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**Ottawa-Carleton Standard Condominium Corporation No. 815**  
Meeting of Board of Directors  
November 12, 2024  
6:30pm via Videoconference

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**Present:**

Catherine Zongora - President  
Daniel Major - Treasurer  
Peter Camp - Director  
Gerry Bourdeau Management Consultant  
Monica Murad – Condominium Manager

**Regrets:**

Michelle Joos Director  
Luc Lapointe Director

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**AGENDA**

**1. Opening of the Meeting**

Meeting was called to order at 6:52pm by Catherine.

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**2. Confirmation of Agenda**

Agenda approved.

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**3. Approval of the Minutes – September 24, 2024**

Deferred until next meeting pending new Secretary.

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**4. Financials: August & September and Investment Statement**

Discussion on transfer of funds to the reserve fund from the operating fund.

The treasurer advised that a request was made to request the reserve fund for a longer term, and we advised that we had a study upcoming and reserve expenses so we should defer until that time so we would be aware of cash flows. Given that the study has taken much longer and reserve rates have gone down it was not locked in.

Monica advised that she has reached out to EXP (engineering firm) with update on reserve fund study and when it will be completed.

Discussion of whether reserve fund is adequate with the upcoming Special Assessment.

Gerry advised that the special assessment is 1.925 million will be collected throughout the year and this should bring back the reserve fund to where it needs to be.

Discussion that under General Repairs, the corporation is significantly over budget (56K). These are non-reserve repairs that have arisen out of unforeseen circumstances. Monica will provide a detailed ledger of this for the board to review.

Peter joined the meeting at 7:12pm

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#### **5. Status Certificate: Most recent issue for unit XXXX, October 29, 2024**

Crossover can come off once substantial completion has taken place, and architect has signed off (GB)

Slip and fall lawsuit was discussed as well as the way the status certificate it appears as if the corporation has not filed a defence. GB will reach out to DHA. GB will follow up and provide update on legal matters.

MM agreed it is important that the board review the status certificate to ensure accuracy.

Section 19 – Small claim may have been settled. Advised this cannot be removed until all payments are completed. Request that SC be updated that a settlement has been reached. MM will look into this.

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#### **6. Ratification of Decisions:**

- Protege Upgrade Quote: Rideau Street Intercom Installation
- Protege Upgrade Quote: Rideau Street Intercom/Camera Installation
- 90 George Secure Stairwell access

Motion to ratify all decisions as per the above approved.

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#### **7. Major Projects – Billable - Gerry Bourdeau**

Gerry Bourdeau will provide an update on the following topics, 1-9.

##### **1. Unit XXXX**

Suggested that Denis Lacelle to perform repairs. Board was advised by email by Catherine (President).

Undetermined if it is related due to building cladding issue. It may be impossible to determine. It is not cost effective to investigate further. Cost of repairs estimated at \$3000.00. Engineers' opinion will still be sought.

Motion for Denis Lacelle to perform repairs approved.

2. Assumption Agreement/Commercial

GB spoke to Jim Davidson. Stems from Soloway Wright claiming it is not possible to put assumption agreement on title. Jim has drafted their own release that is outside of the assumption agreement.

Jim will send a response asking more information why it cannot be put on title. An update will be provided.

3. Mechanical Room Floor Slab

4. Water Crossover

5. Exterior Leaks

6. Audit

7. Unit XXXX Leak

GB received results of consultant visit in his email and Gerry will forward to Novatek and to the unit owner following this meeting.

8. Unit XXXX

9. Various Legal Files

Discussion of leaks, whether any patterns were noted. GB advised that pumps should be checked for condensation discharge in their HVAC units. There have been 2 leaks of this type. Most recent leak was due to restaurant back up.

The following list is of items are not addressed at this November 2024 Board Meeting.

A. Davit Arms and Bases

B. Investigation of leaks from LRT in locker levels

C. Leak from unit XXXX

D. Leak from unit XXXX

E. Radiators

F. Building Cladding Lawsuit

G. Investigation of Zinc Panel – pending resolution of Davit Arm replacement

H. Investigation of Water leakage around balcony light fixtures unit XXXX  
pending resolution of Davit Arm replacement

I. Flooding Damage Reduction & Remediation Plan/ Inspection of PRVs – (in progress)

J. CMRAO Complaint XXXX

GB advised that GB sent emails relating to report from beginning of Matlock case. The management did not provide any advice but only the reports of the professionals involved in the matter. No response for a month. Past experience was CMRAO took up to 6 months to close a file.

**Major Reserve Projects Report**

K. Balcony Investigation –

Catherine requested that MM request a review findings and recommendations report from EXP before considering a second opinion.

MM advised that she has been absorbing the corporations' files and will have more updates next meeting.

L. Updated Reserve Fund Study – EXP to provide an update.

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8. Business Requiring Discussion:

a. AGM Discussion: Owner of XXXX poses a list of questions. These have been answered by President.

These types of questions may be asked at the AGM.

b. Electrical CSA Z462 and CSA Z463, this has to do with the new electrical safety/maintenance requirements.

This information has been passed onto Commercial by Monica. This work also needs to be considered by the board of directors to bring up to code with the aforementioned changes.

c. Gym Equipment Screens:

Discussion of economical solutions. Discussion whether continue TV service was still valuable to owners. Noted there was 1 TV mounted on the wall and current machines do not seem to be compatible for TV service.

Monica will see if the corporation pays for service in the gym. Peter has spoken to Rogers several times in an attempt to resolve. Peter will continue to pursue a resolution.

**d. Morrison Hershfield letter of opinion on the shared facilities has been forwarded on to Huntington.**

Catherine will send Huntingdon a copy of the map (outlines what is commercial and what is not) that was provided by Morrison Hershfield as per their request to assist them.

**e. Leaks:** From Lochinvars boiler located in the mechanical penthouse was brought to the attention of Commercial. This has been addressed.

The leak from Peking Duck, which made its way to the hot tub area. This is with Commercial. As the leak was dirty water, the hot tub will need to be removed with the area underneath to be sanitized. Monica will receive update from Huntington for sanitization under hot tub after it is removed. Commercial (Huntington's) will address payment of contractors and chargeback Peking Duck restaurant.

Monica will update next meeting of progress and schedule of work.

Request for Monica to investigate-whether hot tub should be replaced. Peter commented that reserve fund study has the hot tub to be replaced within the next two years. This date could be brought forward.

**f. Incorrect allocation of parking common fees and calculation of common fee correction/ reimbursement to owners – on-going –**

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## **9. Information Only**

- a. Emergency Generator Maintenance Schedule
- b. Action List/Building Operations – Updates are needed
- c. EV proposals - Research pending and Deferred

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## **10. Owner Suggestions/Communication - Private and Confidential**

None

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**11. Next Meeting – Scheduled for January 14<sup>th</sup>, 2025, at 6:30pm**

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**12. Close of the Meeting - Meeting adjourned at 7:54pm.**