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**Minutes--Redacted**  
Board of Directors Meeting for  
Ottawa-Carleton Condominium Corporation No. 815  
Held on May 13, 2025, at 11:00am  
Via Zoom

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**Present:**

Catherine Zongora - President  
Daniel Major – Treasurer  
Michelle Joos Director  
Peter Camp - Director

Gerry Bourdeau Management Consultant – Bourdeau & Company  
Monica Murad – Condominium Manager  
Tanya Rowen – Minute Taker

**Regrets:**

Luc Lapointe Director

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**1. Opening of the Meeting**

Catherine called to order at 11:10.

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**2. Confirmation of Agenda**

No additions to the agenda.

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**3. Approval of the Minutes – January 14, 2025 & March 18, 2025**

Jan 14<sup>th</sup> approved with one change to Present list.

March 18<sup>th</sup> approved

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**4. Financials: March & April Financials with March & April Investment Statements**

Gerry and Monica are working on the budget at this time. Draft is not ready currently. Important to advise directors to be mindful of their emails during this time.

Daniel advised that he does have suggestions for the budget. Question re operating account surplus on audited financial statements. Monica will have to review. It may be due to over budgeting in certain areas of the budget. This will be carefully reviewed when drafting the budget.

Discussion of when budget starts at an operating deficit do we have to plan to balance that by the end of year? Advised that corporation can address the deficit over time if you are transparent with owners.

Gerry advised that it is common for operating funds to have its challenges, and the reserve fund has more laws around it.

To note the budget line item “judgment” can be removed from the budget as there are no anticipated fees. Legal fees may need to be adjusted, common area cleaning costs need to be scrutinized, as they are recorded much higher than the budgeted amount. It is anticipated that if there is a fee increase, it will be moderate.

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**5. Status Certificate: The most recent status certificate was issued in May. This version does include updates to sections 12 and 19.**

Gerry has thoroughly reviewed since last meeting and provided updates. Uncertain how to address slip and fall, insurance has not provided an adequate response, legal has also inquired with no success to date. Unable to remove until it can be confirmed as resolved.

Monica expects to remove XXXX arrears once DHA confirms that no amounts are still owed to the Corporation.

Noted that a claim was filed with the Superior Court of Justice against the Corporation. This is in dispute of an insurance deductible unit chargeback.

Discussion of concern in section 12F of the status certificate, Davit Arms – now that the Davit Arms are included in the Reserve Fund can the corporation remove it from the Status Certificate. Gerry advised that Corp required updated costs, and it can be removed.

**Board approved Status Certificate at this time**

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**6. Ratification of Decisions:**

- Mold Assessment: Quote from Stantec--\$6,500 + HST; Kanellos--\$26,581.50 + HST. The Board approved Stantec's.
- Security Camera Upgrade: Hanwha (Ainger) – \$43,267 + HST
- Comments on the status certificate
- Unit XXXX change directive
- Repairs in XXXX
- Unit XXXX Expert Reporting, Visser proposal
- Planters on 90 George St.

Motion to ratify approved.

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**7. Major Projects – Billable - Gerry Bourdeau will be providing an update on those items which have progressed since the last update.**

Gerry Bourdeau advised that most of his work has been around air testing and unit XXXX. The next step will be to move on to the replacement of the Davit Arms. New files received from Perley Law, have been passed on to DHA for their review. Budget 2025-2026 review is the next priority.

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## 8. Major Reserve Projects Reports: For discussion.

A. **Updated Reserve Fund Study** – The draft of the study is included for Board review and direction. Ahead of the Board receiving the draft, Gerry Bourdeau did review the spreadsheet. He confirmed that all is in order with the capital projects including when they are scheduled. Overall, there is an annual increase of 3%.

Daniel noted what the annual Reserve Fund contributions are, and they seem very similar to the previous RFS. GB confirmed that yes this was by design. This was also why a Special Assessment was levied for the 2024-2025 fiscal year. This was done to reduce the percentile increase in appropriation of the Reserve Fund contributions.

Board has not invested long term as the reserve fund was not completed. Board would like to investigate investing reserve fund where possible. Monica will speak with Gerry regarding this and provide the Board with an update at the next meeting of options available to them. Approximately 1.5 million to invest.

**Motion to approve the Reserve Fund Study: approved.**

Monica will provide Notice of Future Funding, and two board members will need to sign before sending out to all owners.

B. **Balcony Investigation** – As an update the list of the list of priority balconies have been provided by EXP.

If Davit Arms project is moving forward, then priority balcony repairs will follow. The board agrees with this approach given the number of balconies (19) that require repairs.

C. **Capital Projects for 2025-2026:** As per the draft study, the list is extensive

- 4.1.a Foundation Walls: \$6,000
- 4.2.c Balconies - Railing review/repair: \$23,000
- 4.2.e Balconies - Seals at precast cladding to balcony: \$9,000
- 4.4.c Parking Garage - Traffic topping large replacement: \$97,500
- 4.4.d Parking Garage - Leaking at Grills: \$23,000
- 4.4.e Parking Garage - Concrete repairs: \$65,000
- 4.4.g Parking Garage - Evaluation/Crack monitoring: \$5,500
- 4.5 Investigate/Repair Allowance for Leaks at Garage/Locker: \$22,000
- 5.0 Building Envelope
- 5.1.d Roofing System – Repairs: \$20,000
- 5.1.e Roofing System - 4th floor Terrace Furnishings & Elements: \$24,000
- 5.1.g Roof Anchors& Davit Arms (allowance) - Repair/Modify: \$303,400
- 5.2.a Exterior Walls - Masonry repairs including addressing leaks: \$215,000

Need to discuss the above list and what is to be done this fiscal year and the order.

Management suggests starting with the Davit Arms, then proceeding with the balcony repairs.

Discussion whether the corporation wants to engage the same engineer (EXP) that performed the reserve fund study. Board would like to receive multiple bids for the larger capital projects. Monica will seek out quotes from 3 different engineering firms. Would like projects broken up and tendered.

**D. At 135 Rideau Fire Exits:**

Huntington has obtained 2 quotes to fabricate & supply a metal gate enclosure to prevent unauthorized access. Quotations are included.

Centaur--\$6,400 + HST; Jafa--\$6,750 + HST

Motion to accept the quote as presented to install metal gate enclosure approved.

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**9. Budget 2025-2026:**

Draft is almost complete, PM to review operating expenditures, identify what can be moved into Reserve. As well, Huntington needs to provide clarification on items coming in at higher than budget (Shared Facility Cleaning). SEE Item 4.

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**10. Periodic Information Certificate (PIC):**

For Board review and approval. Management to review operating expenditures ahead of sending out to all owners. Board approved the PIC. Monica is looking into the surplus for the budget. Gerry will review to ensure legal claims are accurately stated.

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**11. Unit XXXX Renovations—Ensuite Bathroom Renovation:**

PM has reviewed the information provided by the owner. All is in order.

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**12. -13. Information Only/For Board Information:**

No discussion.

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**14. Staff:**

Cleaner will be away from May 6 to 23. The Superintendent will take over the cleaning duties during this time.

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**15. Next Meeting – September 8, 2025 (Monday) at 11am**

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**16. Close of the Meeting at 12:24pm**

**OFF AGENDA** – EV Charging, third party advised to wait for next round of government grants before going any further. Correspondence will be forward to Daniel by Monica. Discussion of installation of EV charging stations. Contractor advised that best solution would be a group of owners 30 to share costs of initial infrastructure around 300K. More will be discussed in the future. There are several factors, an electrical upgrade would be required, owners would need to be engaged, whether owners want an EV parking stall, usage of electricity etc. Electricity can be billed back to owners. Discussion of whether there is sufficient interest from the owners. Further discussion and review required.