



**OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION #934  
BOARD OF DIRECTORS MEETING –  
WEDNESDAY, FEBRUARY 26, 2020, 9 A.M.  
IN THE MERIDIAN LIBRARY**

**1. CALL TO ORDER**

The Board meeting was called to order at 9:04 am. Present: Judi Wright, Dee Simons, Helen Cheng, Ron Webb, Allan Jones, Kayla McKale (Property Manager), Kaitlin Headley (Office Administrator). Minutes: Peggy Florida.

**2. PRESIDENT’S REPORT**

Judi has just returned from a well-deserved holiday. Reportable items are all covered elsewhere in these minutes.

**3. APPROVAL OF PREVIOUS MINUTES**

Dee Simons requested that the minutes of January 15 2020 be amended as follows:

7. Treasurer’s Report. The December 2019 financial statements from the accountant are not yet ready, as there are still end of year adjustments to be made. (The statements were subsequently distributed.)

**MOTION: Moved by Judi Wright, seconded by Allan Jones, that the minutes of January 15, 2020 meeting be approved as amended. CARRIED**

**4. BUSINESS ARISING FROM THE MINUTES**

4.1 Judi reported that we were at last able to secure insurance on our building. Two companies are providing coverage – Aviva (75% of the policy) and Echelon (25% of the policy). They require that we pay the premium in 3 installments –February 1, March 1 and April 1. We need to borrow money from our reserve fund to make these payments. A repayment schedule is in place to do so. The Board has agreed to do this. Realistically, we have no choice. Kayla pointed out that the steep rise in the cost of insurance affects all condos.

4.2 Budget for 2020: The budget for 2020 is finalized. It was approved by email, moved by Helen Cheng, seconded by Allan Jones. The increases in our required contributions to our reserve fund and in the cost of insurance have meant that our condo fees will rise by 22.68%. Kayla pointed out that all condos are experiencing this and that our fees are not out of line. She will include us in a chart that compares condo fees of other buildings managed by Capital Integral.

## **5. FIRE UPDATE**

5.1 The OMS deficiency list is now officially closed.

5.2 The room dividers for the Fireside Room have been installed except for some hardware components that are tentatively scheduled for installation on March 5. Also, the south divider needs adjusting.

5.3 The gas line for the barbeque has been installed.

5.4 Ainger has installed the Bell phone line. Arrangements are being made to have Bell connect us with the internet and fibre TV. Once that has been done, the office will be moved (as soon as we get the necessary furniture) and Signature Audio will install our new TV.

5.5 The faulty part for the south pedway mag lock should be in next week. Once that has been done we will receive the final occupancy permit from the city.

## **6. PROPERTY MANAGER'S REPORT (Attached)**

6.1 Park Padz bumpers have been ordered and will be installed on April 22. Owners have been notified that payment is now needed.

6.2 Vermitek (pest control company) will be installing screens in 4 areas at the roof line of the centre block. This has been recommended to keep squirrels out.

6.3 The odour problem in the south building still persists.

6.4 We are waiting on a quote from Francis regarding the north garage furnace. Whether to replace the furnace or repair it will be determined once we receive the quote. It was noted that the RFS suggests these furnaces be replaced this year.

6.5 Window cleaning (Cody Windows) has been scheduled for May 4<sup>th</sup>. It will cost \$1,995 + HST.

6.6 Van's has provided a quote of \$850 + HST to power scrub the garage floor. Kayla was asked to get a quote from Aqua Drain to power wash the floor.

6.7 The fire plan has not been finalized. The Board is considering asking for volunteers to be fire marshalls. This will be discussed at the AGM in June.

## **7. TREASURER'S REPORT (see attached)**

The Treasurer's report consisted of the statement of financial position as at January 31 2020, the schedule to repay our reserve fund for funds borrowed to pay our insurance premium, and a statement of investment transactions for January 2020.

## **8. NEW BUSINESS**

8.1 Prior to the AGM in June we need to look for candidates to put their name forward to take on the role of board member. There is a need for a treasurer and President. Dee will be stepping down from the board and Judi will step down as president but has agreed to stay on the board for one year if needed. Currently these roles are very demanding. Judi, Dee and Kayla will meet next week to discuss options as to how to lessen these roles. It is important to note that board members do not have to be residents.

8.2 Our new pool table will be here in 2 – 3 weeks. There is also a top for the table.

**The Meridian at Centrepointe OCSCC #934**

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8.3 Judi showed board members the location of the water shut off valve in the common area. It is in Tim's supply room beside the office – a black valve on the large white pipe on the front wall of the room.

**9. ADJOURNMENT:** Moved by Judi Wright at 10:30 that the meeting be adjourned.

**NEXT BOARD MEETING: Wednesday March 25 in the Library.**