



**OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION #934
BOARD OF DIRECTORS MEETING – WEDNESDAY, APRIL 17, 2019,
10:00 A.M. IN THE CRYSTAL VIEW LIBRARY
MINUTES**

1. CALL TO ORDER

The Board meeting was called to order at 10:00 am. Present: Judi Wright, Bob Bullock, Allan Jones, Dee Simons, Ron Gardner, and Kayla McKale (Property Manager).
Minutes: Peggy Florida.

2. PRESIDENT’S REPORT

Judi Wright thanked the Board Members who had worked hard to advance the Kitec and rebuilding projects during her absence in the past month.

3. APPROVAL OF PREVIOUS MINUTES

MOTION: Moved by Allan Jones, seconded by Dee Simons, that the minutes of the March 20, 2019 meeting be approved. **CARRIED**

4. BUSINESS ARISING FROM THE MINUTES

4.1 Kitec update: Tenders for the repair and replacement of Kitec went out on April 8 and will close on April 23. Selection of the successful bidders should be complete by April 26. There will be an information session for owners at Sir Guy Carleton High School on Wednesday May 8 at 4pm. Bob Sauvé (project manager), Garnet Coglón (project engineer) and at least one plumbing contractor will be present at that meeting to answer residents’ questions. We hope to start work the week of May 13. Work will start on the fourth floors. Information will go out to affected residents as soon as the contractors have been selected. It is expected that residents will need to vacate their units for about 5 days. It is expected that it will take 2 - 3 weeks to complete the work on each floor. OMS will provide packing boxes and provide help to residents where needed.

4.2 Garage cleaning and drain flushing: Aquadrain has been scheduled to do this work on April 24. We are not sure if this will take one or two days.

4.3 Window cleaning will be done this spring even though the courtyard windows are not accessible at this time. The courtyard windows will be cleaned once our construction permits.

Kayla is asked to get three two-part quotes for the window cleaning – the outer windows cleaned as soon as possible; the courtyard windows in the fall.

4.4 Landscaping contract: The quotes for landscaping will be in by April 20 and a decision will be made early next week. We will keep Debbie, our gardener, on this summer to weed and improve the ground-level beds. Moved by Ron, seconded by Judi to select Exact unless a better bid is received in the next 3 days.

4.5 With two major projects (rebuild and Kitec) taking place this year, other projects will be limited to the removal of the willows along Tallwood and the dead maple at the northeast corner of our property. The willows will be replaced by lilac bushes. Considering the possibility of unanticipated expenses associated with our two major projects, other planned projects such as the painting of the balcony railings, will be deferred until next year.

5. **FIRE UPDATE:** Tenders went out last month with a closing date of April 25. The successful contractor should be selected by May 1st. Everything possible is being done to keep our garage accessible throughout the rebuild. In cases where it will must be closed, this will be for defined periods of time and advance notice will be given. It is possible that some of the reconstruction work will need to be accessed from the rear of our building.

6. **PROPERTY MANAGER’S REPORT (see attached)**

6.1 It is proving very difficult to schedule a time for work on our elevator. The company has not been able to give us an appointment that is at least 48 hours in advance. The office was asked to investigate other elevator companies for future service contracts.

6.2 Our water bills and water rates have risen considerably. We want to remind residents to conserve water as much as possible.

7. **TREASURER’S REPORT (see attached)**

The Treasurer’s report consisted of a statement of financial position as at March 31, 2019, a statement of operations for the three months ending March 31, 2019, and a list of expenses for the 3 months ending March 31, 2019.

8. **NEW BUSINESS**

8.1 New reserve fund study: It was decided to defer this discussion until our construction work is done and the costs are clear. Kayla said that a new reserve fund study, especially one by a different company, is quite expensive.

8.2 Residents handbook: Allan brought up several points that were clarified. The work is ongoing.

9. ADJOURNMENT

Moved by Judi Wright at 11:45 that the meeting be adjourned.

**NEXT BOARD MEETING: Wednesday M a y 15 at 10 a.m. in the library at
Crystal View.**