

OCCC634 Board Meeting

September 21, 2020

5:00-7:00PM

Teleconference/Google Hangout

Present: Zachary Healy (ZH) – Treasurer Glenda Lutes (GL) – Secretary
Michelle Richards (MR) – Property Manager Riek van den Berg (RvB) – President

Guest: Joel Becker, Building Science Consultant, Morrison Hershfield

Regrets: Nadia Freeman (NF) – VP of Operations

Approval of minutes

The Minutes from August 2020 were approved.

Approval of Agenda

The Agenda for today's meeting was approved.

President's Report

- ▶ Assisted FCI with install of Timed lock on vestibule door, over three days
- ▶ FCI made recommendations which I shared with management:
 - ▶ the vestibule door should have a stop so it can't open more than 90 degrees. That is probably what bent the arm of the opener in the first place.
 - ▶ the door threshold under the vestibule door is both too high (code) and too loose. They recommend a ¼ inch sweep and one properly secured down.
- ▶ Attended City of Ottawa session on rock and tree removal between Beech and Young for LRT stage two.
- ▶ Working with City of Ottawa to get a pre-inspection of our property prior to the blasting in the rail trench to the west of our building
- ▶ Attended 2 day CAI conference on Condo issues
- ▶ Attended several education sessions on Condo issues:
 - ▶ Condo Advisor: September 9
 - ▶ CCI–Golden Horseshoe chapter
 - ▶ CCI-Easter Ontario chapter
 - ▶ CCI-Huron Chapter
- ▶ walked through garage with manager to identify issues and follow up on contractor work
- ▶ Worked with FCI and Francois to try and identify cause of buzzing on Enterphone
- ▶ worked with owners and management to identify cause of broken lock between garage and elevator lobby
- ▶ answered owner's questions related to renting out their unit
- ▶ Observed tagging on garbage room wall and shared that with Glenda, who painted over it
- ▶ retyped condo rules document so that all the rules were in one document and sent to manager
- ▶ met with Paranis and planned balcony reopening on east side of building. Coordinated notice with management. The next day, assisted Paranis with this task
 - ▶ discussed condo questions with owners who were present during the balcony reopening
 - ▶ coordinated Paranis caulking work on balconies with management so they could send out the notice to owners
 - ▶ coordinated board discussion on urgent ramp repair and communicated that with management
 - ▶ provided management with a comprehensive report of what transpired at 95 Beech during her vacation.
- ▶ Assisted Red Flag in camera install with Francois

Treasurer's Report

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

Secretary's Report

- Contacted Buchanan's Lighting (Ernie) in an attempt to source replacement lights for the main entrance and underground. Provided pix and approximate specs. Will share with MR & RvB to be carried forward for future consideration.
- Spoke to City's Forestry Services, Rheanne Roberts, to discuss appearance of caterpillars on the Manitoba Maples along MUPs. Ms. Roberts confirmed a gypsy moth "infestation" is in play. They saw an uptick this year and expect next year will be worse. There is no spraying in Ottawa at present. If a tree is subjected to 3-4 years of defoliation, it won't likely survive. Made recommendations to mitigate fallout. Info, including link to recommendations, shared with interested owners.
<https://www.canada.ca/en/health-canada/services/pest-control-tips/gypsy-moths.html>
- Painted over graffiti on west side of building (garbage room)
- Suggested new occupant of 106 be encouraged to park car closer to wall (in underground) to prevent being clipped by another car
- Provided details of possible overhead door malfunction
- Replaced burnt out bulb in vestibule
- Trimmed suckers on Manitoba Maples along MUPs. Wed front garden.

Joel Becker

Provided overview: Did openings. Report is being finalized. Concerns flagged RE surface staining and possible mold. Saturation revealed at the bottom of the wall. Drainage holes at the bottom of flashing, which allow the water to escape, were blocked by a polyethylene sheet. The rain screen wall system is still used today. Speculate that maybe 2 different contractors were involved in the conversions – hence the disconnect.

RE concerns cited with excess water pouring over the eaves. Not recommending any more exploratory openings. Angle difficult to tell looked like water was shooting probably double the volume. Downspout possibly clogged or eaves too small. MH to make recommendations.

| Item | Subject | Details | Status | Action |
|------|-------------------|---|--|--|
| 1.1 | Deductible By-Law | Request Nancy Houle to Draft Deductible By-Law and to include hot water tanks given that they are not covered in our insurance policy any more So if there was an issue, the cost to the owner would be the full cost, not just the deductible. | By-Law prepared and sent to the board on September 11th. | Agreement to defer to incoming board. |
| 1.2 | Elevator Contract | Otis addressed the outstanding issues - the deficiencies and did an inspection. Still waiting on response regarding overcharges and possible rebate. MR to follow up with point person to resolve ASAP. | Otis has not confirmed if billing is retro, but it appears it is not as only invoices have the discount. | 10% discount is status quo. No new discounts being applied. Critical that PM give proper notice. |

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| | | Otis has completed the outstanding deficiencies on the list. They advised that they are offering the corporation a 10% discount for low usage on invoices, but I requested clarification as to when this is effective and when it will end, just to be clear. I will update the board when I receive the response | | January 15, 2021 to contact Regional to determine if they are still interested in providing service. April 1, 2021 notice to be given to Otis. |
| 1.3 | CO Write-Off | <p>What is CIPM doing about the Auditor's position indicating that the unrecovered expenses for the CO detectors cannot be "written off"?</p> <p>The research continues. All units were billed and letter issued, but we are trying to identify the unpaid units. If we can identify the three units we will attempt to collect.</p> | <p>Accounting findings:</p> <ul style="list-style-type: none"> • The Pyron invoice was for \$2,430. We have billed back and collected \$2,340, which leaves us out \$90. • All units on the 100s and 200s were invoiced \$90 except unit 104. • Units on the 300s were invoiced \$180 except units 307 and 310. <p>The board advised that 310, 307 and 104 did not receive detectors.</p> | Potential book-keeping issue. Laura to speak with Auditor re disparity. |
| 1.4 | Balcony & EIFS | <p>New schedule circulated. Reminders to be provided.</p> <p>Work started August 10th and all units on the eastside are completed except units 101, 103, 104 & 105 as these balconies are recommended to be replaced by the engineer. The plans are in motion and the board will get the relevant documents for review once available. The project extension for these decks can be up to six weeks and this will be an extra cost.</p> | <p>The board has approved option 2. In reviewing the costing, the prices to replace a full deck compared to a portion of the deck are the same or less. Therefore, based on Paranis' costing, we would recommend proceeding with the replacement of the entire decks for unit 101, 103, 104, and 105. Just a note, the price in the CCN includes the gelcoat. Therefore, there will be a credit of \$7,200.00 to the original contract if these we go ahead with these items</p> <p><u>Option 1 Full deck replacement (not replacing balcony 102):</u></p> <ul style="list-style-type: none"> • 101, \$8,987.50 • 103, \$6,987.50 • 104, \$6,987.50 • 105, \$6,987.50 <p>Cost: \$29,941.00 Credit from Gelcoat: \$7,200.00 (from line item 7.0 of the Detailed Schedule of Prices from the bid form)</p> <p><u>Option 2 Full deck replacement (including replacing balcony 102):</u></p> <ul style="list-style-type: none"> • 101, \$6,987.50 • 102, \$6,987.50 • 103, \$6,987.50 • 104, \$6,987.50 • 105, \$6,987.50 <p>Cost: \$34,937.50</p> | Ongoing. Awaiting schedule. |

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| | | | Credit from Gelcoat: \$7,200.00 (from line item 7.0 of the Detailed Schedule of Prices from the bid form) | |
| 1.5 | Lockbox Rule | Lockbox Rule - draft rule submitted to PM to be forward to the Lawyer for approval/review. A request to review the rule was sent to Nancy Houle on February 21 st . | Notice sent September 18th | Ongoing. Awaiting response from owners. |
| 1.6 | Lighting | <p>Metrospere advised that the wall covering of the building is a fake concrete stucco. The layer of it is so thin that any type of installation or work can result in punching holes. Also, it will not support the weight of a light fixture.</p> <p>Existing lights at the main door are the old type wall packs that are 'oversized'. We cannot get the same size replacements in LED. Removing the existing unit will result in a visible footprint because the final finish of the exterior walls was done AFTER the fixtures were installed on the walls. The base of the existing fixtures measurement is 15inch X 15 inch. We would need to find the same size fixture or build a new support to cover the old footprint and secure the proper installation of the new light. He is looking for other options and will present them asap.</p> | No update | No update |
| 1.7 | Audit | <p>MR has notified W.G.P that we are prepared to proceed with the Audit. Awaiting response</p> <p>On May 5th Annette advised that there are delays due to COVID_19 and the audit will start in June. On June 29th the auditor advised that she is ready and we should send her the documents. All documents and access were sent the same day.</p> <p>update but no response was received.</p> | No update received as at September 18th. No audit questions asked either. | <p>Awaiting word from the Auditor</p> <p>Board will have to sign off on Audit for presentation at AGM.</p> <p>Board recommends WGP for this upcoming year,</p> |

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| | | <p>On August 19th Account Director reached out to the auditor again and the auditor responded advising that she has been in touch with the board president and she is having some issues with the opening equity. However, accounting advised that the auditor should be keeping in touch with her team if she needs clarification on the opening equity and not the board.</p> <p>Up to July 27th we did not receive any communications request or information verification etc. On July 27th we sent a request for an</p> | | ideally go for RFP next year. |
| 1.8 | Property Risk Assess | <p>PM will be meeting with Chris and Francois on July 29th to review recommendations</p> <p><u>Chris</u></p> <p>remove the side door exterior handle and replace it with smaller version</p> <p>minor repair to front entrance door as the lock is loose</p> <p>provide a quote to install bars on the garage windows</p> <p>provide quote for flashing around small garage door</p> <p>fill potholes on ramp to prevent damages to garbage bin wheels</p> | <p>Chris removed the exterior door handle.</p> <p>Front door was repaired by Lockmith</p> <p>Glenda advised on September 11th that she is not inclined to having grills installed at the garage windows.</p> <p>Flashing around small garage door is not high priority</p> <p>Chris fill potholes on ramp.</p> | Will reserve decision on whether to install grills on windows. |

| Item # | Subject | Details | Status | Action |
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| 1.9 | Pest Control | MR to review existing contract with NATURE to see if/when we can terminate contract and switch to Regionex, assuming costs are competitive. | The bat treatment was scheduled for September 18th. | Proposal request, to include a scope of work and preventative maintenance from Regionex. |

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| | | Decisions made to accept Regionex's quote for the \$4800. MR & NF to argue for reduction, caveat being that we switch to them for monthly service as well | Regionex advised he can reduce the bat treatment cost by \$400 off if the board signs a yearly contract with them for \$65 per month. Nature is 73 including mice | Require scope of work, contract to be provided, incl site visits reports. Notice needs to be given to NATURE. Move to go with Regionex effective November 1 st . |
| 1.10 | AGM | The board needs to discuss plans for the AGM. If virtual will be considered they need to consider having a bylaw for this purpose. | AGM planned for October 26th. Preliminary notice sent September 17th. Glenda will be taking the minutes. Meeting will be held via zoom. | Host and chair (Lisa) booked. Riek will go through the training. October 14 @ 530. Other board members welcome. Board may need to meet between the Oct 6&9 to respond to any requests |

New Business

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| 1.1 | Break In | Between Aug 3rd and 4th a break occurred through the front entrance door. Video footage indicates that the person used a crowbar and quite easily opened the lobby door. Also broke the door leading to the garage from the elevator. 1 bike was stolen belonging to unit 101 | Vestibule timer lock was installed week of September 1st. Lock is working fine. | Request 101 to remove remaining locked wheel. |
| 1.2 | Modification Form | Owner should be signing the agreement to common element modification in accordance to section 98 | Draft resent to board/awaiting approval | Was approved by board. MR to make note. |
| 1.3 | Spike in Gas usage | MR to review Baxtec contract to determine what specific part of system may account for this aberration. MR to contact ENBRIDGE to ensure meter is working properly. | Increase was as a result of make-up air broken. Replacement was done and all is working good now. | Completed |
| 1.4 | Flashing around Building Roof | MH was asked to complete an investigation into the flashing in the | Investigation is not yet done. MH to advise once done. | Awaiting formal feedback from MH. |

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| | | roof in particular at 202 area. | | |
| 1.5 | Window at 202/307 | M & T Glass has not been responding to our request to repair 307. | A new request sent to another company - Honey Window & Glass. Arrangements are being made with owner to have window measured. | Ongoing |
| 1.6 | Painting of Man door at ramp | Chris painted the door however it was done in black and brushed liens are obvious. | Chris will repaint with similar colour like the other doors and will use roller. | No change in colour required. Proper rolled technique to be completed. |

Ratification

Electronic Voting and Virtual Meeting
Ramp concrete repair
Balcony Option 2
Sump Pump (elevator)

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

Budget 2019-2020

Numerous discrepancies identified. MR to address/follow with accounting.

Business Arising – Discussion - Actionable Items*

See Management Report above.

Remains Outstanding

See Management Report above.

Status Certificate (SC)

Reviewed and errors corrected. MR to ask 307 to complete modification form for BBQ line install.

Board requesting that the Status Certificate be added to the monthly agenda, for review, to ensure it is accuracy.

Financial Report

Discussion regarding areas of concern, and possible improvement and/or correction.

Next Meeting

September 21st, 2020 @ 5:00PM - teleconference unless otherwise advised.

Adjournment

President adjourned meeting at 7:38PM.