Minutes of the Meeting of the Board of Directors
Carleton Condominium Corporation #987

August 26th, 2020
224 Lyon Street
Ottawa, Ontario

Present:

Dave Macartney (Treasurer), Mike McKinlay-Key and Kayla McKale (Capital Integral) as recording secretary via Video Conference call due to Covid 19. Regrets from Brett Lamb.

1. Call to Order and Announcement of Quorum

1.1 There being a quorum, the meeting commenced at 5:05pm

2. Approval of Minutes

2.1 A motion was made by Dave to accept the minutes of June 23rd, and seconded by Brett.

3 Management Report

- ThyssenKruup has continued to change the buttons as we report them to be damaged. ThyssenKruup has suggested they all be changed to stainless steel buttons as they will last much longer. Quotes to follow.
- X13 riser investigation was completed. Ottawa Mechanical does not believe the riser has fallen at all since the flood in 313. 4 units needed to be re-cut to maintain clearance around the branches into the heat pump cabinets as a preventative measure. All others checked to be clear.
- Spirito work has been delayed due to Covid to repair the garage waterproofing to the elevator lobby. This will be rescheduled prior to the winter.
- Gotham Visitor parking passes have been created for everyone to display on the vehicle's dashboard to show what unit they are visiting. Mike to be provided so he can make some wood holders for P1 and P2 areas.
- Quest windows repaired the glass awning in 1001. Unit 303 is missing mullion, and window companies here can't find a match. Quest windows can order and supply, but as they are out of town they will charge $1000. If Lamb drives to Ottawa, they are happy to supply if someone can deliver. Fine Touch to also take a look and see if they are able to repair it. Quest to be asked how much it would cost to ship the material.
- A report of all work to the pump room has been requested multiple times to show everything that has been completed under warranty. I reached out to Optimum to provide me a report to what is operating in the pump room, to verify if there are indeed pumps in all pits, is the sanitary pit sealed and are the alarms working as when I put the switch to test nothing is lit up at all. Report to follow.
- There have been ongoing issues with the mixing valves not holding their set points. Quote has been received to rebuild or replace. *This should be done every 5 years. $6,215 to rebuild and $11,755 to install 2 new mixing valves.*
  To say if this is the cause of the mixing in the building would require further investigation and speaking with the owners experiencing the issues. Unfortunately there are several thing that can cause mixing, including owners shower cartridges, laundry machines etc.

The mixing valves would be a great start and is a part of a building's regular maintenance.

- Pro Bel could not complete the load test due to the weight involved without damaging the property. Question was raised as to why they were doing a test of 5000lb when that is to be the obsolete maximum, and in fact anchors should be replaced after that kind of weight is used. Proserv recommended we have their engineer complete the test, although more expensive they will take responsibility for any damages, where Pro Bel will not. This was completed with no issues, and window cleaning is under way.
- A laptop was purchased for the concierge at the cost of $329, as they can't sync the entries from the lobby enterphone to the P1 enterphone.
- Quotes to replace the winter runners received through Rahel using Young Carpets - 2 Prices: $4757 or super nop $6,186 which Rahel recommends as these are much stronger and will last longer, and Carpet Sense quoted $4350 +hst. There are no carpets for this winter, as they have deteriorated and need to be replaced.
- A thorough walk through was completed with Dave to identify all outstanding Tarion items before the final inspection with Robert Fisher.
- HVAC reported that the bearings in the cooling tower fan motor need replacing and the actuator for the MUA is defective and requires replacing. It would be $1825.00 +HST.
- Kean was called in due to a number or reports to the lower units of hot water. They confirmed that the 2nd floor hot water PRV was in need of a rebuild. They inspected the 10th floor on Wednesday, August 19th due to a few reports on upper floors, and it is working perfectly.
  The pressures on the hot and cold side are equal.
  After speaking with tenants on the 12th floor, Steve was able to determine that the water is not hot or warm on the cold side, it is just not ice cold. The way this building is plumbed has the water pumped from the basement, all the way to the penthouse and then it is gravity fed to the units, causing the water to 'warm up' along the way.
- 1701 has reported a water leak at his ceiling from a roof leak, this maybe from a conduit possibly not sealed possibly. This was repaired previously in 2017. Fine Touch has been scheduled to investigate.
- Roof maintenance inspection was completed by G. Mongeon. Removal of weeds, clear roof drains. Caulking and install of flashing in a few areas maybe Tarion issues to be warranted.

4. Items for Board Decision/ Discussion/ Ratification

- Proserv's engineer to complete the 5 year load test $1700 - *Approved by all through email previously, this has been completed.*
- AGM to be held virtually on Sept 23rd. CIPM to host the meeting $450, head office to chair $200

Suggestion to pass a virtual meeting bylaw at the same time, 50% + 1 to pass. Get quorum for voting and quorum $800. *Dave approved a virtual meeting, Mike seconded. Get Quorum was not approved.*
Richard's resignation. Concierge replacement quotes received are: OMS $21.85, 3D $24.35 and Signal 88 $23.88 *Dave and Mike agreed to have 3D security cover the open shifts as they train their staff well and have good coverage if someone calls in sick.*

- Ottawa Mechanical HVAC repair quote $1825 +tax. *Dave made a motion to approve, Mike seconded.*

Kean Plumbing 2nd floor PVR quote to rebuild on 2nd floor $2,665 +hst - this has been approved. *The board would like a second quote for the rebuild of the mixing valve, Kayla to ask Optimum Mechanical.*

- G Mongeon quote $2017.05 lower flat roof section to install flashing over exposed roof insulation $680 +hst. *Some of these items could be items on the warranted Tarion list, it is hard to pick out which one's. Discuss with Brett.*

5. New Business

- During a number of walkthroughs, it has been noted unit doors and thresholds are very dirty. Due to Covid, we can't have the super clean one door after another as it could spread germs. A notice should be sent asking all to take the 5 min to help the appearance in the hallways and clean individual doors and thresholds.
- Repairs to the 12th floor by OMS are not being done properly, cracks are not being taped but simply mudded which will crack again and again.
- Water hammer issues continue in 17th floor unit, a fresh set of eyes should investigate. Ask Kean to attend.
- An owner has emailed a number of times in regards to the heat in the garage. All heaters were checked and were off, however there are a number of condensers that would create heat. The garbage room AC as well as the hydro room air is pumped back into the garage. OM will be asked to ensure that the condensers and rads are cleaned in case any are plugged.
- 3 snow removal companies were asked to provide quotes. Stonewood who completed the snow last year, Exact and Premiere Landscaping.

7. Notice of Next Meeting

December 7, 2020

8. Adjournment

The meeting adjourned at 6:41pm