MINUTES

BOARD OF DIRECTORS MEETING

24 SEPT 2019

Present: Dominic Manzo, Jeffrey Porter, Wayne Forbes, Andree Beaupre, Leslie Robinson, Kris van der Starren, Jean Claude Celestin, Colleen McRae (CIPM)

CALL TO ORDER

Dominic called the meeting to order at 1905. Moved by Andree, seconded by Kris the agenda be approved. Carried.

APPROVAL OF MINUTES

The minutes of the BOD meeting held 27 Aug 2019 were reviewed. Moved by Jeff, seconded by Kris, the minute be approved. Carried.

The Secretary noted that the Management Report section of the Minutes was in fact a duplication of the Action List. Kris will review this issue to determine a method of reducing the duplicate efforts.

FINANCIAL

The Treasurer noted there were many outstanding questions regarding the Financial Report content and format. The areas in question are outstanding arrears, monies owed the Corporation, currency of investment information, and cost of F/Y 2018/2019 Audit. She will discuss with Laura, (CIPM Financial) to develop a report that is more applicable and user friendly.

MANAGEMENT REPORT

The following are the open items, and status, from the Action List as compiled by CIPM;

Item 5 – unit 39 occupancy questions. On-going, currently at legal.

Item 14 – painting of front entries and porticos. This item cannot be completed this year, weather limitations, and will be pushed next spring.

Item 34 – fence repairs. Quote received from OMS deemed very expensive. Colleen will contact another contractor (Levett) for estimate and Board will consider other options.

Item 94 – line painting. Colleen to check if Western Signs was paid and if all required work was completed.

Item 102 – Manotic work completed. Tree located close to foundation of unit 47 to be assessed.

Item 110 – water shut-off valve locate and repair if required. Work scheduled for first week of October. Board to consider pushing this item to spring next year.

Item 112 – unit 70 attic repairs. This work is tied to Siding Project and will require coordination if this unit is re-sided this year.

Item 115 - unit 85 roof issues. Our insurance has indicated that any roof repairs are not part of the current claim for unit damages and that ice-damming is not an insurable event. OMS sub-contracted an inspection of the roof/attic and report received. Wayne noted that this issue has been on-going for some time. The owner is insisting on roof replacement. Colleen recommended a professional company to conduct a new assessment and Wayne agreed that this is necessary prior to consideration of any repair action. On-going.

Item 116 – unit 63 mould in attic. No report/recommendations have been received from the two companies that originally inspected this unit. The plan was to wrap any required repairs to the siding project if possible. This may not be achievable and the attic still needs to be assessed. Recommended that Keller be tasked to inspect this unit. On-going.

Item 124 – the attic insulation upgrade requires coordination as $25K has been allocated in Reserve Fund for this F/Y. It was suggested units 63, 70 and 85 be considered priorities if findings indicate upgraded insulation is required in these units. Work decision to be made next BOD meeting.

Item 126 – leased parking list. Colleen indicated that 9 spots still require verification.

Item 132 – siding project. Work in progress. Dom, Kris and Jeff are overseeing this project. The scope of required abatement is increasing and more damage to underlying walls is being encountered. This suggests that from both a financial and schedule perspective all the work scheduled for this F/Y may not be accomplished. Moved by Kris, seconded by Jean Claude, to continue with extra work on units 45, 34, 32 and 36 but eliminating unit 29. Carried.

Item 133- unit 83 lien. Wayne asked Colleen to confirm date of registration of lien and details of settlement of lien.

Item 134 – basement leak unit 11. Ottawa Structural cannot complete this repair in a timely fashion. Board decision is to have Levett (who had also quoted on work) complete repairs. The issue of financial responsibility for required internal repairs must be determined and the issues with yard grading need to be addressed.

Item 142 – front step repairs. Work on Phase 1 in progress and Board is inspecting work as units are completed. On-going.

Item 144 – snow contract. Two bids received and are approximately twice the cost of last year's contract. Expecting another quote next week. Elizabeth Manzo, a former Director, has volunteered to assist the Board with this item.

Item 150 – Director training. Collen to ensure that CIPM has made arrangements with CAO for this training.

Item 158 – draft Minutes for 2019 AGM required to confirm election results and Director terms.

Item 159 – still require Keller report on trial step (precast units) installation for costing purposes and technical recommendations.

Item 160 –electronic records. Kris is researching this item to determine the way ahead so as to improve corporation efficiency.

ADJOURNMENT

The meeting was adjourned at 2205. Next BOD meeting Tuesday 29 Oct 2019 at 1900.

Wayne Forbes

Secretary CCC22