90 George St, Ottawa, Ontario

Ottawa-Carleton Standard Condominium Corporation No. 815

BOARD OF DIRECTORS MEETING
Tuesday, March 17, 2026, 11:30AM--
Redacted

Present:
Catherine Zongora – President
Peter Camp – Director
Luc Lapointe – Director

Regrets:
Michelle Joos – Director
Daniel Major – Treasurer

Invited Guests:
Monica Murad - Condo Manager - CMG
Gerry Bourdeau - Bourdeau & Company – Specialty Manager
Tanya Rowen - Bourdeau & Company - Minute Taker

1. Opening of Meeting
The meeting was called to order at 11:33am. Catherine advised she has votes from absent members regarding quotes.

2. Confirmation of Agenda
Motion to approve agenda as presented with addition of secretarial services
Approved

3. Approval of the Minutes
January 13, 2026, meeting minutes will be provided once they are available. Tanya advised that due to an unexpected transition of employment from CMG to Bourdeau & Company these minutes are at present on a CMG laptop. Tanya has spoken with the director of management services Eileen Boles who will forward the meetings upon her return to the office later this week.

4. Financials: January & February 2026 Financials and Investments
Monica advised that the operating fund deficit resulted from the final audit and commercial expenses that were not previously accounted for, despite Gerry's efforts to confirm these figures with commercial in the prior budgeting period. She is reviewing whether additional funds were transferred to the Reserve Fund (RF) to accrue interest rather than an additional appropriation, and whether this was properly considered. The Board noted that the operating fund deficit will need to be monitored closely throughout the year to achieve a reduction; while it is not expected to increase, the current balance remains significant. Following an inquiry regarding the revised opening balance and late commercial billings, Monica will seek clarification from the property accountant and report back to the Board. In addition, a detailed breakdown of the $480,000 in accrued payables and liabilities will be provided to the Board of Directors based on the financial statements. The financial statements were accepted.

5. **Status Certificate**

The most recent status certificate was issued February 16, 2026.

Gerry advised that the status of the slip and fall insurance claim is currently under investigation and that Christy Allen (DHA) has contacted the insurance lawyer. While no answers have been received to date, management is attempting to gather information to determine the status of the matter and whether it can be removed from the status certificate, as it is currently unclear how the file was resolved.

Regarding the Status Certificate on page nine, it was noted that the reported number of leased units is 18, which is significantly lower than in the past. As this information appears to be incorrect, Monica will verify the figures and advise the Board accordingly. It was clarified that this number is typically determined by identifying non-resident owners whose mailing addresses differ from the property address. At present, the front desk notifies the Condo Manager when owners provide formal notice of new rentals. Monica will review to confirm number of leased units.

6. **Ratification of Decisions:**
   - Unit XXXX: Draft letter from Bourdeau and Company in response to the latest letter from the owner of XXXX. Approved
   - Section 23—Notice of Litigation: OCSCC0815 vs. Perley Law -Approved

7. **Quotes:**
   - Backflow Preventers: as required by code, are to be inspected annually. Based on the information/quotes provided by Huntington. Mr. Rooter--$66,385.65 + $12,971.10. The details of what needs to be done are included. S&R provided lower quote by EMAIL--$21,322.49 + 7,169.62.
   - 90 George Catch Basin: This is located at the entrance of Peking Duck. AAR's proposal is included--$8,475. Cost is investigative, not repairs. The board approves.
   - Pool Tile Deep Cleaning & Change Room Tile Repairs: Marble Master--$5,424 + 904. The board approves.
   - Sump Pump Replacements: To replace 2 sump pumps, Aqua Drain--$14,266.82. The board approves.
   - PRV Replacements: This is to address the water temperature fluctuations at various units' fixtures. Kean Plumbing provides an explanation and their price at $23,794.98. Clarified that this work was prompted by owner expressing issues with water pressure at the AGM. Kean found upon investigation the PVR's need to be properly maintained. Some units have water temperature issues and water pressure issues. Monica will ensure a maintenance plan will be put in place. The board approves.
   - Water from P3 is making its way from P4 into storage locker belonging to unit 508. JP Gravel Construction--$10,396. The board approves.

Monica clarified that the only item that is from the operating fund is pool cleaning.

8. **Major Projects:**

Davit Arms

Gerry Bourdeau is working directly with AAR; they are to develop a CCDC contract and act as the consultant overseeing the contractor's work. It is thought that the tendering of this project is not possible as Innovative Access is the only vendor qualified to undertake this kind of work. This project is expected to start this spring. March 2026: Update from Gerry to come.

Unit file – XXXX

Management of the noise complaint regarding the unit XXXX continues to require significant oversight. Correspondence, vetted by AAR and DHA, was issued to the owner outlining the extensive steps taken to date to resolve their concerns. Data loggers have shown some improvement in the unit's acoustic environment. Investigations revealed a "whooshing" noise originating from a shaft located between the stairwell and the unit, caused by an opening in the concrete block wall. A mechanical engineer inspected the site and confirmed that this opening requires sealing.

While data loggers in the bathroom recorded a loud cyclic noise occurring every five to six hours, this specific sound was not detected in the mechanical room. Efforts to identify and resolve this issue remain ongoing. The Board inquired regarding the corporation's next steps, and Gerry advised that the mechanical engineer will provide a formal report with recommendations to be shared with the owner. Once these recommendations are implemented, the owner will be notified that the corporation has exhausted all reasonable measures. Should complaints persist, data loggers may be reinstalled to determine if further action is warranted by the Board.

Concerns were also raised regarding the owner's proposal to install spray foam in the ceiling for soundproofing. Both the architect and the mechanical engineer have advised that this presents a serious fire risk, as such an installation would require more substantial fire-stopping than is currently present in the unit. The owner has been formally notified of this risk in writing.

All communications with this owner have been forwarded to DHA and are available for the board to review. Gerry will respond to the owner and provide a draft letter for review.

Fire Safety Concerns

During a recent inspection of the 19th and 20th-floor mechanical rooms, it was identified that the fire caulking around mechanical equipment is incomplete. Additionally, there is a lack of appropriate fire-stopping between the drywall and the cement structures. A detailed report from JUXTA Architects highlighting these findings was shared during the meeting and will be formally provided to the Board of Directors.

Several openings were identified that require remediation; however, the cost of these repairs is not expected to be significant. Management met with LRI, who provided a proposal for a comprehensive fire safety evaluation at a cost of approximately $5,500. While efforts were made to obtain a secondary quote, the alternative fire safety company was unable to commit to an on-site review. The City of Ottawa is scheduled to conduct an inspection of the premises in the near future.

DHA Claim Review

The Board discussed the ongoing litigation involving a claim of $2.5 million. It was noted that such substantial claims are typically associated with comprehensive building repairs. During a recent examination by the defense, Gerry advised that there have been instances of water egress and potential masonry failure; however, it remains unconfirmed whether the $2.5 million figure accurately reflects the cost of a full building envelope replacement. At present, the Corporation does not have a formal plan to replace the envelope, and concerns were raised regarding the lack of a current engineering report supporting the necessity of such a replacement. Gerry noted that previous masonry and balcony work have been completed and will locate the relevant files to assist in assessing damages. The Board must evaluate the claim amount carefully, as it was based on an estimate from ten years ago. If there is no intent to replace the envelope, the Board may wish to consider a settlement.

Following a discussion on whether the Board previously considered a total envelope replacement, it was suggested that an engineer reassess the structure to determine current requirements. In response to inquiries regarding whether an engineering report would be discoverable in litigation, Gerry advised that DHA could meet with the engineer to discuss the matter.

A review of the EXP Reserve Fund Study (RFS) schedule indicates that approximately $215,000 is allocated for eaves, masonry, and balconies. The Board is considering engaging a building envelope expert to conduct an assessment in cooperation with the commercial component, noting that the commercial entity is not currently a party to the lawsuit. Gerry will solicit proposals from engineers not previously involved in the project for the Board's review.

Davit Arms Litigation

Gerry advised that Reliance has requested the addition of three third parties to the ongoing litigation: CMG, a "John Doe" manufacturer, and a "John Doe" property manager.

DHA (legal counsel) recommends consenting to this request, noting there is no legal basis to oppose the addition of these parties. Following a discussion, the Board agreed to provide instructions to DHA to grant consent, primarily to avoid the accrual of further legal costs. It was noted that CMG may require independent legal representation as a result of this development.

EV Infrastructure

Envari Core + TechSpecs, Flo App spec sheets are included. Katie Miller from Envari will provide a couple of dates for an onsite meeting with the Envari contractor and engineering team.

March 2026: Katie Miller to provide a revised quote.

9. **Grand Pizzeria and Bar Smell**

   Huntington Properties engaged Ainsworth to provide possible solutions to improve the air quality. Information has been included for Board review.

10. **Leaks on Shared Property**

    Initial onsite meeting with Justin Vienneau from AAR on Tuesday, October 22. The Board discussed the next steps to be taken. There are 2 areas reviewed; the first is located in front of Peking Duck and the second is on P3 water is making its way from P4 into storage locker belonging to unit 508.

11. **City of Ottawa--Forecourt**

    The City has started to charge for the lease of the forecourt. As this came about in between meetings. Board discussion is needed on how to proceed.

    March 2026: No update at this time.

12. **Electrical Fire—May 31, 2025**

    The Board discussed the preventative maintenance completed to date. Any areas where water could make its way into the electrical room has been addressed by Commercial. Gerry continues to work with Sedgewick (the insurer’s adjustor) to obtain their report on the findings and to find out the insurer’s decision on whether they will reimburse the Corporation on fees paid. Right now, we have not been given a straight answer.

    March 2026: The report still to come.

13. Thermography Inspection & Arc Flash Analysis/Installed Frame Single Line Diagram/H*ard Copy of Latest CSA Z462 Standard*

Ainsworth: Thermography--$3,950 + HST
Ainsworth: Arc Flash Analysis/Installed Frame Single Line Diagram/Hard Copy of Latest CSA Z462 Standard-$24,000 + 1,250 + 250 = $25,500 + HST.
Kroon: Thermography/Infrared/Ultrasonic Inspections--$10,800 + HST
Kroon: Arc Flash Analysis/Installed Frame Single Line Diagram/Hard Copy of Latest CSA Z462 Standard-$24,000 + 1,250 + 250 = $24,500 + HST. Kroon. Kroon offers an Option B, the cost $19,000 + HST if completed at the same time as the energized maintenance.
March 2026: Kroon will proceed.

14. Overhead Garage Door Rapid Closing Function

In the past, there has been unauthorized access to the garage. This is a relatively inexpensive installation at $750 + HST. This is for Board discussion and direction. Both Frank and Peter have been asked to provide an opinion on this recommendation.
March 2026: Correct Door to provide their recommendations.

15. Degradation of P3

Huntington has been asked for their opinion on proceeding with the concrete repairs and the application of a membrane. This is because the driveway would be a shared cost.
March 2026: Quotes to come.

16. For Board Consideration & Correspondence

Ottawa Condo Magazine is a recent release from CMG. This is being offered to all condominium residents. This e-magazine offers a "broader range of condominium focused content."

Monica advised the Board of Directors that the February and March issues of the management company's magazine are available for review to determine if they should be distributed to owners.
The Board discussed whether residents would find a monthly publication from the management company beneficial. It was suggested that a one-time message be sent to owners, providing an "opt-in" option for those interested in receiving it. A final decision will be made following the Board's review of the current issues.

17. Other Business:

Draft Budget
Monica advised that coordination with Huntington regarding the draft budget is underway. She will prepare the initial draft and provide it to Daniel for further review.

18. Next Meeting – May 19, 11:30AM

19. Close of the Meeting - Meeting adjourned at 1:19pm

Distribution:

President/Secretary – Catherine Zongora –	2 years ending end/2027 (owner occupied vote)
Treasurer – Daniel Major –	2 years ending end/2027
Director – Peter Camp -	2 years ending end/2026
Director – Luc Lapointe –	2 years ending end/2026
Director -- Michelle Joos –	2 years ending end/2027