

Ottawa-Carleton Standard Condominium Corporation No. 725

Minutes

Board of Directors Meeting

19 March 2019

Present:

Doug Wigney	President and Co-treasurer
Margaret VanDongen	Secretary (By Conference Call)
Tranna Homenick	Director at Large
Yvette Theriault	Director at Large (By Conference Call)
Michael Barnett	Property Manager (PM)
Dan Fried	Capital Integral Property Management (CI) Representative

Absent:

Ross Allan	Co-treasurer
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1. The meeting was called to order at 6 p.m.

2. Motion to Approve the Agenda and the Minutes from the meeting of 13 February 2019.

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

Moved/seconded/approved

The minutes from 13 February were presented for approval.

Moved/seconded/approved

3. Financial Update

The rebate from Ottawa Hydro has been confirmed in the amount of approximately \$48,000. The amount will be dealt with by Hydro as a credit on the next few months of usage.

One owner was in arrears on their fees but this has been paid.

4. Status Certificate Review

The revised Status Certificate was presented indicating that there will be a deficit in this year's budget. As has been noted in previous minutes, this was a budgeted deficit.

5. Management Report

The PM reported that the parts have arrived for a repair to elevator 3. No install date has yet been set.

Insurance: The PM reported that insurance rates are generally on the rise and he does not expect that we will do better than the quotes we have received. Aviva will expect an answer from us by the end of the next week.

6. Other Business

- a) **Budget Information Meeting.** The 2nd, 3rd or 10th of April were selected as possible dates for the meeting. The Secretary will confirm with the Keller representative on the best date and then the invitation will be issued to owners.
- b) **Ratification of budget release to owners.** The Board ratified this decision that had been taken by electronic mail.
- c) **Ratification of next round of window replacements.** The Board ratified the expense that had been approved by electronic mail. The Board also discussed the records that exist to itemize the windows that have been replaced. One Board member has a list that was created by a previous Board and the PM also has a record of some replacements. The President will review the records that are available and the Board will discuss next steps at a later meeting. These records will likely be needed by the firm that undertakes the windows evaluation project.
- d) **Landscaping.** The PM has received a proposal from the company that did the landscaping last year. The Board asked for quotes from at least two other companies so that the potential cost can be compared.
- e) **Status of potential rules changes.** The Secretary will send the document describing all the proposed rules changes to the Board so that these can be approved prior to holding an owners meeting. Such a meeting will likely be scheduled for early May.
- f) **Contract for window evaluation.** It was agreed that the PM would issue an RFP to 3 or 4 firms asking for a quote on this work. It was agreed that this evaluation would be done at a time when windows are being replaced so that the firm can see the type of issues that exist.
- g) **Contract for garage evaluation (ramp and membrane).** The PM will issue an RFP to 2 or 3 firms so that the Board can compare quotes. Also, the garage cleaning has been scheduled for 17/18 June. The Board felt that this was late in the year for this work and asked that an earlier date be arranged for next year.

- h) Canada Post's request for an additional parcel locker.** The Board felt that the presence of two parcel locker would detract from the aesthetics of the front lobby. Unless complaints are received from residents, a second locker will not be installed.
- i) Requests for Board minutes.** As at least one owner regularly requests a copy of Board minutes, it was recommended that the minutes be put on the CI owner site after they are approved.

Moved/seconded/approved.

- j) Outstanding issues with Apollo.** One Board member suggested that the Corporation request a rebate from Apollo for services that were not completely fulfilled by the property manager. As there is no documentation to support this contention, there was no support from other Board members to engage the expense of a lawyer to pursue this issue.
- k) Hard Drive purchased by previous Board.** This hard drive is still in the possession of a previous Board member. As there is no use for it by the Board or CI, it was suggested that it be offered to the Social Committee to store pictures from events they plan and host.
- l) Departure of Property Manager.** Owners and the Board had been advised earlier this week that Michael Barnett would be leaving CI. The Board thanked Michael for his service and wished him well in his next job. Dan Fried will be the interim PM until a replacement is found.

7. Adjournment

The meeting adjourned at 7:45 pm.

8. Next Meeting.

The next meeting is scheduled for 24 April at 6 pm.