Ottawa Carleton Condominium Corporation *no.339*

PROPERTY MANAGER:
YAWAR KHAN, CAPITAL INTEGRAL PROPERTY MANAGEMENT
PH: (613) 722-1232 FAX: 1-613-521-0306
EMAIL: YKHAN@CIMANAGEMENT.CA

MEETING PACKAGE

prepared for the MEETING OF THE BOARD OF DIRECTORS
205-215 Somerset West • May 19, 2021 • 7:00 p.m.

- AGENDA
- MANAGEMENT REPORT
- ANNUAL SCHEDULE
- CONTRACTS/INFO
- MINUTES
- FINANCIAL STATEMENTS
- BUSINESS ARISING LIST
- MAINTENANCE CHECK LIST
- CORRESPONDENCE

Capital Integral
PROPERTY MANAGEMENT

A G E N D A

1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES OF PREVIOUS MEETING
    a. May 19, 2021

4. RATIFICATION OF DECISIONS MADE BETWEEN MEETINGS

5. FINANCIAL STATUS REPORT

6. MANAGEMENT REPORT

7. STATUS CERTIFICATE

8. CORRESPONDENCE/LETTERS

9. NEW OR OTHER BUSINESS

    a. Sprinkler System Is it coming on once or twice a day? Is it working properly?
    b. Water Leak in garage - Has anybody investigated leak behind parking spot #42?
    c. CondoWorks - Are they supposed to send the new members an invitation to set it up?
    d. Portal - What are it capabilities? Can we add things to this file? Need some infor on how it works.
    e. Holidays ?

10. NEXT MEETING

11. ADJOURNMENT

MANAGEMENT REPORT

The Following Represents Issues as of June 23, 2021

BUSINESS ARISING FROM PREVIOUS MEETINGS

1. Status Certificate	There were no new status certificates issued since the last meeting.
2. COVID-19	Roadmap to Reopen – Step 1: Vaccination rate and key public health and health care indicators required to enter step 1: • 60% of adults across Ontario must have received one dose of a COVID-19 vaccine. • Public health indicators, such as hospitalizations, ICU occupancy and new admissions and case rates indicate it is safe for the province to enter Step 1 of the reopening roadmap. Changes to restrictions: • Indoor gatherings still not allowed. • Outdoor spaces begin reopening, while indoor settings open with restrictions. • Up to 10 people can attend an outdoor social gathering or organized public event. • Outdoor dining is allowed with up to 4 people per table.
3. COVID Safety Plan	See attached document.
4. Window Replacement	Unit 509 – Installation scheduled for June 24
5. Brick Investigation Report	Paterson responded with the following: 1. Can we get for an action plan to make sure that we tackle the most urgent repairs? I feel that the budget costs were not sufficiently detailed by issue and that a breakdown by priority would be useful to us as we go forward with these repairs. Preparing an action plan would be the next step in this process and is beyond the scope of this assignment. If the Board wishes to proceed with a brick repair program, we would be happy to forward a proposal for engineering services related to that work. As far as providing a breakdown per priority, we did not prepare cost estimates per area. It was our understanding that the brick repair program would be implemented to address all works. Furthermore, completing repairs in phases would be more costly due to smaller scale of work, and increased mobilization costs. 2. Did they make any CAD drawings that they can now provide to us?

	We only made very rough elevation drawings which are not to scale. The drawings were made for me to document my observations. In the end the drawings were not required as all brick deterioration were very localized. Attached are a PDF copy of the drawings we produced. 3. We need to discuss if we want to move forward with an additional $4K inspection of the wall in the East courtyard (destructive testing). What are pro's and con's of this versus simply proceeding with repairs? As stated in our report, we believe a simple repair program will not provide a long-term solution, and spalling of bricks will re-occur. Therefore, completing an inspection opening prior to implanting a repair program would help determine the parapet wall construction and a proper course of action. 4. As the parapet walls are severely damaged, could we simply reduce their height rather than repair the damaged brick (as a cost saving measure)? This would have to be further investigated. 5. Can we perhaps schedule a meeting with Paterson to discuss next steps? Yes, we would be happy to meet with the Board. Please note that we would invoice our time on an hourly rate basis, as our proposal did not account for a meeting.
6. 205 Somerset Intercom	Capello and Management were on site on June 17 to troubleshoot the video issue. No solutions were found and the issue remains unresolved. Capello is consulting the manufacturer.
7. Podium Waterproofing	The contract was signed and Brook has been on site to check the load on the podium to determine if shoring will be needed. Management and the engineer will be organizing a project kick-off meeting. An application for special consideration permits for affected vehicles has been filed with the City.
8. Portal	
9. Grate Replacement	The grate has been replaced.
10. Marble Polishing	Awaiting a quote from Marble Restoration.
11. Slush Mats and Carpet Cleaning	Awaiting a quote from Cody Building Service and OMS.
12. Increasing Fresh Air Intake	I've sent this question to our HVAC contractor for a response.

13. EV Charging	Management is doing research and is preparing and EV Charging policy and procedure for consideration by the Board.
14. Bollard Light	DS Electric attended and fixed this issue.
15. Self-Closing Mechanism 205 and 215	The self closer on the 205 side was installed on Friday by Ainger. The 215 button was have both been fixed by Ainger.
16. Fireplace Inspection Unit 502	Management has communicated with 502 and Top Hat to arrange an inspection. Date not yet confirmed.

ITEMS FOR BOARD INFORMATION OR NEW ISSUES FOR DISCUSSION

BRING FORWARD ITEMS

1. Security	Look into what we have and what we can do. More homeless people noted on the property. More or better cameras may be required. Panic bar to close the area. Evan was willing to lead this initiative and Mikie will also help.
2. Bicycle Stand Replacements	Look into installing a metal ring so people can lock their bikes. This may alleviate pressure on the stands.
3. Parging / Railing Repairs & Painting	Parked until Spring 2021. Will be done following the podia restoration.
4. Mailboxes	A quotation was received and this item was deemed to not be a priority at this time.

QUOTES FOR APPROVAL

1.	
2.	

STATUS CERTIFICATES ISSUED IN 2020

2020
203-215 – January 2021

ANNUAL SCHEDULE

JANUARY
Secure Insurance Renewal

FEBRUARY
Insurance (Due 1 February)

MARCH
Prepare Landscaping Contract

APRIL
Create Draft Budget
Inspect Winter Damage
Spring Inspection

MAY
Commence Spring Repairs
Road/Parking Sweeping
Annual Hydrant Inspection
Clean the Recycle Bins
Budget Package Out (Due before 1 June)

JUNE
Year End
Window Cleaning
Flush Drain Lines

JULY/AUGUST
Fiscal Year Starts (1July)
Audit

SEPTEMBER
Prepare Snow Removal Contract
Smoke Detector Inspection

OCTOBER
Prepare AGM

NOVEMBER
AGM
Winterize Property

DECEMBER

CORPORATION INFO SCHEDULE

Last Reserve Study	Paterson November 2020
Year End	30 June
Insurance	Atrens Counsel (Aviva), February 1
Auditor	Kelly Huibers McNeely
Last AGM	November 18, 2020

BOARD OF DIRECTORS AS OF LAST AGM

Position	Name	Term Ends	Contact Info
President	Sandy Cyr (409-205)	2021	cyr_sandy@hotmail.com
Secretary	Evan Travers (501-215)	2021	evan.c.travers@gmail.com
Director-at-Large	Mikie Hicks (on a break)	2022	
Vice President	Brian Tell (401-215)	2023	b.tell@icloud.com
Treasurer	Christine Butkovich (208-205)	2022	cmbutkovich@hotmail.com

Carleton Condominium Corporation No. 339
Minutes of Board of Directors Meeting
Wednesday, May 19, 2021 at 7:00 p.m.
Via electronic means

Board Members Present

Sandy Cyr, President
Brian Tell, Vice-President
Christine Butkovich, Treasurer
Evan Travers, Secretary

Regrets

Mike Hicks, Director-at-Large

Property Manager

Yawar Khan

1. Attendance / Call to order

Sandy called the meeting to order at 7:02 pm.

2. Approval of Agenda

A motion was moved by Brian, seconded by Christine, and carried unanimously to approve the agenda.

3. Approval of minutes

A motion was moved by Christine, seconded by Sandy, and carried unanimously to approve the minutes of the April 21, 2021 meeting.

Sandy noted that Mike Hicks had advised he wanted to step back from his duties, until further notice. The Board asked Sandy to enquire of him whether he wanted to take a temporary leave or resign.

4. Ratification of decisions made between meetings

A motion was moved by Sandy, seconded by Brian and carried unanimously to ratify the Board's decision of May 5, 2021, to award a contract to Brook Restoration for the replacement of the rear podium for $182,335.84, including HST.

5. Financial Status Report

Management presented the summary of the monthly financial report.

Unit 304 was in arrears, due to a recent hospitalization. Management is following up. Unit 309 has paid dues following the preparation of the financial report.

The Corporation's overall expenses are under budget by roughly $41,000.

The reserve fund balance is approximately $179,500. Management will circulate the full report to Board members shortly.

A motion was moved by Brian, seconded by Christine, and carried unanimously to approve the financial statements as circulated.

5.A. Budget for fiscal year 2021-22

Management presented a draft budget for next fiscal year, anticipating a 2% increase in condo fees. This would cover:

- A general 3% increase for most line items;
- A 6% increase in rates and consumption for utilities, as these tend to increase more dramatically; and
- Increased amounts for general repairs and maintenance, to be broken out line items to provide more detail and transparency.

The overall budget would increase from roughly $391K this year to roughly $399K next year, which would include increasing the annual reserve fund contribution from $153K to $156K.

Management will add a line to make the special assessment clear to owners.

The current year expected surplus is $63K before adjustments. Management recommended contributing an additional $20K to the reserve fund, resulting in a projected surplus of $43K. Management advised that this was an appropriate cash balance to keep in the budget.

A motion was moved by Brian, seconded by Sandy and carried unanimously to adopt the draft budget as presented. Management will prepare a full budget package, to include a unit fee schedule and a special assessment schedule, which will be circulated in the next week for the Board's approval by email. It will then be distributed to owners. The Board will subsequently ratify the budget at its next meeting.

6. Management Report

A. *Status Certificate:* no status certificates have been issued since the last meeting. Management noted that unit 203 had taken possession and had begun renovations before seeking the Board's approach.

B. *COVID-19:* Management noted that Ontario has extended its stay-at-home order to June 2, 2021.

C. *Window replacement:* Comfort King has performed final measurements on all the units on the 2nd floor. Management has asked that they not replace any sliding glass doors unless absolutely necessary. With those removed our costing has decreased to approximately $35K; Management has asked that they add some 3rd floor units to get to $50K plus HST. The Board agreed that windows in unit~~s~~ 308 due to specific request (or some such)and unit 501 would be replaced in this tranche as they are reported to have failed or be inoperable. It was noted that Evan recused himself from the Board's deliberations with respect to the replacement of windows in his unit, 501.

   Management will come back once the full quote is received, for the Board's approval.

D. *Brick investigation report:* Paterson was sent feedback on the report and Management is waiting for a date and time from Paterson for a meeting to ask questions and go over the recommendations.

   Management cautioned against having the brick work done at the same time as the podium replacement, as this could give rise to liability for the Corporation.

E. *Intercom 205 side:* A number of residents have experienced an outage in their video feed. A notice was sent to advise them of this situation. Management is waiting on a date and time to be confirmed for a maintenance visit to investigate this issue. The Board asked that a replacement or enhancement of the video system be included in the next RFS.

F. *Podium waterproofing:* A letter of intent has been sent to Brook Restoration. EXP is~~They are~~ working on the contract document that will need to be signed by the Board.

   Management has reached out to all of the rear facing neighbours regarding access; there will need to be further communications as the schedule firms up.

G. *Portal:* The portal would include governance documents, current notices, reserve fund studies, and financial documents if the Board so chooses. Tenants would have access to newsletters and forms. The Board will test access before it is launched to all owners and tenants.

   As for digitization of paper records, there are four boxes of documents to scan. The fee per box is $375. The total would be $1,500 plus HST for a total of $1,695. A motion was moved by Sandy, seconded by Brian and carried unanimously to begin by scanning the two boxes that contain unit files.

H. *Ramp grates:* Management has followed up with Conite to ask for an ETA on the new grates.

I. *New wheels for the garbage bins:* The wheels have been replaced.

Items for Board information or new issues for discussion

A. *Cover for sump pump:* (all – I missed this – grateful if you could review; this text is from last month) The sump pump cover outside the entrance to 215 in the garage is deteriorated and requires replacement, but it was not clear that they had assessed the right cover (they are

meant to look at the one behind the recycling bin). Management will check with Evolution tomorrow.
Evolution will confirm the actual size of the sump pump cover outside the entrance to 215 in the garage and will provide new quote following their assessment.

B. *COVID safety plan:* Sandy has commented on it; Management will recirculate for consideration. The Board asked Management to look into outside air intake to promote safer air in the hallway.

C. *Basement stairwell to elevator lobby door closure, 215 side*: Management has authorized a repair as it a fire safety issue.

D. *Electric vehicles:* Management has responded to Chris Tucker to advise that the Board will be preparing a policy. Yawar will be attending an information session following which the Board will developing a policy.

E. *Chimney inspection Unit 502:* Management will set it up. Top Hat did not charge us for the missed call, but the inspection does still need to be scheduled.

F. *Slush mats:* These have been rolled up but will be taken away and cleaned.

G. *Marble Cleaning:* Sandy will look into whether to "buff" or "polish" the marble – the latter is more expensive.

H. *Carpet cleaning:* Management suggested waiting until after the back podium replacement was completed.

I. *Gardening Committee:* Sandy and Brian met with them; there was agreement with the Board's plans for the back courtyards. Sandy and Brian proposed to create a more official structure for the Gardening Committee, and will prepare terms of reference for it.

   The Board agreed that it would reimburse the Committee the full $450 for expenses the Board had authorized, though the Board noted with dismay that the Committee had purchased and planted shrubs despite the Board's request to limit purchases to flowers.

J. *Duct cleaning:* Management will add this to the maintenance schedule, every two years, beginning this fall. The last duct cleaning was in fall 2019.

K. Newsletter: Items will include the Town Hall, COVID, new faces in the building, bicycle information. It will also include the new budget + special assessment.

Bring Forward items

A. *Security:* Management will put together a document for discussion.

B. *Bicycle stand replacement*: Bicycle parking space is at its limit. Management will provide quotes to have rings installed in the parking garage along the walls front of parking spots, and for replacing the existing bicycle racks.

C. *Parging/Railing Repairs & Painting:* this will be delayed until after the replacement of the front podium in 2022.

D. *Mailboxes:* Parked for the time being.

Quotes for approval

A. Automatic door opener: A motion was moved by Sandy, seconded by Brian and carried unanimously to accept Ainger Cabling+Security's quote of $2,590+HST to supply and install a new door opener on the entrance to 205 from the basement.

7. Status Certificates

Subsumed above.

8. Correspondence

A. *Letter from owner of unit 308:* The Board discussed correspondence from this owner complaining about a lack of consultation by the Board in the face of major projects. To assuage concerns, the Board agreed to hold a Town Hall (non-voting) on Thursday, June 10 at 7pm. Owners will be invited to submit questions in advance.

9. New or Other Business

Nil.

10. Next meeting

Wednesday, June 23, 2021 at 7:00 pm.

11. Adjournment

A motion was moved by Brian, seconded by Christine and carried unanimously to adjourn at 9:01 pm.

Approved:

Sandy Cyr, President Date:	Evan Travers, Secretary Date:

Capital Integral
PROPERTY MANAGEMENT

MONTHLY FINANCIAL REPORT SUMMARY
CCC 339
May 2021 - Period #11

OPERATING

Revenue

100% of condo fees have been invoiced.

The operating bank account had $44,870 on May 31.

Our current ratio is 3.89 indicating a strong cash position.

A/R Aging Summary

There were no units in arrears for condo fees:
One unit has a chargeback pending repayment.

Year-to-Date Expenses

Utilities
Overall, utilities were over budget by approx. $4,859
Gas was under budget by $2,313 - Gas consumption was less for the month due to warmer weather.
Hydro was under budget by $123
Water was over budget by $4,075 - Our consumption has flattened out
Telecom was under budget by $13

Wages
Wages were over budget by $128.

Contracts
Overall, the Contracts category was under budget overall by $25,893. All line items are under budget except landscaping.

General Repairs and Maintenance

Overall, we are $1,844 over budget. This is due to expenses related to work done by Mr. Rooter for $4,374 and invoiced in October. Doors, Keys, Locks are over budget due to the following expenses:

- $298: Replacement of automatic door activation button (205 Somerset)
- $1,130: Replacement of various door closers

All items with a budget line are under budget. We have several items with no budget attached this year (corrected for next fiscal year).

Administrative and Professional Fees

Overall, we are under budget by $18,721 with no major negative variances to report.

Overall

The Corporation's expenses were under budget by $47,890.

RESERVE

See reserve fund expense report attached.

CCC 339
General Ledger
July 1, 2020 - May 31, 2021

	Date	Amount	Balance	Memo/Description
6000R Reserve Expenses				
6101R Reserve - General Expenses				
	10/08/2020	435.05	435.05	Replacement door closers
	17/08/2020	162.72	597.77	City of Ottawa Parking Permits
	19/08/2020	3,926.75	4,524.52	Draft elevator/mechanical/electrical reports
	19/08/2020	2,878.68	7,403.20	No power west elevator, replaced breaker
	01/09/2020	955.32	8,358.52	Repair to plumbing garage near spot #30
	05/05/2021	3,996.81	12,355.33	New Entry System for 205 Somerset St.
Total for 6101R Reserve - General Expenses		**$ 12,355.33**		
6102R Reserve - Building Interior R&M				
	26/10/2020	5,401.40	5,401.40	Repairs to unit 504-215
Total for 6102R Reserve - Building Interior R&M		**$ 5,401.40**		
6130R Reserve - Windows				
	04/08/2020	2,932.35	2,932.35	Re Comfort King Unit 406
	19/08/2020	4,473.56	7,405.91	Unit 103 - 3 Windows
	20/08/2020	5,993.67	13,399.58	Unit 101 - 3 Windows Triple Glazing owing $766.14
	01/09/2020	-766.14	12,633.44	Triple Glazing payment
	01/09/2020	383.07	13,016.51	Unit 407 - replacement casing
	01/09/2020	3,773.69	16,790.20	Unit 105 - 2 Windows
	01/09/2020	7,991.55	24,781.75	Unit 107 - 4 Windows Triple Glazing owning 1,021.52
	01/09/2020	-1,021.52	23,760.23	Triple Glazing payment
	01/10/2020	5,670.43	29,430.66	Unit 104 - 4 Windows
	01/10/2020	5,302.22	34,732.88	Unit 108 - 3 Windows Triple Glazing owing $766.14
	13/10/2020	-766.14	33,966.74	Triple Glazing payment
	27/10/2020	5,476.77	39,443.51	Windows - Unit 102 Upgraded to triple glaze ($702.86 Chargeback Owner)
	01/12/2020	11,826.13	51,269.64	Patio Doors, unit 502-215
	01/12/2020	13,768.60	65,038.24	Patio Doors and window for unit 507-205
	31/12/2020	11,054.28	76,092.52	Window and Patio Doors for 105-205
	10/02/2021	9,230.86	85,323.38	Window for unit 401-215. CBTO pending for triple glazing.
		-9,230.86	76,092.52	Reversal of invoice due to error
	28/02/2021	-702.86	84,620.52	Triple Glazing payment - Unit 102
Total for 6130R Reserve - Windows		**$ 75,389.66**		
6145R Reserve - Garage Repairs & Cleaning				
	06/07/2020	85,305.96	85,305.96	Garage ramp progress billing #1 - Conite
	01/10/2020	55,426.50	140,732.46	Progress billing #2 parking garage ramp
	30/09/2020	15,636.94	156,369.40	10% Holdback for the Garage Ramp
	10/02/2021	14,971.94	171,341.34	Garage Ramp Engineering Services
Total for 6145R Reserve - Garage Repairs & Cleaning		**$ 171,341.34**		
6150R Reserve - Fund Study				
	19/08/2020	5,989.00	5,989.00	Draft RFS Reports
	10/02/2021	1,858.85	7,847.85	RFS Final Report
Total for 6150R Reserve - Fund Study		**$ 7,847.85**		
6170R Reserve - Engineering Services				
	01/05/2021	7,557.44	7,557.44	Engineering services for podium replacement
	28/05/2021	2,748.16	10,305.60	Engineering services for podium replacement
Total for 6170R Reserve - Engineering Services		**$ 10,305.60**		
6175R Reserve - Bank Charges				
	07/01/2021	2.00	2.00	
	04/02/2021	4.20	6.20	
	04/03/2021	0.60	6.80	
	07/04/2021	1.60	8.40	
	07/05/2021	0.60	9.00	
Total for 6175R Reserve - Bank Charges		**$ 9.00**		
Total for 6000R Reserve Expenses		**$ 282,650.18**	$	-

Capital Integral
PROPERTY MANAGEMENT

COVID-19 Safety Plan

Business name: CCC 339 - Somerset Court (205-215 Somerset Street West)
Date completed: April 26, 2021
Revision date: June 23, 2021

Measures we're taking

How we're ensuring residents and workers know how to keep themselves safe from exposure to COVID-19

- Ongoing and regular communication about the pandemic and measures in place in Ottawa and Ontario
- Mask policy in place for the building common elements
- Social distancing in elevators
- Posted signs of basic COVID protocols

How we're screening for COVID-19

- All residents and workers are encouraged to review the screening protocols and follow the appropriate measures based upon their self-assessment
- QR code posters for visitors and contractors located at main entrances

How we're controlling the risk of transmission in our workplace

Physical distancing and separation

- Elevator etiquette (see posted signage)

Cleaning

- Enhanced cleaning and disinfection measures have been implemented
- Hand sanitizing stations at all entrances

What we will do if there is a potential case, or suspected exposure to, COVID-19 at our workplace

- Ask that individual self-report to Property Manager and/or Board of Directors

- Advise residents of a potential case and ask that protocols continue to be followed.
- Quarantine in place
- Inform any people who may have come into contact with positive cases
- Follow Ontario and Ottawa guidelines