

OCCC634 Board Meeting

August 24, 2020

5:00-7:00PM

Teleconference/Google Hangout

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

Approval of minutes

The Minutes from July 27th, 2020 were approved.

Approval of Agenda

The Agenda for today's meeting was approved.

President's Report

- Participated in security walk around July 30, 2020
- Assisted with numerous issues stemming from the garage break in August 3, 2020
- Connected with many residents
- Supervised locksmith for several visits
- Discussed exterior drainage issues with manager and need to have engineers involved in the development of a plan
- Received phone call from auditor who explained where the audit was at and why it was not yet completed.
- Provided refill for new hand sanitizer by garbage room and took custody of the previous one in case we can get refills for that model.
- Toured building with FM and Red Flag representative to discuss placement of security cameras—developed a plan and sent to management. A proposal will come from Red Flag for this upgrade.
- Met with contractor and manager about time lock for front vestibule and the fit of the front door.
- Assisted manager with accessing keys for balcony project x 2

Treasurer's Report

- Approved a number of invoice payments
- Met to colour match balconies
- Provided input on new mask rule, as well as on security and bat issues, and discussed possible solutions
- Approved timed lock for front door
- Approved additional security cameras

Secretary's Report

- Followed up with MR to provide background on potential flashing issue. Forwarded videos to MH engineer, Joel Becker, who will forward to Paranis
- Followed up with Buchanan's Lighting (Ernie) to clarify recommendations made for potential replacement lights for the main entrance. Provided pix and approximate specs for lights in underground. Awaiting recommendations.
- Trimmed lower level of maples along MUPs
- Sorted bikes (to accommodate new requests) and swept bike room.
- Stored elevator protector blankets
- Flagged gap in lobby door retrofit and holes on ped door panel to underground
- Provided pic of potentially defective wallpack light on MUPs side

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.	Draft by law was requested from Nancy Houle	Ongoing
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 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.	Ongoing
1.3	CO Write-Off	What is CIPM doing about the Auditor's position indicating that the	The research continues. All units were billed and letter issued, but we are trying to identify the unpaid	Ongoing. Some progress

		unrecovered expenses for the CO detectors cannot be "written off"?	units. If we can identify the three units we will attempt to collect.	made in narrowing down unit(s) involved. MR & NF will continue to investigate.
1.4	Balcony & EIFS	New schedule circulated. Reminders to be provided.	<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 east side doors were secured on August 20th and work will begin Monday August 24th. During the inspection in the east thankfully there were no major damages identified, except that units 210 and 109 are not yet inspected.</p>	Ongoing
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 .	On hold until AGM	Must be circulated before meeting. Should the owners requisition a meeting, it can coincide with AGM.

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	Ongoing
1.7	Audit	MR has notified W.G.P that we are prepared to proceed with the Audit. Awaiting response	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	

			<p>her the documents. All documents and access were sent the same day.</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 update but no response was received.</p> <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>Ongoing. Critical that connect be made to ensure audit is completed for AGM.</p>
1.8	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.	<p>Riek was able to pull some of these invoices from Condo works as far back as 2018</p>	Ongoing
1.9	Property Risk Assess	<p>PM will be meeting with Chris and Francois on July 29th to review recommendations</p>	<p><u>80 Aberdeen</u></p> <p>80 Aberdeen will be repairing the roof door lock. Chris advised it needs minor adjustment. I spoke to the PM this was in motion.</p> <p><u>Chris</u></p>	Ongoing

			<p>remove the side door exterior handle and replace it with smaller version</p> <p>fill potholes on ramp to prevent damages to garbage bin wheels</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><u>Michelle</u></p> <p>Ask Ramdoor to reduce overhead garage door timing to 20 seconds. It is currently appx. 36 seconds. request sent awaiting response.</p>	
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Item #	Subject	Details	Status	Action
2.1	Pest Control	Nature is contracted to treat the common areas and the dog house for mice monthly. They have confirmed that this is being done, but I am still awaiting the monthly reports. I will be meeting with the representative on July 29th to assess the bat and squirrel issue for them to quote as well.	<p>I met with Nature and Francois on July 29th and Nature completed the assessment of the bats issue. They suggest installing a one way gate above unit 305 for 10 days then seal around the roof line. Cost \$2500.</p> <p>We discussed that a book will be left on site with monthly notes on what inspection and treatments were done.</p>	MR to review existing contract with NATURE to see if/when we can terminate contract and switch to Regionex, assuming costs are competitive.

		<p>Regionex is a little reserved on quoting on this site knowing Nature has the contract but will send a quote for all but mice.</p>	<p>As of August 20th during site inspection the book was not in place.</p> <p>Regionex also completed an inspection of the site and suggest the following: Remove existing screen and install metal flashing and caulk and seal openings; install One Way eviction devices where required. We will remove screening from several other RSI and install metal flashing; caulk and seal where required and install eviction tubes where needed. Cost \$4800.</p> <p>We did approach Regionex about assessing the entire building since a bat was found on the first floor however he said that once there is one opening the bat can basically travel anywhere. It will cost the condo up to \$40,000 to assess and apply these preventative measures. He suggests as we know what is happening now that we tackle the issue at hand and see if there are other reports, instead of paying for an assessment that could well result in no other access point being found.</p>	<p>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.</p>
2.3	AGM	<p>The board needs to discuss plans for the AGM. If virtual will be considered they need to consider</p>	<p>Draft By-Law was received and sent to the board for review. Once the board approves the owners will approve at AGM.</p>	<p>Bylaw #3 passed.</p>

		having a bylaw for this purpose.	The board must agree on a hard deadline at this meeting for the AGM. we will provide this deadline to the auditors and they must meet it. The deadline to hold Electronic AGM without first having the by-law is November 21st.	AGM date of October 26, 2020 @ 630 set. MR to confirm with Auditor. CIPM to host and President chair (\$450 for Zoom meeting). Results of voting will not be shared until the next day. Mock meeting to be arranged.
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New Business

1.1	Break In	Between August 3rd and 4th a break occurred through the front entrance door. The video footage indicates that the person used a crowbar and quite easily opened the lobby door. Then he also broke the door leading to the garage from the elevator. 1 bike was stolen belonging to unit 101	The matter was reported to the police and the videos provided. The board has approved to change the lock on the door leading to the garage and install a longer lock protector on the front door. The board also requested to have a time lock installed on the vestibule door. Residents will be given their own unique code and a computer system to track the usage for future reference. The board will approve this quote at this meeting \$5,975. There is also a gap at the bottom of the main entrance door. Fleming Communications Inc (FCI) will be sending a technician to assess the week of August 24th. We have also requested the service of Redflag to assess the building and relocate some cameras as well as insert 6 new ones. Cost \$4,333.	Vestibule time lock and extra security camera quotes approved.
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1.2	Modification Form	Owner should be signing the agreement to common element modification in accordance to section 98	Draft form provided to the board for review and approval. Final discussions to be done at this meeting.	MR to send final draft to Board for approval.
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.	Met Baxtec on site August 20th and they could not determine what could trigger this usage increase. There are three thermostats in the garage and there is no key for them. It was suggested that residents could be adjusting the heat manually. Will be meeting with Enbridge on August 24th for a meter inspection.	Ongoing

Ratification

1. Installation of timed lock for front vestibule - RvB moved to approve, GL seconded, motion carried
2. Installation of six additional security cameras - RvB moved to approve, ZH seconded, motion carried
3. Change in colour match required for balcony project (change in engineer approved material) RvB moved to approve, ZH seconded, motion carried

Budget 2019-2020

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

Business Arising – Discussion - Actionable Items*

1. Bylaw to hold virtual meeting, resolution to approve by Bylaw #3 passed
2. Weather stripping on bottom of side door/east required
3. MH to investigate concerns cited regarding flashing,

Remains Outstanding

1. Compromised/non-functioning windows in 202 & 307. MR to follow up with Chris. Quotes for replacement of larger window in 307 to be re-visited.
2. Painting of exterior pedestrian door in underground.
3. Hole in cement under threshold of door noted above.
4. See Management Report above.

Status Certificate (SC)

N/A

Financial Report

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

Next Meeting

September 21st@5:00PM Teleconference

Adjournment

President adjourned meeting at 7:15PM.