from EXP – response expected March 25, 2024.

Action: The Board approved that EXP prepare a request for proposal to tender balcony repair work. EXP originally reported the investigation of balcony cracks and delamination was not urgent and could be delayed. Two years have passed, and the Board are asking EXP to comment whether they should hire someone to repair the delamination, cracks and efflorescence, and does the engineer consider the balcony repairs to be urgent. EXP will be asked to examine a balcony, when onsite inside the units in preparation of the RFS, to recommend a time line for balcony repairs. MB to wait for EXP's response before providing approval to proceed with the proposal,

(l) Updated Reserve Fund Study: EXP confirmed not all of the recent reserve fund projects, which were added to the RFS, require action in the next three-years. EXP will address this question with the Board in the next few weeks and report on prioritization of the projects with consideration for costs.

(m) Mechanical Repair Quotes: The Board and management discussed performance by Optimum Mechanical related the preventative maintenance contract and the equipment repair recommendations and costs put forward by the company. The Corporation has recently started a claim against Optimum related to the equipment and not for the maintenance of the equipment. MB will provide the Board with a third cost proposal for the mechanical repairs, and seek quotes to provide the annual preventative maintenance contract of the mechanical equipment.

Action: MB to provide the Board with a third cost proposal for the mechanical repairs, and seek quotes to provide the annual preventative maintenance contract of the mechanical equipment. MB to provide Optimum with 'notice of termination' of the preventative maintenance contract – mechanical equipment with a list the performance concerns.

(n) Update on Commercial: MB will continue to pursue a set date to discuss outstanding operating issue and approval of costs for shared reserve projects. Pending tentative meeting with AY in 2024.

7. Business Requiring Discussion:

(a) EV proposals –Discussion regarding next steps re:

Discussion around whether Enviri proposed services to act as a consultant to oversee the review of proposals and to make recommendations based on available rebates. Management reported the rebates are subject to the corporation's commitment to move forward with the project; the commitment requires the Board have an idea of costs for EV equipment. The expense is considered an operating cost for the initial output of funds.

Action: The Board will wait for a response from all four contractors to questions about equipment asked by the directors following the presentations. The Board will revisit the Enviri proposal to act as a consultant once all questions have been answered.

(b) 0815 Window Washing Quotes: The Board the reviewed three quotes for window washing of the non-accessible windows, the exterior pane of guard rails and 4th floor terrace. See agenda item 5-4)

(c) Flooring Rule/Modification Rule: Review of the Thornston Thomaseti & State of the Art Acoustik proposals – next steps. In response to management's request for comment as to whether wording contained in the hardwood floor rule would meet industry standards for flooring, Legal Counsel suggested a sound consultant be asked to provide the appropriate wording for the flooring rule/modification rule. Thornston Thomaseti provide a quote of \$4,000 to review building code, revise the rule, seek legal opinion, compile product recommendations and provide a final review. The engineer directed management to the following local acoustic firm. Art Acoustik provided a quote of \$1,520.00 plus HST to review the Corporation's existing rules to install hardwood flooring and providing additional/modified sections to be added to the rules. The proposal includes providing a letter with recommended minimum Impact Isolation Class levels and a variety of flooring and underlay options for owners to select.

Decision/Action: The Board agreed that modification to the hardwood floor rule, to define industry standards, would provide the Board with support in enforcing the rules of the corporation. The Board approved that Art Acoustik proceed with the proposal as quoted. Management will ask the contractor suggest an alternative to double-glue down flooring.

(d) Approval of Draft Living Wage Policy: The Board requested management draft a 'living wage' policy. GB proposed wording regarding the living wage: "It is the policy of the corporation to ensure all direct full-time employees of the corporation are paid at a fair and competitive market rate, taking into account the financial needs of the employee, while balancing those needs with the interests of the owners." The generic policy would allow the Board to consider other factors without being binding to specific calculations.

Action: The Board approved the policy with the proposed wording from GB.

(e) Approval of Harassment Policy and Rule: The Board approved the harassment policy and rule.

Action: CZ to address the director comments to forward to management.

(f) Approval of Domestic Violence Policy: The Board were provided the rule template prepared by DHA to address violence and harassment, as well as legal comments which referenced the Condominium Act, comment from the Ottawa Police who confirmed in matters of safety and security the police should be called to attend and or to open a file. IGuard confirmed procedures already in place and implemented by their security crew. The Corporation presently has a policy respecting harassment and violence.

Decision/Action: Management to review procedures with staff to ensure back up is called they leave their post to investigate or attend to a situation which could be dangerous.

8. Operations Report/Action List

(a) Treasurer's Report (Financial review Pending – to be forwarded by email – Review of Monthly Financial Statements for January 2024 & February 2024.

The Board reviewed the unaudited financial statements for periods ended January 31, 2024 and February 29, 2024. Management noted that the Shared Facility Plumbing Repair and Maintenance cost are tracking over budget \$43,692.47, and recommended Ainsworth invoices for the sewer pump replacement be reallocated from operating to reserve.

9. Information Only

(a) Annual Maintenance Checklist: Work in progress

(b) PACs Claim: waiting for the court schedule to schedule a settlement conference between the parties.

(c) Luc Lapointe: obtained directors certificate for CAO training.

(d) Incorrect allocation of parking common fees and calculation of common fee correction / reimbursement of owners: On going. Pending further DHA response.

10. Deferred Topics for Discussion:

None.

11. Other:

None.

12. Owner Suggestions/Communications – Private & Confidential: see owner confidential.

13. Next Meeting

The date of the next regular Board meeting is scheduled to be held Thursday, May 23, 2024 starting at 5:00 p.m. (via Zoom).

14. Close of Meeting

The meeting was adjourned at 6:27 p.m.