

# Ottawa-Carleton Standard Condominium Corporation No. 725

## Minutes

### Board of Directors Meeting

24 April 2019

#### Present:

Doug Wigney	President and Co-treasurer
Ross Allan	Co-treasurer
Margaret VanDongen	Secretary
Tranna Homenick	Director at Large
Yvette Theriault	Director at Large (By Conference Call)
Dan Fried	Acting Property Manager (APM)
Linda Charette	New Property Manager (effective 1 May 2019)

1. The meeting was called to order at 6 p.m.
2. The APM introduced Linda Charette who will take over as Property Manager on 1 May 2019.

#### **3. Motion to Approve the Agenda and the Minutes from the meeting of 19 March 2019**

Several additions were made to "Other Business" in the Agenda and it was presented for approval.

#### **Moved/seconded/approved**

The minutes from the meeting of 19 March were presented for approval.

#### **Moved/seconded/approved**

#### **4. Financial Update**

The APM reported that the audit of last year's budget will begin during the latter half of May. Any item that is not within 15% of the budget will be explained for owners at the AGM. No other comments were raised on the end of year budget.

#### **5. Status Certificate Review**

The Board noted the revised status certificate which was included with the meeting documents.

#### **6. Management Report**

The APM went over his brief Management Report. Items of note: Elevator 3 repairs are complete; calking around the building is complete; Bell Fiber install dates

are confirmed; roof top terrace will be made ready for the season over the next two weeks; and our insurance policy has been renewed with the same company as no other quotes were received although more were requested.

## **7. Other Business**

- a) An owner has requested permission to leave their kayak in the parking garage. The request was denied.
- b) **Valve preventive maintenance and definition of common elements.** . . . There was general discussion on the ownership and maintenance of shut off valves in the units. A previous Board obtained a legal opinion on the ownership of valves and it was agreed that this letter should be resent to owners. The Pm also agreed to review if the wiring closet is a common element.
- c) **Decision on Garage Assessment.** The decision to contact with Capacity that had been taken by e-mail was confirmed.

### **Moved/seconded/approved**

- d) **Decision on Windows Assessment.** The President continues to work on the master list of all window replacements. More information is required from the contractor that has been doing the window replacements. The APM agreed to contact them for this information. He also agreed to contact the Architect to see if there are better as-built drawings for our building. Once this information is received, the Board will proceed to put out an RFP for the windows assessment.
- e) **Hours for the Superintendent and the Cleaner.** It has been suggested that the superintendent should work full time and the cleaner only part-time. The Board asked for a copy of the job descriptions for both positions and will review our needs at the next meeting.
- f) **Landscaping Contract.** The Board has received 3 estimates for this work. While the estimate from the current contractor is more than that from the previous one, the current contractor does a more comprehensive job that includes tasks that were separately contracted in the past. The board suggested that the inclusion of mulch be removed from the contract. With this change the contract was presented for approval.

### **Moved/seconded/approved**

- g) **Corporation Archives.** CI has agreed to digitize our archival information. However, the material should be reviewed first for duplication, relevance, etc. The Secretary and the President undertook to perform this task. The PM will advise us of how many boxes there are so that we can find a storage space for them in the building while we are reviewing the material.

- h) **Ongoing HVAC Issue.** The President agreed to review all the correspondence on this issue and report back to the Board.
- i) **Budget meeting with Owners.** The President reported that the budget and RFS information meeting with owners went well. Several questions were raised and the Secretary undertook to prepare a formal compilation of the answers and information that has been provided so that this can be given to owners.
- j) **Status of Rules Changes.** The Secretary will finalize the three documents that will be sent to owners: the current rules, the revised rules, and the document that tracks the changes. It was agreed that the meeting with owners would be scheduled for 22 May.

#### **8. Next Meeting.**

The next meeting is tentatively scheduled for 28 May.

#### **9. Adjournment**

The meeting adjourned at 7:50 pm.