

Ottawa-Carleton Standard Condominium Corporation No. 725

Minutes Board of Directors Meeting 10 January 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)
Michael Barnett	Property Manager

1. The meeting was called to order at 6:00 p.m.
2. **Motion to Approve the Agenda and the Minutes from the meeting of 17 December 2018.**
Moved/seconded/approved

3. Financial Update

The PM reported that payment to Social Committee members for expenses related to the Christmas party have been slow due to the change in procedures for initiating payments. The process for requesting payment will be better explained in the future and hopefully this will not occur again.

As of the end of November, the operational budget is in a deficit position of minus \$35,931. The President has noted several discrepancies in the budget which may affect this number by several thousand dollars. He continues to work with the accounting staff in CI to ensure accurate figures as we move forward.

The Property manager reported that he has submitted the appropriate forms to Hydro Ottawa to request a rebate on our fees for the past two years. The request has been approved but we have not yet been advised of the amount of the rebate. In the future, we will receive the rebate on a monthly basis.

Signature forms were distributed to all Board members.

4. Status Certificate Review

The changes noted at the last meeting will be reflected in the next Status Certificate that is issued. It will reflect that, rather than a budget surplus, we will likely be in a deficit situation.

5. Management Report

The PM has met with the Snow Removal contractor to discuss the issues of timeliness and amount and type of ice melter/salt. Based on these discussions, he expects that they will improve their service.

The TSSA has instructed us to scrape and paint the pit under the elevator in the West wing. This will cost about \$2,000. The PM plans to wait until the water is out of the pit so that it can be inspected. We will also need to fix the sump pump that services the pit. TSSA will have to inspect and certify that the work has been done to their specifications.

6. Other Business

- a) Reserve Fund Study (RFS). The RFS was presented for approval. An amount of \$20,000 has been added to each of the next three years for window replacements. The final projections of costs will result in a 2.5% increase to the Reserve Fund portion of the Condo fees. CI will prepare for issuing Form 15 and a copy of the RFS to owners.

Moved/seconded/approved

- b) **Rules.** The Rules committee met in late December to finalize the proposed changes to the Rules. A change document will be sent to all owners in the near future. One issue was discussed – renting of parking spaces. As the Declaration states that parking spaces cannot be rented to non-owners, the proposed Rule change cannot be made at this time.
- c) **Bell Fibre Install.** A Bell representative has inspected several units. Once Bell has assessed the costs and logistics of the project they will propose an install date. If the install goes ahead, they will need access to all units.
- d) **Proposed Projects for 2018/19 in the last budget.** Several projects listed in the preparations for 2018/19. The Board reviewed these to determine if further action is required.

Plumbing - Infrared testing of pipes. The Board discussed the issues around the flood and what can be done to mitigate future problems. The PM stated that infrared testing of the pipes is not feasible in terms of value added or projected costs – approximately \$40,000. One suggestion was to ensure that several people in the building can get access to the main water shut-off valve so that immediate action can be taken while waiting for emergency staff. The

PM will explore other possible mitigating options. The Board will discuss suggestions with the Security Committee to get their input prior to implementing new procedures.

HVAC Plant Assessment. As there have not been any major expenses on the HVAC system this year the PM suggests that no inspection is necessary at this time.

Security Items. (Key pads on locker rooms and changing the code for the garage door). The PM stated that the first item is expensive and that the second has not caused any issues. The Board decided that neither item requires action at this time.

Preventive Maintenance Follow-up. The Board agreed that it would conduct a follow-up to the preventive maintenance inspections later this year. A review of the documents from the last inspection will be a first planning step. A strategy will be developed at a later meeting.

Pump Room. The PM reported that a lot of this work (wrapping pipes) has been completed.

- e) **Preliminary Budget for 2019/20.** The PM will prepare a first draft of a budget and it will be discussed at the next Board meeting.

7. Adjournment

The meeting adjourned at 8:15 p.m.

8. Next Meeting

The next meeting is scheduled for 13 February at 6 p.m.