

**OCCC634 Board Meeting  
December 4, 2019, 2019  
5-8:00PM  
203-95 Beech**

**Present:**     **Riek van den Berg (RvdB) - President**  
**Michelle Richards (MR) - Condominium Manager**  
**Nadia Freeman (NF) – VP of Operations**

**Zachary Healy (ZH) – Treasurer**  
**Laura Layachi (LL) – Director of Accounting**

**Glenda Lutes (GL) – Secretary**

| Item                                      | Discussion  | Action  | Michelle | Riek | Zach | Glenda |
|---|---|---|----------|------|------|--------|
| Approval of agenda                        | Agenda  | Agenda approved   |          |      |      |        |
| Approval of minutes from last month's mtg |   | No corrections required. GL to forward docs for posting on Portal.  |          |      |      | X      |
| President's Report                        | <p>- Assisted with Annual Fire and unit common elements inspection<br/>November 18 2019</p> <p>- Attended Condo Director Group meeting<br/>November 26 2019. Info gained:</p> <p>- <b>We need more info on electricity usage (historical invoices) to know if we need to apply for the new rebate by January 31</b></p> <p>- Should we talk to Hydro Ottawa about taking over our hydro vault? Pros and cons?<br/>Pro: They pay for maintenance, like the torqueing and cleaning that needs to happen every five years; They pay to repair and replace the transformer as needed. Con: we need to access the space for the enterphone system and the phone/internet access points. Will this still be allowed? Need more information on water usage (historical invoices) to determine how the new pricing structure is affecting us before we engage in the budget planning</p> <p>- Removed dog feces from garden – four different dogs – along with garbage</p> <p>- Requested clarification on why the new recommendation came from CIPM for 3 hours of emergency lighting.</p> | <p>-Need to historical data to determine if usage renders us eligible for rebate – Hydro Ottawa will provide when requested</p> <p>-80 Aberdeen would need to be in agreement, Shared costs for replacement of transformer, if required.</p> <p>-30 minute minimum requirement, time extension not required by code. No action required</p> | X        |      |      |        |

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|                         | <p>- Submitted a draft rule for lock boxes a couple months ago and there has been no response. Proposed Rule: Lockboxes are not permitted to be attached to any part of the condominium's common elements.</p> <p>Rationale: Lockboxes are easy to open and there have been an increasing number of break-ins of condominiums using the keys in these boxes to gain entry. This puts all owners and residents at risk. If keys are stolen from a lockbox, all the common element locks would have to be rekeyed and new keys issued. The cost of this is charged back to the owner of the unit associated with that lockbox. For units for sale, it is recommended that listing agents be given a set of keys that visiting agents would obtain from their offices in order to show the unit. For rental units, contractors should be obtaining keys from the rental management offices if they need to enter the units to do work.</p> | -Agreed lockboxes pose security risk. RvdB to circulate revised draft. Lockboxes in vestibule will need to be addressed. MR & NF to provide recommended options.  |                   | X |  |  |
| Treasurer's Report      | Flagged discrepancies in RFP - requesting step by step overview of RF project implementation.   | See below   |                   |   |  |  |
| Secretary's/OOBP Report | Question re DanCan Electric and work actually preformed to warrant recent \$600+ invoice  | MR to provide clarification   | X                 |   |  |  |
| Management Report       | See attached document   |   |                   |   |  |  |
|                         | <p><b>Management Decisions/Discussions:</b><br/>Reviewed outstanding items from last meeting</p>  | <p>-See above</p> <p>-Agreed Pyron to commence monthly fire alarm monitoring as required by law. MR to arrange.</p> <p>-Extensive discussion surrounding EIFS, Balcony Repair &amp; Garage Drainage Projects. Apparent disconnect with MH with respect to assessments, design direction and tenders generated. Tasked CIPM to meet with MH to clarify process and next steps. NF to assist. (BR to generate or draft contact for EIFS.)</p> | <p>X</p> <p>X</p> |   |  |  |
| Budget 2019-2020        | See below   |   |                   |   |  |  |

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| Ratification of decisions made between meeting | N/A  |  |  |  |  |  |
| Business Arising                               | <p>Issues and concerns (RvdB)</p> <p>-The budget has to be sent to owners by February 14th (15 days before) although 30 would be even better so we can have an info meeting.</p> <p>- What can we expect for response to owners and residents concerns from CIPM? Surely they should expect a meaningful response within 2 business days and then a follow up on the issue's resolution and the results.</p> <p>- Pyron propped side door open November 1 so they could access electricity from inside the building when they were working on the third floor. This is a security risk for all within the building. What is the expectation for contractors who need power outside?</p> <p>-The winter mats are not holding up as expected, particularly the front vestibule one. As well, the cleaning and storage plan for next year needs to be improved.</p> <p>- Still waiting for invoices for preauthorized payments.</p> <p>- Concern about reserve fund investing. We were told that Andras would sit down with manager and board after reviewing RFS and our work plans and would recommend investment amounts and</p> | <p>-Draft budget to be provided to Board before CIPM's holiday break. Among other concerns, increased insurance premiums need to be addressed along with increase in hydro and water costs. Updated PIC also required.</p> <p>-Longstanding request for ticket system remains outstanding. CIPM not able to provide. In lieu of, Board requesting report, e.g., excel spreadsheet, to be presented at monthly board mtgs. Service standards need to be established, shared and adhered to. Question whether <i>Angus Everywhere</i> ("full work order processing" app) might be an option.</p> <p>-Agreed need to investigate appropriateness and cost of installing external electrical outlet. MR to investigate.</p> <p>-BR to contact rug supplier to determine what, if anything can be done.</p> <p>-See attached Mgmt Report which outlines implementation of <i>Condoworks</i>, CIPM's solution, an attempt to address inefficiencies. Looking at online approval, paperless, 7 day turnaround.</p> <p>-MR to follow up with Andras (CC LL) to request investment plan. Much depends on RFS project timelines.</p> | <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> |  |  |  |

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|                          | laddering so that funds would be available when needed. Recent email from him and from manager misses all that.<br>-When will Zach have signing authority? | -MR to assist   | X |  |  |  |
| Status Certificate       | N/A  |   |   |  |  |  |
| Monthly Financial report |  | Financials reviewed. Among others, MR to ensure Hydro pays outstanding costs for key replacement. LL to investigate all reclass of numbers/codes. No GL code available. | X |  |  |  |
| Next Meeting             | January 23, 2020@ 5:00PM   |   |   |  |  |  |
| Adjournment              | Adjourned by President at 8:00PM   |   |   |  |  |  |