

# Ottawa-Carleton Standard Condominium Corporation No. 815

## Meeting of the Board of Directors

September 24, 2024 - Videoconference

### Minutes

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#### **In Attendance:**

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

#### **Regrets:**

Michelle Joos Director  
Luc Lapointe Director

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#### **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 Daniel and Luc and nothing would be voted on as quorum was not yet met.

Catherine thanked Melody for her work for the corporation and introduced the new condo manager Monica Murad.

Daniel and Luc joined the meeting.

#### **2. Confirmation of Agenda**

Agenda was amended to move item 6 to item 3 as Gerry has time constraints. In addition, landscaping was added under Other. Lastly, AGM was added.

#### **3. Approval of the Minutes – June 4, 2024**

Minutes approved. Secretary to redact minutes rather than have a separate section “owner confidential”. XXXs will be used to replace text, to prevent lifting of blackouts from text.

#### **4. Status Certificate – Changes made.**

Issued for Units XXXX, XXXX, **Any changes required? Issued: None**

Gerry will review at next status certificate being issued. Every request is reviewed by the condo manager and Gerry Bourdeau.

There are no circumstances that at this time would lead to a change on the status certificate.

#### **5. Ratification of Decisions:**

- a. June 5, 2024 – Approval of March 26, 2024 BOD meeting minutes.
- b. June 5, 2024 - Approval of 3<sup>rd</sup> Quarter PIC as presented.

- c. June 17th, 2024 - Approval of Wage increases as presented by Melody Brown for cleaner, super and concierge, plus training for cleaner as assistant superintendent and to take over on-call coverage every 2nd weekend beginning Friday night.
- d. June 18, 2024 – Approval of Budget Package as drafted and revised by Gerry Bourdeau
- e. July 5, 2024 – approval of SOTA flooring Modification specifications
- f. August 15, 2024 – Approval of Modification Rule as drafted by DHA
- g. August 29, 2024 – Approval of McDerven proposal for replacement of Humidifier Control Board at a cost of **\$3727.00 +HST**
- h. August 29, 2024 – Approval of McDerven proposal for repair of Dectron unit, including costs of diagnostics, at a cost of **\$8078 +HST**
- i. August 29, 2024 – Approval of McDerven proposal for replacement of a Cyclone boiler at a cost of **\$34, 204.90 +HST**
- j. August 29, 2024 – Approval of McDerven proposal for annual mechanical maintenance agreement at cost of **\$9457 +HST**
- k. September 5, 2024 – Approval of modification application for floor replacement and other minor interior work for unit 1407

**6. 0815 Ratifications from June 5 2024 to September 17, 2024 with Gerry Bourdeau**

- a. June 13, 2024 - Approval to proceed with filing the notice of action, to preserve the claim for possible defect of the mechanical room floor.
- b. June 25, 2024 – Approval to consult with DHA regarding mould remediation in unit XXXX.
- c. August 10, 2024 – Approval of draft email from DHA to respond to Unit XXXX regarding his unauthorized communications with owners, using personal emails.
- d. August 22, 2024 – Complaint was made to CMRAO from unit XXXX regarding increase in condo fees and the repair to his unit. Approval to have DHA provide the application, the condo’s affidavit, and the judgment as well as an indication that no ethical concerns have been raised about Melody Brown or Gerry Bourdeau from the condo’s perspective or in the application.
- e. September 9, 2024 – Unit XXXX - Approval of expenditures as recommended by Gerry Bourdeau - the Bassi increase of approximately 22k, and the MH/Stantec quote of 10k to proceed with work to reinstate the XXXX unit.
- f. September 9 2024 – Approval for the immediate transfer of the litigation files from Perley to DHA, as per Gerry B recommendations to avoid missed deadlines.
- g. Sept 17, 2024 – Approval quote from Denis Lacelle to proceed with mould remediation in unit XXXX at a cost of \$24,012.50 + tx

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

Gerry sent an updated email within an hour of the meeting and so items were reviewed at the meeting.

- **Water crossover**

Unit XXXX has been sent multiple emails attempting to gain access. Will leave envelope under door. Legal was consulted. If owner refuses entry, then it will have to be escalated. Contractors will be directed to leave if owner refuses entry.

No complaints have been received regarding water crossover recently and this was confirmed by the board of directors.

Gerry will confirm with Frank and Peter. Presumption is no other units are experiencing water

crossover.

Melody does have a list of units that had in the past had water crossover and will send to Gerry.

- **Davit Arms and Bases**
- **Investigation of leaks from LRT in locker levels**
- **Leak from unit XXXX**
- **Leak from unit XXXX**
- **Radiators**
- **Building Cladding Lawsuit**

Everything has been sent to DHA (Davidson Houle Allen). Gerry spent an hour over the phone with Christy Allan updating on various lawsuits.

### **Mechanical Room floor lawsuit**

- **Unit XXXX: Gerry advised should not continue this lawsuit.**
- A second claim was filed relating against Commercial, Optimum and Trane an update will be forthcoming from DHA. Both suits were filed to preserve your rights to pursue. Written update will be forthcoming.
- **Unit XXXX: Work stoppage due fire separation.** It is quite technical. This has been resolved by the contractor.
- **Settlement Payments** – Judgement against the condo. Lump sum payment was paid. There are ongoing costs as this continues. These amounts were largely determined by the Payments are due in October and November. XXXX is asking for the condo be brought back to court to be found in contempt of court. DHA has advised XXXX lawyers, unlikely a judge would find the condo in contempt based on payments made. Monthly amount \$2,018.
- **Unit XXXX** reported staining in washroom ceiling. Novatek was dispatched to the unit and found mould on other side of ceiling. This may have been the result of an old spill that was not reported. If this is the case it will be minimally expensive. Updates will be provided. Unit XXXX Owner has been exceptionally helpful throughout.
- **Investigation of Zinc Panel** – Zinc panel has been replaced.
- **Investigation of Water leakage around balcony light fixtures unit XXXX** - pending resolution of Davit Arm replacement
- **Flooding Damage Reduction & Remediation Plan/ Inspection of PRVs** – (inprogress)
- **CMRAO Complaint XXXX**  
DHA sent judgement file to CMRAO and indicated at no point was negligence shown EXP report form 2022 is being questioned and CMRAO is asking what management advised the board about this report. Catherine will be provided with report and Melody has combed through emails to see if any advice was provided. If the board can look through their own communications as well.
- **Modification Applications – approval by PM**  
Gerry advised that managers cannot sign off on modification applications for common elements. Furthermore the board has an obligation to review the request and determine whether the request is reasonable or not. The board can insist that the owner engage an engineer or necessary professional, obtain insurance etc. The board must also consider how this may impact other owners. Modification agreements are put on Land Title and the condo managers signature may not be accepted.  
In-unit modifications can be approved by the condo manager. Condo Manager can and will advise what experts are required. Gerry left the meeting at 6pm.  
Suggested application form be modified to include a signature line. Monica will review following the meeting.

## 8. Major Reserve Projects Report

- **Balcony Investigation** – Review and approval of proposal  
400,000 was estimate and board would like to seek another quote. Study recommended work and EXP was consulted and advised waiting a year would be acceptable. A full inspection was done following of every single unit with a chain test. Can ask another engineering firm if they would use current study to price.  
Discussion about urgency of work, would phasing be possible. EXP would be best to clarify this. Monica will ask EXP to expand report details to include details of each unit and advise which units are urgent and if phasing is possible.
- **Updated Reserve Fund Study** – details pending from EXP despite recent requests will likely be completed by the winter, needed by spring.
- **Update on Commercial** –  
Email was received by Monica that Commercial portion of 90 George has been purchased by Huntingdon Properties Craig Whitton will now be the point of contact. Monica will forward to the board of directors following the meeting.  
Discussion of claims files against the commercial portion and how this will impact it if any.

## 9. Business Requiring Discussion:

- **Resignation of Melody Brown as property manager and transition to Monica Murad**  
Melody and Monica have met, and Melody will be available during the transition. Monica introduced herself and provided a quick summary of her experience.
- **Comprehensive list of water damaged units and remediation plan (to be worked on separately by Monica)**
- **Incorrect allocation of parking common fees and calculation of common fee correction/ reimbursement to owners** – on-going. Management at CMG is investigating, and this has been brought to their attention to connect Monica with the accounting team.

## 10. Operation's Report/ Action List

- **Treasurer's Report (Review of Financial Statements for May, June, July) August Financial review Pending – Monica Murad will forward by email once statements are ready)**  
Board members inquired about cash flow in operating budget. Monica will need to review the financial statements and update next meeting. August should be ready this week and Monica will provide and send out a summary.

## 11. Information Only

- **Annual Maintenance Checklist** - work in progress
- **EV proposals** - Research pending and Deferred

## 12. Deferred Topics for Discussion:

**No items**

## 13. Other

**Landscaping:** Previously Peter had been doing all the work on the terrace. A landscaper, Horticare – Susan Beaudoin provided recommendations. Should look great next year. Peter is excellent at maintenance, but a professional consultation was needed.

**AGM:** Typically towards end of November. Date set for Tuesday November 26<sup>th</sup>, 2024, virtually. DHA will be providing hosting services. Nancy Houle will be asked to be present as she was at last AGM as well. An alternative of November 27<sup>th</sup> in the event Nancy is not available the 26<sup>th</sup>. Monica will confirm availability.

Owner Suggestions/Communication - Private and Confidential IIN – N/A

**OUT** - N/A

14. **Next Meeting** – November 12<sup>th</sup>, 2024 – typically meets every 2<sup>nd</sup> month – 6:30pm

15. **Close of the Meeting**

Meeting was adjourned 8pm