

Ottawa Carleton Condominium Corporation 423
BOD Meeting Minutes
March 11, 2018 Suite 406

In attendance: President: Bruce Miller (PH6)
Vice President: Kathy Stiles (406)
Vice President: Philip Stone (210)
Secretary: Patricia Skinner (409)
Treasurer: Catherine Duff (305) (via telephone)
Property Manager (CMS) Danielle Charland

Regrets: None

1. Call to order: 6:05 pm

2. Approval/additions to the Agenda:

The agenda provided by the Property Manager was approved.

The BOD's approach for the completion of the Periodic Information Certificate policy was approved. Proposed by Philip and seconded by Patricia.

3. Approval of minutes:

The Minutes for February 2019 were approved. Proposed by Philip and seconded by Kathy.

4. Financial Report:

Item	Notes	Status
Financial report	<p>The Property Manager went through the budget on a line by line basis, identifying specific expenses associated with each line. As noted in February, the overall budget is projected to show a deficit at the end of the fiscal year due to the number of one-time-only expenses incurred this fiscal year. The funds available from the last fiscal year are sufficient to cover the anticipated deficit.</p> <p>The PM also presented Draft #2 of the proposed budget for 2019-2020.</p> <p><i>The budget discussion centred on the amount of the anticipated deficit. The PM believes it will be approx. \$25,000.00, while Catherine believes it should be much lower than reported if the deficit is \$25,000. Bruce reminded the BOD of the significant number of expenses in the past year with \$14,000.00 of the anticipated \$25,000.00 deficit due to non-recurring maintenance and repairs (totalling approximately \$40,000.00). The PM has been asked to push additional non-essential maintenance into the next fiscal year.</i></p> <p><i>At the end of the fiscal year we should have a balance of approx.</i></p>	

	<p><i>\$12,000.00 in the operating fund with a deficit of \$23,000.00, whereas we ended the last budget year with about \$36,000.00.</i></p> <p><i>The BOD has been sent three options:</i></p> <ul style="list-style-type: none"> - <i>Move \$10,000.00 from the Reserve Fund to partially off-set the deficit</i> - <i>Increase condo fees</i> - <i>Reduce planned maintenance</i> <p><i>Unavoidable cost increases in the next fiscal include the new management company's fees and the elevator maintenance fee that will begin in November.</i></p> <p><i>The discussion on the increase in the condo fees, and whether or not to reduce the Reserve Fund by \$10,000.00 will continue by email.</i></p>	
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5. Management Report:

Item	Notes	Status
Management report	<p>The Manager's report was received and is attached to the monthly minutes for the Board. Note: some items from the Manager's report are listed below.</p> <p><i>BOD questions –</i></p> <ul style="list-style-type: none"> - <i>Brick and balcony quotes: PM confirmed the amount in the RF is from Keller, and two other quotes were received for the balcony work</i> - <i>Parking and locker numbers: No accurate list exists. The PM has asked owners to confirm their numbers but some information is still missing.</i> - <i>Water readings: Are supposed to be available on the City website by February 25.</i> - <i>Unit 311: The owner is moving out, and renting to a single family.</i> - <i>Roof Project: The PM confirmed it's complete but for recharging the AC.</i> 	Report was accepted

6. Items in progress or newly added

Item	Notes	Status
8-08 E-cars and the new act	<p>July 25: Due to the changes proposed by the new Ontario government this project is currently on hold. No formal request has come from the owner who initially expressed interest in applying for a charger station.</p> <p>October 23: Query received from owner re status of this initiative. Note the owner has still not sent a formal request. He was informed some months ago to make a formal request.</p> <p>November 19: An update on the issue was sent to the Board on November 2, but the project remains on hold.</p> <p>January 8: The BOD is reviewing a solution for the owner who expressed interest in charging an e-vehicle. Further information is being sought to clarify the potential hydro cost.</p> <p>February 15: An agreement has been drawn up detailing the obligations for CCC423 and the owner who wishes to charge an e-vehicle in his parking space. The document will be shared with the owner for signature. The owner will be charged a fee for the provision of the service, which may be revisited as the amount of electricity used becomes clearer.</p>	

Item	Notes	Status
	<p>March 11: The agreement was signed on February 20. <i>The BOD agreed that billing will begin on March 1. The meter will be monitored monthly, and reset at the beginning of each month.</i></p>	Closed
8-10 Elevator Project	<p>July 25: Managers report: in spite of 2-3 days delays the next weeks (beginning of August) will be critical in terms of timelines. Danielle expects to send a report the beginning of August, based on reports she will have from the contractors. To date there have been some difficulties in getting reports from the contractors to the PM's satisfaction.</p> <p>There have been a number of issues (eg. a broken pipe) that posed challenges for both the contractors and the Property Manager. This also has caused extra time above normal hours for the PM.</p> <p>The preparation for work on the 969 side is starting with allocation of storage space etc.</p> <p>September 18: The 959 elevator was completed one week behind schedule. The contractors expect the lost time will be made up and the completion of the 969 elevator will be completed within the contracted timeline. It was also noted that protective shields were to be added to the elevator door frames on each floor. PM to follow up.</p> <p>Action: Danielle to monitor and follow up on the shields for the door frames</p> <p>October 23: Elevator on 969 side progressing on schedule. PM is waiting for more end-of-project reports from contractors.</p> <p>November 19: The elevators on the 969 side are back in service. A subsequent adjustment was made to correct a noise problem. The PM challenged the amount being charged for the final inspection, and was able to get the cost reversed.</p> <p>January 8: The Technical Standards and Safety Authority (TSSA) will complete a final inspection shortly, after which the project will be considered completed</p> <p>February 15: The final inspection was done, and the few defects identified have been resolved. The final work to replace a slide door safety retainer will be done by the contractor on March 9. This will require a ½ day shut-down of each elevator. Owners will be notified in advance.</p> <p>March 11: All work was completed as planned.</p>	Complete
8-12 Southeast garage wall repair from water infiltration	<p>September 18: Repairs have been applied, an additional area needs to be remediated.</p> <p>October 23: still in progress. There is still some leakage onto the ramp. To ascertain where it is coming from. Danielle to meet with the company that did the repair this week.</p> <p>Action: Danielle to follow up</p> <p>November 19: No update</p> <p>January 8: The inspection and work required to stop the leakage will resume in the spring</p>	In Progress
8-13 Roof Project	<p>June 19: Report from manager re inspection: The roof repairs done last fall have not stopped the leaks into PH1. It is the opinion of the engineers that the roof needs replacing this year.</p> <p>The BOD agreed to accept bids for the roof and garage repairs that are needed. These are all part of the Reserve Fund.</p> <p>The expectation of time is around 2 months for the entire roof.</p> <p>July 11: management report re roof repair process – see July 11</p>	Decision

Item	Notes	Status
	<p>minutes of special meeting.</p> <p>Following some discussion, the following decisions were made:</p> <ol style="list-style-type: none"> 1) That CCC423 accept the bid recommended by CMS and award the contract to Baird Roofing to repair the roof and the section of podium deck requested in the RFP. This to be done in early fall, weather permitting. Proposed by Philip and seconded by Bill. Passed unanimously. 2) That CCC423 accept the bid recommended by CMS and award the contract to CanDo Construction for replacement of the skylights (6 large and one small). Proposed by Kathy and seconded by Bill. Passed unanimously. 3) That CCC423 accept the bid recommended by CMS and award the contract to Ercan for removal and replacement of the penthouse HVACs. This to be done at the same time as repair of the roof. The companies will coordinate. Proposed by Bill and second by Philip. Passed unanimously. <p>Action: Danielle will prepare the contracts for the BOD to sign including our specific requirements. She will prepare a tentative schedule of the work for notification of BOD and owners.</p> <p>October 23: The PM reported on the status of work. It is on time, though the company has requested to work on weekends if weather is conducive as winter is approaching. The BOD agreed</p> <p>Action: PM will notify owners of possible weekend work/noise and times for cranes to be in place on Ottawa Rd.</p> <p>November 19: The PM reports the roofing project is about 80% complete. Once the section of the roof above PH3 is complete, the area will be tented briefly to allow copper piping to be reconnected to a heat-pump.</p> <p>January 8: Due to winter weather, the final inspection will be done in the spring. Reconnecting the AC to some of the PH units will also be done once the weather improves.</p> <p>February 15: The PM reported that the additional costs for the roof project included the work needed to rebuild the chimney boxes that disintegrated when the roofers tried to apply membrane around them (they were originally made of drywall). In addition, the exhaust hoods needed to be recoated as they were in poor repair and depending on the direction of driving rain water was coming into PH2 from one of them. It's hoped that having the work done now will prevent future damage to units. The chimney boxes and exhaust hoods were not included in the original plan because these items are not normally part of roof repair and the issues weren't apparent until the work began. The PM stated that the problems had to be repaired before the roofers could complete the membrane repair, so she gave them the go ahead to get the work done, saving time and money. The funds to pay for the work will come from the reserve fund.</p> <p>March 11: All work is complete except for re-charging and re-starting the AC units, which will be done as soon as the weather allows.</p>	<p>Decisions</p> <p>In progress</p>
<p>8-17 Condo documents review/updating</p>	<p>June 19: Upon an initial review of the Handbook and the list of owners (including parking spaces) Danielle noted much missing data (owners list and information that is required by the Condo Act). She will continue eliciting this information while some members of the BOD will start reviewing the Handbook, rules and explanations.</p> <p>July 25: Philip Stone has begun the process of revising the Handbook. It was noted by the PM that there is too much repetition and lack of clarity. This review and revision of the Handbook will continue for some time.</p>	

Item	Notes	Status
	<p>October 23: Philip has done a good draft version. BOD to read this over again for decision to go ahead with translation. BOD and PM have been very busy with other major projects this summer but will have more time in the winter.</p> <p>Action: Danielle and members of the Board to work on this over the next few months.</p> <p>November 19: Updates to the Handbook are close to being completed. A separate annex listing the rules will be included. Once finalised it will be sent out for translation.</p> <p>January 8: Work is ongoing.</p> <p><i>March 11: Suggestion was made to change the end time for moves to 4:00 from 6:00pm to limit the impact on other owners, and reduce overtime charges from janitorial staff.</i></p>	In progress
8-20 Building Fire Safety plan.	<p>September 18: The PM brought up the topic of the currency of the Building Fire Safety plan. She and BOD members will find the current plans so that they can be updated.</p> <p>October 23: This issue to be resolved asap. Everyone agreed that a new plan is necessary with updated list of persons needing assistance, and owners notified to give notice to the PM of extended absence for the same report.</p> <p>Action: Danielle and BOD</p> <p>November 19: A Board member found earlier records which will assist in updating the fire safety plan. Discussions have continued via email on chimney cleaning and inspection.</p> <p>January 8: The PM met with the Fire Department at the building, and subsequently the Fire Safety plan was updated. The Work continues on changes to the 'Staff Copy' of the Fire Safety Plan that must be sent to the Fire Inspector.</p> <p>Issues were resolved –</p> <ul style="list-style-type: none"> • The owner of parking space #28 agreed to park farther back to allow firefighters to reach a door. The PM will place an orange cone by the space to prevent other drivers from 'clipping' the vehicle. • The BOD agreed that the locks on the storage room doors should be rekeyed to reduce the number of keys firefighters might need to access areas of the building. Owners will be informed of the change via email. <p>February 15: The Fire Safety Plan has been updated, however it is hoped that a list of Fire Wardens can be included. The wardens would assist by pulling the alarm station if needed, directing people outside, and meeting the Fire Department when they arrive. We do not yet have enough volunteers to cover the daytime, especially on the 959 side.</p> <p>March 11: Given that no other residents have volunteered to act as fire wardens, the decision was made to proceed with the Fire Safety Plan, rather than continue to wait. However, as the condo management is to change in the near future, the Plan will not be submitted until we have the name of the new Property Manager. This will avoid an additional \$250.00 filing fee.</p> <p>Action: The Property Manager will train the volunteer Fire Wardens.</p>	<p>Decisions</p> <p>In progress</p>

Item	Notes	Status
8-23 Repointing of bricks	<p>Oct 23: The PM is trying to get quotes and companies available to do some repointing of brickwork. This has proven difficult. There is also some possible leakage between the brick facing and the building. More info on this issue to follow by email.</p> <p>Action: PM will continue to look for a contractor.</p> <p>November 19: Some small repointing work has been completed by Rob.</p> <p>January 8: Further work on this project will resume in the spring or summer.</p>	In progress
8-25 Repair of Soffit	<p>November 19: Repairs are needed above PH 3 and the 959 entrance. An 80' articulated lift will be needed to reach the areas. Only one company has been found who is willing to do the work. As the issue has been pending for 1 year, and given the emergency situation and winter approaching the BOD determined to proceed with the work.</p> <p>Vote: To accept the quote from Regional Eavestroughing, proposed by Philip, second by Catherine. Carried.</p> <p>Action: PM to schedule the work</p> <p>January 8: As it was too late in the season to begin this work, it has been delayed until May.</p>	In progress
8-28 Alarm Monitoring	<p>January 8: After an incident in 2018, it became apparent that not all residents realised that pulling the fire alarm did not automatically call emergency services, or that they needed to call 911 as well. The Board has asked for quotes to hire an alarm monitoring service and install the required equipment.</p> <p>Action: The PM has provided one quote in December, others are pending.</p> <p>February 15: Two quotes were received for a monitoring system from Tyco and Vipond. The BOD agreed to proceed with the lower of the two quotes, and the Property Manager will schedule the installation.</p> <p>March 11: Action – The Property Manager will schedule the installation for May.</p>	In progress
8-30 Water Billing	<p>February 15: Intermittent spikes in water consumption are resulting in some monthly bills being 50% higher than normal. The BOD is researching this issue, and had done an in-depth study of usage data, though so far, no specific cause has been found. The interior meter will be monitored and the data compared to the data the city is using to see if there is an anomaly.</p> <p>March 11: The PM has called the City to request water usage data, and was told the information will be available on-line as of Feb 25. In the meantime, daily readings are being taken. The readings show fairly even (though high) volume of water used on weekdays, with a sharp jump each weekend.</p>	In Progress
8-31 Balcony Study	<p>March 11: Quotes have been received to conduct a study of state of repair of the balconies and the brickwork. The PM has recommended that the BOD proceed with the brickwork study, as cracks or damage could be the cause of some water leakage into units. There may also be damage to steel posts inside columns due to water infiltration.</p>	In progress

Item	Notes	Status
	Note: To proceed with both studies at the same time, in the next fiscal year, proposed by Catherine and seconded by Patricia. Carried Action: PM to schedule the studies.	
8-32 Emergency lighting	March 11: During the last fire safety inspection with Pyron it was noted that one of the emergency lighting battery packs on the 959 side and the batteries for the emergency light beside the man-door were. The cost to replace the battery packs will be approx. \$700.00. The BOD decided to proceed with this unbudgeted replacement now, as it's an emergency.	

7. New Business:

Draft Reserve Fund Study:

The BOD discussed the need for a study of the brickwork in addition to a study on the balconies, as the issues with some of the balconies are not related to the state of the brickwork. A balcony study will focus on the concrete ceilings and floor. In their review, Keller will look at 100% of the balconies on floors 2 through 4, but not those on the PH level.

The RFS has to be finalized by the end of the month, even though the balcony and brick study will not be done, so the amounts allocated for this work will change. Keller confirmed that we can amend the RFS once we do have the information. The estimate provided by Keller is based on the cost of previous work that they're familiar with.

Mechanical, structural and electrical plans were given to Keller in advance of the RFS. Keller will also check some of the details from past RFS to correct or update information provided in their study.

The PM will be sending the maintenance schedule she has been following so that we can build a future inspection and/or maintenance plan that can be scheduled and costed. The occasional smell in the garage was addressed as part of this discussion. The PM has received a recommendation that a company such as Drain-All could be brought in to clean out the pipes. The service could be added to the preventative maintenance schedule.

Questions on the RFS from the BOD are to be sent to the PM via email, allowing Keller to clarify or correct the information they have provided. Questions have already been received from three Board members, and the remaining two will provide their questions by the Wednesday deadline.

The PM will request a face-to-face meeting with Keller on the RFS, as long as this doesn't incur an additional cost. At that time, they would also provide all of the appendices.

Property Management

Following the decision by the PM to resign due to personal reasons the BOD has been discussing options for selecting a Property Management firm within a relatively short time frame. A vote was taken to engage Capital Integral Property Management to provide

property management services to CC423, subject to their responses to questions prepared by the BOD, and notification of who would be assigned as the Property Manager. Proposed by Catherine and seconded by Philip. Carried.

Discussion held on how much to include in the budget - \$41.00 per door per month will equal approximately \$30,000.00. The suggestion was made to increase this amount due to the approach CI uses to charge for additional services. Owners will need to be informed of the cost of emergency calls to avoid fees for situations that are not true emergencies. n

8. **Date of next meeting:** The next meeting of the BOD will be held on Wednesday April 17 in unit PH 6.
9. **Adjournment:** The meeting was adjourned at 9:25pm

Bruce acknowledged Property Manager Danielle Charland's continued work on our behalf, and expressed the appreciation of the Board of Directors. Thanks were extended to Kathy Stiles for hosting this month.

Patricia Skinner, Secretary

Bruce Miller, President