
OCSCC 815
Board of Directors Meeting
May 19, 2026-Redacted

Present:

President – Catherine Zongora
Director – Peter Camp
Director – Luc Lapointe
Condo Manager – Monica Murad (CMG)
Minute Taker – Tanya Rowen (Bourdeau & Company)

Regrets:

Treasurer – Daniel Major
Director – Michelle Joos
Specialty Manager – Gerry Bourdeau (Bourdeau & Company)

1. Opening of the Meeting

Meeting was called to order at 11:33am

2. Confirmation of Agenda

Approved

3. Approval of the Minutes: (pgs. 5-12)

January 13, & March 17, 2026, are included for Board review and approval.
Approved

4. Financials: March & April 2026

The financial statements and investment reports for March and April 2026 were presented. It was noted that the budget is currently under review by Daniel Major (Treasurer) Major and Gerry Bourdeau. Consideration of the financial statements has been deferred pending completion of this review. Approval will be sought via email following their assessment. Monica Murad (Condo Manager) advised that budget distribution is ideally completed at least 30 days in advance, with a target issuance date of June 1, 2026. The current cost-of-living increase is approximately 2.3%.

5. Status Certificate

The most recent Status Certificate was issued on April 23, 2026.

It was noted that the number of rental units has increased from 18 to 38. This count was manually verified. Monica Murad (Condo Manager) will confirm the accuracy of the owner and occupant list with the Corporation's records. It was further noted that the superintendent (Frank) is responsible for collecting lease documentation.

6. Ratification of Decisions

- Ajeleian Allen Rubeli (AAR) proposal Building Condition Assessment for \$17,920 + HST = \$20,249.60.

- Draft response to unit owner's May 5, 2026, letter.

Ratified as presented

7. Proposals/Quotes

1. Commercial has submitted AAR proposal which combines Retention Basin and Foundation Wall Repairs Fee Proposal for Engineering Services R1 projects.

The consolidation reflects a revised project approach, including additional preparatory work related to membrane installation.

This change is intended to streamline project execution. The Board will receive further updates as the project progresses. All costs are anticipated to be funded through the reserve fund.

No decision at this time.

2. RPM's submission to Commercial on how to proceed with utility programs is included. Nick provides recommendations on how to proceed with a summary on why.

For boards information, sent April 13, 2026.

3. Garage door replacement: quote from Door Doctor--\$40,625 + HST = \$45,906.25; Al Parsons--\$41,000 + HST = \$46,330. Commercial contractor Tomlinson caused the damage, which they refuse to pay for the replacement. Corporation's insurer has been given Tomlinson's insurer's information. Commercial recommends insurers address this matter directly. Video showing the damage as it happened and both quotations have been sent to Corporation's insurer.

The Board discussed whether to proceed with repairs prior to the insurance determination. Given the extent of the damage, it was noted that proceeding with repairs may be prudent, with recovery sought through insurance.

Monica Murad (Condo Manager) will follow up with the insurer regarding timelines. Updated quotations, including fast-tracking costs, are required prior to a formal Board decision.

Tabled pending insurance update and revised quotations.

4. Window cleaning: quote from Cody--\$6,295 + HST = \$7,113.35 (roof anchor inspection has already been completed; Performance--\$6,159.79 + HST = \$6,950.56. Both quotes include treatment for spiders as well as an inspection of the spandrel panels. Approved – Performance Windows
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8. Special Projects

Gerry Bourdeau to submit a progress report on various projects. He will not be able to attend the meeting as he will be in mediation, elsewhere, for the day.

Catherine (President) will gather any questions from board and amalgamate to send to Gerry Bourdeau

9. Capital Projects

1. 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. May 2026: Envari has now teamed up with MetroEV. A revised quote is expected. Katie Miller from Envari did meet on site with MetroEV.

It was noted that implementation would require a by-law with 51% owner approval. Concerns were raised regarding feasibility due to high infrastructure costs and limited owner interest.

Monica Murad (Condo Manager) advised that participation could be structured as an opt-in model, with participating owners bearing associated costs.

10. City of Ottawa

The City of Ottawa has introduced a lease fee for the forecourt area, estimated at approximately \$44,000 annually. An update from the property manager is pending.

44k for the corporation, waiting for update from Nick (Huntington)

11. Electrical Fire

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. May 2026: Insurer has been asked to provide a written letter on why the report will not be shared.

12. Budget 2026-2027

The draft has been included, along with an overall summary from Monica. The draft was sent ahead of time to the Treasurer. The draft budget proposes an increase 1.7%.

Further review is pending input from Gerry Bourdeau and Daniel Major (Treasurer) Major

13. Insurance June 3, 2026 to June 3, 2027

Broker/Insurer has been reminded to provide their price for the upcoming term. With the fire claim May 2025, there could be a significant increase. The draft budget anticipates an increase of 20%.

14. For Board Consideration & Correspondence

Unit XXXX: has submitted their payment plan to address the arrears. In total the owner is approximately 5 months in arrears.

The payment plan is as follows:

- On or before May 7, 2026: Payment of \$4,753.03 (current outstanding amount), plus an additional \$2,500 toward arrears.
- For the subsequent five (5) months: Payment of the regular monthly condominium fees, plus an additional \$2,500 per month to further reduce and eliminate the remaining balance.

A payment on or before May 7, did not happen due to a delayed response. Assuming the Board approves the payment plan, the Board could provide instructions that a payment of \$4,753.03 be immediately paid, beginning with the June 1, 2026, condominium fee to pay monthly, the condominium fee + and additional \$2,500.

Although the initial payment deadline was missed, it was noted that acceptance of reasonable payment plans is generally advisable.

Approved. The Board approved the payment plan, subject to issuance of a lien in the event of default.

15. Other Business

Monica Murad (Condo Manager) advised of ongoing concerns with the City of Ottawa regarding bulk waste placement requirements. The Corporation opposes the proposed approach due to aesthetic and logistical concerns, including access limitations for waste collection vehicles. Supporting documentation will be provided to the City of Ottawa.

16. Next Meeting

Next meeting September 15th, 2026, 11:30am

17. Close of the Meeting

Meeting adjourned at 12:21 pm

Distribution:

President/Secretary – Catherine Zongora – 2 years ending end/2027
(owner occupied vote)

Treasurer – Daniel Major (Treasurer) 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