OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION NO. 987
ANNUAL GENERAL MEETING OF OWNERS
Party Room, Second Floor, 224 Lyon Street, Ottawa
Tuesday, June 25, 2019, 7:00 p.m.

PRESENT:	Brett Lamb	President
	Dave Macartney	Treasurer
	Kevin Vroom	Auditor, BDO Canada
	Kayla McKale	Property Manager, CI Property Management
	Elaine Richard	Recording Secretary
ABSENT:	Jordan Holman	Director

1. CALL TO ORDER/INTRODUCTIONS

President, Brett Lamb, called the meeting to order at 7:02 p.m.

Motion made by Sylvain Lapointe (Unit 1607), and seconded by Michael McKinlay-Key (Unit 1212), to approve the attendance of Elaine Richard acting as Recording Secretary. Motion carried.

2. CERTIFICATION OF QUORUM

Quorum was confirmed with 180 proxies and 12 owners present, totalling 192 units.

Judith Pin (Unit 611) and Sylvain Lapointe (Unit 1607) agreed to act as Scrutineers.

3. CONFIRMATION OF NOTICE OF MEETING

Owners attending the meeting indicated that they received a copy of the Notice of Meeting as required by the *Condominium Act.*

4. REVIEW OF THE AUDITED STATEMENTS

Kevin Vroom, Auditor, BDO Canada, presented the Audited Financial Statements, which were included in the owners' AGM package. He reviewed and explained the Auditors' Report, Balance Sheet, Statement of Reserve Fund Operations, Statement of Income, Statement of Cash Flows, and Notes.

The Auditor advised of the following, in answer to owners' questions:

- If owners paid the Corporation for repairs in their unit, it would not show up on the receivables.

- Regarding the increase in gas costs 50% over budget, the Auditor advised that this is a budget number to be addressed when preparing the budget, now that there is a history.
- Kayla to provide details of bad debts in the amount of $5,000 to Unit 1701.
- Kayla advised that the increase in gas is a result of a combination of things including the gas rate, consumption, and underbudgeting based on figures from two years prior. She confirmed that the budget costs have decreased immensely this fiscal year.
- Kayla advised Michael McKinlay-Key (Unit 1212) that the increase in Security costs is related to the concierge service. The Board will consider whether the wording of the item should be changed.
- The new door was paid for out of reserve funds in this fiscal year, and had nothing to do with the security cost number.
- Gordon Taudien (Unit 1701) suggested that larger amounts in line items should have their own categories.
- Regarding the $223,000 of repairs, Michael McKinlay-Key (Unit 1212) asked for a schedule. The Auditor read off the breakdown.
- Building Supplies includes bike racks, winter mats, cleaning supplies, and superintendent supplies.
- The Janitorial item is just the contract.
- Steam cleaning is repair and maintenance.
- Gordon Taudien (Unit 1701) questioned the $72,000 for Gilbert. Kayla responded that he has his line of work, and someone comes in to assist him a couple of times a week.
- Unit damages include $14,000 for flooring in 6 units, and $33,000 for drywall repairs in 4 units.
- Professional Fees includes auditing fees of $5,689, and legal fees of $3,516. The legal fees are related to by-law work.

Regarding a question by Gordon Taudien (Unit 1707) on how much of the initial contributions from purchasers are remaining, the Auditor replied that they would not have audited that number. The President advised that there are still some unsold units. The Auditor added that they are auditing what has come in, based on what is sold.

The Auditor explained that if they are required to do more work to provide more detail, this would have to be approved by the Board. Kayla added that owners can request records by filling out the required form.

5. APPOINTMENT OF AUDITOR

Kayla McKale advised that her firm recently changed accounting firms to BDO, and confirmed that it is a completely different section of the company from outside Toronto.

Kayla explained that the owners have an option to remain with BDO, or change accounting firms by going out to tender. A show of hands indicated a majority in favour of changing accounting firms.

The Board will welcome recommendations from owners.

6. APPROVAL OF THE MINUTES OF 2018 ANNUAL GENERAL MEETING

Regarding a question by Gordon Taudien (Unit 1707) on the potential new fob for the door to the left of the garage, Kayla responded that a quote was obtained, but the Board stopped spending money due to the deficit.

Kayla responded to Sylvain Lapointe (Unit 1607) that there are some unfinished items that have to do with the Tarion list.

Brent and Dave will check out the unpainted door that does not fit to see what the problem is.

Motion made by Sylvain Lapointe (Unit 1607), and seconded by Judith Pin (Unit 611), to approve the Minutes of the 2018 Annual General Meeting. Motion carried.

7. REVIEW OF BUDGET FOR YEAR TENDING 2020 JANUARY 31

Kayla advised that the Budget has been approved by the Board and they ask that owners accept it.

Several items were discussed including the following:

- The increase in management fees was due to changes in the *Condominium Act* in connection with the manner that managers now have to manage buildings, including required training, mandatory licenses, periodic updates for owners, training for Board members, etc.
- The Board agreed to increased management costs for their yearly contract. The President will check around Ottawa for other prices, however, the Board does not see a need to change property management firms at this time.
- Owners are charged for all fobs and remotes if broken.
- The Superintendent's salary was reduced as the Board reduced his number of work days as he is not needed as much. The Board can still call someone in to do extra work, ie painting.

A discussion followed on the need for a concierge from Monday to Friday, and not on the weekends, or the possibility of the concierge doing some minimal cleaning on the weekends, and limiting the parcel acceptance Monday to Friday. Also requested was to have the Superintendent clear the garbage, snow, and do some cleaning. Kayla and the Board took note of the suggestions, explaining that the majority of owners must agree, as there would be increased costs. Owners discussed the option of a survey being sent out, regarding the Monday to Friday parcel delivery. Not all owners agreed with limiting the parcel delivery service. Some owners indicated that they would like some light duty added to concierge duties on weekends. The President advised that currently, it is not part of the job description, and they would likely have to change the individual who is doing it or the contractor.
When Gordon Taudien (Unit 1701) suggested that the garage be cleaned once a month during the

winter, the President advised that garage cleaning is $2,000, and it is an issue to move cars in the winter. Gordon then suggested that a quick clean once a month would be sufficient, with a major cleaning twice a year. The President advised that the $4,000 budget is increasing to $6,000. Kayla added that a drive-through cleaning down the middle can be done cheaply. The Board will look into this.

Motion made by Sylvain Lapointe (Unit 1607), and Gordon Taudien (Unit 1701) to accept the Budget. Motion carried.

8. PRESIDENT'S REPORT

The President provided a brief description of the Standard Unit By-law, noting that the AGM package also included details of the By-law. The purpose of the By-law is to mitigate issues with insurance when one unit's event causes problems in another unit. All standard units are covered by Corporation insurance, and any upgrades are the responsibility of owner's individual insurance. Owners should review Article 2, Section 5, which defines what is included in the standard unit.

9. ELECTION OF ONE (1) DIRECTOR

Kayla McKale advised that there was one position open, for a three-year term, for which all owners may vote. Dave Macartney submitted his name as a Candidate prior to the meeting.

The President asked for nominations from the floor, however none were received. Owners were advised that next year, they should submit their names when the preliminary notice for the AGM comes out.

Following the vote, Kayla announced that Dave Macartney was elected by acclamation.
There were 146 votes in favour of the By-law, so it will be passed.

10. CORPORATION BUSINESS DISCUSSION

The Board took note of Gordon Taudien's (Unit 1701) suggestion to install a motion sensor on the lights in the storage unit.

Regarding the water sensors mentioned in last year's Minutes, Kayla took note that information on where to purchase the sensors, ie. Home Depot, should be sent to owners.

Michael McKinlay-Key (Unit 1212) commented that owners should be provided with information on gas barbeques and dryer pipe cleaning. The President responded that owners are responsible for these items, just as single family homeowners. Michael added that owners can be advised about the water sensor, and barbeque safety, in the posting each month. The President advised that it would cost $20,000 to do duct cleaning, and this could be budgeted over three years to cover the expense.

11. PRESIDENT'S REPORT

The President reviewed work done over the past year:

- The 16th floor fire was started by rags; the $5,000 deductible was paid by the owner.
- Damage to multiple units was caused by two stack leaks; An inspector subsequently checked the pumps and stacks for any further leaks to ensure it would not happen again.
- Repair of generator side cover costing $7,000 was required by TSSA; There is an annual inspection.
- Garage door initially damaged from a van got worse over the years, and required replacement in January; Cost was $47,000, on top of any repairs and security while door was open.
- Inspection revealed that elevator ropes needed replacement; Kayla guided the Board to doing a comprehensive maintenance plan with the elevator company, so the work did not cost the Corporation anything for the repair.
- LED retrofit completed and should show a marked decrease in cost of electricity.

The President advised that an updated reserve fund study is being done this year, with the next major study to be completed in three years. Currently there is a $5,000 surplus, which the Board hopes to maintain. The Corporation is in a good place financially.

Other items discussed:

- The cleaning of the trench in front of the garage will start soon;
- The bubbled stucco on the wall will have to be addressed as part of the Tarion items;
- Vent caps will be installed on shafts to protect them from water;
- The engineer will ensure that the remaining items are fixed; There is a 90-day extension for the repairs, and if not completed, Tarion will address it; If the work is not done, the Corporation will apply for a deficiency, and Tarion will give cash to the Corporation.
- Board will look at installing light sensors in locker areas as per previous discussion.

Sylvain Lapointe (Unit 1607) questioned the 46 million insurance for this building. The President responded that the number is good, however, the appraisal may come down as flooring is removed. Kayla assured owners that the building is properly insured.

Sylvain Lapointe (Unit 1607) inquired about the HVAC that supplies air in the hallway, as it is not working properly. Kayla advised that it had to be re-set as it was kicking out frequently. It was recently fixed.

Regarding power surges causing power to go off, Kayla confirmed that it is not the fault of the electrical in the building, as it affects all buildings in the area. It was suggested that surge protection be put on the water pump, however, the President advised that he believed that there are surge protectors downstairs, but they do not always work. Dave Macartney added that often there are

localized power surges around the building, and the boosters come on.

Sylvain Lapointe (Unit 1607) requested an explanation of the insurance procedures on floor replacement to a lower unit, if a flood from his unit goes down to the unit below. Kayla explained that flooring is no longer covered as per the standard unit By-law. All owners must cover their floor damage with their own insurance, and the two insurance companies would communicate. Owners would have to pay their own deductible

Sylvain Lapointe (Unit 1607) raised the issue of supplying power to an electric car. The President advised that owners would have to pay for their own car's electricity. Options for power include bringing power down to an owner's parking spot from the transformer, or sharing charging stations. Owners should contact Kayla if they are interested, and the Board would look into the systems and headroom required. The Board will look into a quote for an electrical audit for electric cars, but maybe not this year.

Michael McKinlay-Key (Unit 1212) raised a concern about not being able to put garbage in the garbage room unless the concierge opens the room. His work hours do not allow him to deposit garbage between the hours of 8 a.m. and 8 p.m. The Board will discuss leaving the garbage room open while the concierge is on duty. This could be added to the survey to owners.

Kayla explained that the garbage room is refrigerated to stop bugs. She will check to see when the chutes on the 12th floor have been cleaned.

Kayla to supply a list of what the Superintendent is doing.

Michael McKinlay-Key (Unit 1212) advised that when he bought the unit, the developer said that the Superintendent would go into units and fix any deficiencies. He said that Jordan sent an email confirming this. Kayla responded that the Superintendent does not do work for the building.

Michael McKinlay-Key (Unit 1212) commented that for $90,000 of general repairs, the building should be much better, and at least the hallways on the 12th floor should be patched and painted. Kayla advised that Michel is working his way through this work.

12. ADJOURNMENT

Motion to adjourn meeting at 9:45 p.m. made by Michael McKinlay-Key (Unit 1212), and seconded by Sylvain Lapointe (Unit 1607). Motion carried.