

Minutes of Board of Directors Meeting OCSCC 1004  
November 30, 2020 4:30 PM

**Present:**

Donna Reid (President)  
Alan Shayanpour (Vice President)  
Ciaran Fitzpatrick (Treasurer)  
Joyce Silver (Secretary)  
Ann Cotter (Director)  
Barbara Ravanelli (Property Manager, CI Property Management)

**Regrets:**

**Attachments:** Property Management Report OCSCC 1004 for period October 28, 2020 to November 30, 2020

**1. Welcome and Announcement of Quorum**

The meeting was called to order at 4:31 p.m.

**2. Approval of Agenda**

B. Ravanelli motioned to approve the agenda, D. Reid approved as provided.

**3. Approval of Board Minutes from previous meeting**

A. Shayanpour motioned for the minutes of October 28, 2020 to be approved as submitted. C. Fitzpatrick seconded the motion. Motion carried.

**4. Manager's Report**

**ITEMS FOR APPROVAL/BOARD DIRECTION**

CAO training course and Bylaw Updates

D. Reid took the 'Beyond the Basics' course from the Condominium Association of Ontario. Discussed current issues in the industry, including: insurance deductible bylaw, virtual AGM meetings/electronic voting bylaw by May 2021, and ensuring Board reviews of the status certificate. B. Ravanelli advised to bring the electronic voting bylaw to the next AGM. B. Ravanelli advised we have an insurance deductible bylaw and would confirm it is satisfactory.

**Actions:** B. Ravanelli to provide resources towards developing an electronic voting bylaw. Board agreed to bring that bylaw for vote at the next AGM. B. Ravanelli to confirm the insurance deductible bylaw.

Request for Records: Non-Owner

D. Reid noted there was a recent request for Board meeting minutes from a lawyer of prospective purchasers. It was noted that Board meeting minutes are only allowed to be shared, as per the Condominium Act, with owners, mortgagees and purchasers, so the request was declined.

## **Items Completed/Ongoing**

### Reserve Fund Study

B. Ravanelli confirmed she is preparing to release the Reserve Fund Study to owners this week. Discussion ensued about the shared expenses within the RFS.

**Actions:** B. Ravanelli to ask Keller Engineering to identify the RF costs for the shared facilities. C. Fitzpatrick to discuss with Taggart at an upcoming Shared Expenses committee meeting.

### Invoice and Accountability for HVAC Work

B. Ravanelli confirmed the invoices for the work would soon be available on CondoWorks.

D. Reid stated that information has been shared with Simon Taggart about the as-built HVAC. In response, S. Taggart was to contact S&R Mechanical, who was involved in the installation, to gather more information.

The Board voiced again that there are multiple parties with some responsibility for the situation, including CIPM and Baxtec, and discussed expectations.

B. Ravanelli suggested she would speak with D. Fried about the situation.

**Actions:** The Board agreed to pay the two invoices for the pot feeder work and the system flush. B. Ravanelli to discuss the other invoice with D. Fried.

D. Reid will continue to be the point of contact with S. Taggart regarding the as-built system.

### Floor Cleaning

B. Ravanelli communicated that carpet cleaning will be completed in the second week of December and that a notice will be sent to owners. D. Reid inquired whether a quote has been received for the floor buffing in the P1 and P2 elevator areas. B. Ravanelli advised that she is still awaiting a quote. She also asked for a quote from OMS to place tile at the elevator landings on each floor.

**Actions:** B. Ravanelli to send notice regarding carpet cleaning to residents, and to follow up on floor buffing quote and tile quote.

### Year End Audit

B. Ravanelli noted that documents have been sent to OCSCC 1004's auditor to commence the audit, and that an audit usually takes 45 days. This means next AGM will likely be able to happen in February 2021.

### Welcome Package Status

A. Cotter noted that a draft of the new welcome package is completed and it is ready to be shared with the Board for feedback.

**Actions:** Board members are to provide feedback to A. Cotter and D. Reid by the end of the week. B. Ravanelli offered to share the document with owners (and encourage them to share it with any renters) once finalized.

#### TSSA Elevator Invoices

B. Ravanelli noted that the TSSA invoices are not excluded or noted in the contract with Otis, so a chargeback will be sent to Otis.

#### TD Bank Account

B. Ravanelli advised that OCSCC 1004's TD bank account is now closed and all accounts are now with RBC.

#### Missing Packages in Mailroom

B. Ravanelli mentioned that some residents have advised that packages have gone missing from both the mailroom and at unit doors.

**Actions:** A. Cotter will add this suggestion to the welcome package for new owners suggesting they set preference for a signature for packages or have them delivered to the local post office.

#### Mandatory Mask Signage

D. Reid asked B. Ravanelli for new Ottawa Public Health sign on mandatory mask wearing in the building, noting that the sign on the front door had gone missing. B. Ravanelli advised that signs on thicker card stock can be ordered for \$10/per sign and suggested that the Board order 4 and post 1 on the front door and 1 the entrance on P1, and have 2 extras for replacement. The Board agreed.

**Actions:** B. Ravanelli to deliver 4 signs next week.

#### Option for Ten Year Contract with Otis

B. Ravanelli shared that Otis has offered a 10 year contract for the elevator and suggested that a consultant be hired to review the contract and provide suggestions. C. Fitzpatrick asked whether the Board should explore other service providers. B. Ravanelli communicated that Otis is the manufacturer of our elevators and there are proprietary parts. C. Fitzpatrick and D. Reid suggested to use the current contract, as it was previously provided by Rooney Irving and Associates.

**Actions:** B. Ravanelli to reach out to Rooney Irving and Associates to get advice on a contract term and whether any changes would be needed to the current contract.

#### Option for Elevator Cab Air Purifier

B. Ravanelli communicated Otis is offering an elevator cab air purifier to protect against viruses for \$11,000. The Board decided not to proceed.

#### Security Monitoring - Active Watch

B. Ravanelli confirmed that the contract for Active Watch was signed covering two cameras for six months (December 2020 - April 2021) and that the installation is happening in a matter of days (to be effective Dec 1).

#### Building Automation Contract

D. Reid enquired about progress on renewal with HTS.

**Actions:** B. Ravanelli will move forward with the renewal this week.

#### Gifford Quote for Insurance for 2021/22

B. Ravanelli conveyed she has not received quote from Gifford.

**Actions:** B. Ravanelli will reach out this week and forward the quote to the Board once it is received.

### **5. Ratification of decisions made between meetings**

Not discussed.

### **6. Monthly Financial Report**

D. Reid stated that receivables are currently very high. B. Ravanelli noted that this is the result of outstanding expenses from Tamarack. D. Reid also noted that a hydro bill is outstanding and requested that it gets paid.

### **7. Other Business**

Nil.

### **8. Status Certificate Review**

Reviewed. No updates at this time.

### **9. Notice of Next Meeting and Adjournment**

The Board did not set a date and time for the next meeting.

Minutes taken by:

Joyce Silver