

OCCC634 Board Meeting

June 22, 2020

5:00-7:00PM

Teleconference/Google Hangout

Present: Nadia Freeman (NF) – VP of Operations
Glenda Lutes (GL) – Secretary
Riek van den Berg (RvB) – President

Zachary Healy (ZH) – Treasurer
Michelle Richards (MR) – Property Manager

Approval of minutes

The Minutes from May 2020 were approved.

Approval of Agenda

The Agenda for today's meeting was approved.

President's Report

Many thanks to Glenda Lutes for her hard work with the landscaping contractor. The garden looks so much better and more sustainable! Many thanks to Glenda Lutes for her work on the garage door issue the evening of June 18th and making sure that the owners were informed.

- Assisted owner with leak into their unit
- Met the Paranis team on site and answered some questions June 1, 2020. They expected to have a plan to MH in about a week
- Assisted manager with some questions related to the corporation
- Printed and posted signs reminding residents of monthly fire alarm testing
- Attended two condo webinars on virtual meetings and electronic voting as well as two other webinars on COVID19 and condos
- Cleaned vestibule morning of June 9th after overnight visitor was found in there.

Treasurer's Report

In addition to the review and approval of numerous invoices, this month I:

- Sought clarity on the EIFS repair project and approved the proposal;
- Reviewed the landscaping proposal and suggested a follow-up discussion by the board. During this discussion, the Board agreed on the scope of the work and I provided an updated invoice for the landscaping company;
- Responded via email to concerns raised by the Garden Committee;
- Repaired the elevator light that had become loose;
- Reviewed and approved the new cleaning contract;
- Provided my views and approval for the Overhead garage doors repair/replacement; and
- Approved the proposal for the next reserve fund study.

Secretary's Report

- Discussed concerns RE anti-theft plates and alternate side door pull with Ram Door rep, spec the Bike and Electrical Rooms
- Attended Condo Advisor Webinar sponsored by Gowling WLG
- Assisted door repair techs whilst trouble shooting garage overhead door issues, on 2 site visits.
- Followed up with Canton Mindful Garden's to amend scope of work on front landscaping. Meet with lead hand, once onsite, to review tasks.
- Assisted Metrosphere Lighting Company to access electrical room. Requested suggestions for entrance lights in lieu of retrofitting (per discussion with fellow board members).

Property Management Report

Item #	Subject	Details	Status	Action
1.1	Insurance	NF to share an example of a deductible by-law.	Board to review and forward any questions to NF. Objective: to have a draft rule vetted by AGM for owners' approval.	Webinar on subject scheduled this week. Will discuss at next meeting to determine next steps.
1.2	Garbage Fan	Baxtec - exhaust fan needs to be on timer in winter/fan sucks the air out in the winter/why did not replace/stop working/what is the purpose/other fans on the sensor.	We have established that the garbage room fan is for smell mitigation and not a proper CO exhaust fan. The board agrees to turn on/off the fan in each season.	Completed
1.3	Elevator Contract	Status quo for now. Ensure BFs are noted to ensure proper notice is given. Ongoing monitoring of Otis critical (maintenance requirements, outstanding repairs e.g., fan, possible rebate due to excessive fees, etc.)	We have asked Otis to provide an update on the low consumption rebate, reason why their service is so expensive compared to market rate and update on whether the outstanding deficiencies were done.	In progress
1.4	Winter mats	Parliament Cleaners will be coming to pick up rogue mat in EPS.	There was some confusion as to how many mats they should have picked up. They have a total of 6 mats in their possession. It will cost more to pick other mats. The cleaners will be asked to vacuum the mat in front of the elevator.	Cleaners to clean the remaining mats. Will re-evaluate what to do with mats next season, i.e., replace or attempt to revive yet again.
1.5	CO Write-Off	What is CIPM doing about the Auditor's position indicating that the unrecovered expenses for the CO detectors cannot be "written off"?	No update	MR to discuss with NF and determine next steps.
1.6	Balcony & EIFS	Awaiting word from MH for start date, timeline. Paranis will be onsite next week to do EIFS status test.	Change order was approved and sent to Morrison Hershfield/ awaiting work schedule	In progress. Awaiting results of EIFS assessment. Agreed that the Paranis can park trailer adjacent to garden, along entrance to parking lot.
1.7	Lockbox Rule	Lockbox Rule - draft rule submitted to PM to be forward to the Lawyer for approval/review. A request to review	On hold until AGM	In progress

		the rule was sent to Nancy Houle on February 21 st .		
1.8	Window Cleaning	Window cleaning is sched for June 5th and notice will be sent June 2nd.	Window cleaning was done June 5th	Completed. Capitol Window Cleaners to be added to contract list. Annual spring recall recommended.
1.9	Front Landscaping	Board to review, tweak scope of work and then share with garden committee	Landscaping quote approved: Dig out and remove mulberry stumps, remove Cedar on the west side of the Front Door, weed beds & prune (amended), apply hen manure x 3 and 1.5 cubic yards mulch - Total \$2725. Remove all waste from site.	Completed
1.10	Leak 310/210	310 had water leaking from the balcony door groove which leaked into 210 below them. This resulted from the east end rain on April 13th.	OMS has completed caulking repairs, but this will be monitored before repairing unit 210. Owner was very much satisfied with the service OMS provided	In progress

1.11	Lighting	Exterior lighting is poor.	Retrofitting completed May 26th.	MR to follow up with Metrosphere RE front lights and ensure that we get 2-3 quotes for the RFS recommended interior lighting upgrade.
1.12	Audit	MR has notified W.G.P that we are prepared to proceed with the Audit. Awaiting response	Annette advised it will be done early July.	In progress
1.13	Contractor List	MR to include column in the Contractors table denoting termination or renewal date, along with notice period	Ongoing	In progress
1.14	PAP Old Invoices	Board has not been able to review the PAP invoices (historical data) as promised. MR to download Otis invoices as first step.	Ongoing	In progress
1.15	Property Risk Assess	Chris was asked to assess the windows, doors, roof access and report on possible security concerns.	Awaiting recommendations from Chris Levett. Concerns re 80 Aberdeen to be re-visited (potential need to upgrade locking mechanism, install anti-theft plate	In progress. MR to arrange meeting with 80 Aberdeen PM.

		The PM at 80 Aberdeen advised that the roof access is closed at all times. However, the stairwell doors are left open as the tenants frequently use the stairs and this does not pose a safety risk. They are willing to meet onsite to review concerns after COVID-19 subsides a bit	on roof top access door) suggest the board arrange a meeting with their PM to discuss concern.	
1.16	Redflag	MR to contact Red Flag re surveillance camera issues, lobby feed, wiring	Redflag came on site and replaced the camera in the lobby and feed was working. Francois will continue to monitor and advise is any issues.	Redflag completed repairs, however, ongoing monitoring required given history.
1.17	HVAC	Baxtec HVAC contract, what does it include, e.g., status/site inspection reports? If so, where are they posted? If not, why not	Further analysis shows that Baxtec is providing the service for the all that is required on the building: Verify Heating/cooling operations of makeup air seasonally, check burner, electrodes and safeties. Check heating operations on garage furnace, unit heaters (including heat exchanger). Verify operations of various fans in the garage and check belts and filters. Check operations of sump pumps in the garage. The cost to provide this service is \$3990 and similar comparison with another site is \$7k. We therefore recommend staying with Baxtec and management will try to be onsite with them more often. Reports will be sent to the board quarterly.	Approved renewal of contract for this coming year. Note: 60 days notice required for termination. BF for January 2021 to discuss whether going to tender again would be prudent. Critical that site reports be shared with board members going forward.

New Business

Item #	Subject	Details	Status	Action
2.1	Pest Control	Bat possible in the attic	Request sent to Nature Pest Management to make arrangements to come by the site	Regionex has been contacted to assess bat issue. MR to contact NATURE to clarify terms of agreement/service.
2.2	Locker Screens	Chris is to repair damaged locker room screens	Repairs were completed.	Completed
2.3	AGM	Board to determine ASAP whether virtual AGM is necessary	Board update	Have option of virtual meeting facilitated by CIPM or rent small venue to ensure social distancing rules are observed. Tentative date set for October 26, 2020.

2.4	Gas	CIPM unilaterally switched gas providers (from Enbridge to Direct Energy) for all condos under their mgmt. CCC634Board was not notified or consulted. Board requesting clarification on rationale behind the decision to enter into a contract without first receiving board approval. MR to contact Enbridge to ensure rates are accurate.	<p>Dan has sent an email to the board to apologize for not contacting the board first and to justify that changes were made in the best intentions of the corporation to save cost as that is always the management objectives. He has also stated that future decisions will not be made without board consultation.</p> <p>Contacts made with Enbridge confirmed that the reason for the final bill is that a new owner when creating their account accidentally created a new account for the corp. The only implication is that the account number changed. Enbridge advised that this happens every so often with other condos and is beyond their control.</p>	Board once again highlighted need for accountability at the Executive level of CIPM, especially when making unilateral decision outside their purview.
2.5	Bell Phones Lines	Phone line charges are exceeding monthly budget	<p>Account#6135691306(063) currently at a regular rate of \$327 per month, however I was able to get a 3yr plan of \$84.90 per month to expire June 2023. Account #6135631280 is currently on a 3 yr plan that will expire March 20, 2022 at a rate of \$54.74 (\$25 off). As at June the approximate balance for this budget is \$2796, which is more than enough to cover their remaining 8 months which is estimated to be \$1200. Therefore this category should be within budget at the end of the fiscal year.</p>	Completed
2.6	Garage Overhead door	Garage door not closing	<p>Door Doctor has inspected the door and has concluded that the door opener has failed and should be changed. RF allocates \$8833 for door repairs in 2023. The Board agrees to ask Pivotech to do a second assessment and advise on cost to replace. etc.</p>	In progress. Will secure quotes for replacement of motor as well as doors (garage & garbage). RF expense and doors reaching 'end of life', Need to also determine viability of installing steel welded casing to mitigate damage caused by waste removal.

Ratification

- landscaping contract
- cleaning contract with Parliament

- reserve fund study contract
- pursuing the replacement of the door opening mechanism by getting more estimates
- change order for the EIFS to be included in the balcony project

RvB moved to approve, ZH seconded, all in favour, motion carried.

Budget 2019-2020

N/A

Business Arising – Discussion - Actionable Items*

See Mgmt Chart above.

Remains Outstanding

Board & PM to review Property Risk Assessment completed by Ottawa Police Service (OPS) in November 2016 and confer on any outstanding areas of concern.

Status Certificate (SC)

Error on recent SC noted by RvB.

Financial Report

RvB and ZH to forward questions/concerns to MR.

Next Meeting

July 27@ 5:00PM Teleconference unless otherwise advised.

Adjournment

President adjourned meeting at 7:00PM.