

# Ottawa Carleton Standard Condominium Corporation 687

Board Meeting December 21, 2017  
Condo Lounge - 9:30 am

**THE METROPOLE**  
**38 Metropole Private Ottawa, Ontario**  
**OCSCC No. 687**

**BOARD OF DIRECTORS MEETING**  
December 21st, 2017

9:30 a.m. in the Entertainment Room

**AGENDA**

- 1. Opening of the Meeting**
- 2. Confirmation of Agenda**
- 3. Review of the Minutes**
- 4. Property Manager's Report**
- 5. Action Items List Review (JM)**
- 6. Treasurer's Report**
- 7. New Business:**
  - 7.1 The legalization of Marijuana
- 8. Next Meeting**
  - January 25, 2018
- 9. Close of the Meeting**

**THE METROPOLE**  
**38 Metropole Private Ottawa, Ontario**  
**OCSCC No. 687**

**BOARD OF DIRECTORS MEETING**

November 30, 2017  
10:30 a.m. in the Entertainment Room

**Minutes**

**Present:**

Carole Dence - President  
John Tavel - Vice-President  
Peter Cooney - Director  
John Mallon - Secretary  
Des Clair - Treasurer

Capital Integral:

Yawar Khan – Property Manager  
Steven Deveau – Property Manager

**1. Opening of the Meeting**

The meeting was called to order at 10:31am.

**2. Confirmation of Agenda**

The agenda was approved with the following additions under New Business:

- Energy Savings Project
- Protocol for Unintended Alarm
- Plan for Resident Assistant PM
- Arrangements for Budget Review Meeting - December 4, 2017
- Energy Committee Mandate

So moved by J. Mallon and seconded by D. Clair. **CARRIED.**

**3. Review of the Minutes**

Moved by D. Clair and seconded by J. Mallon that the minutes of the October 26, 2017. Board meeting be approved as amended. **CARRIED.**

Management was directed to finalized previous minutes, save as pdf and send them to the Board.

#### **4. Property Manager's Report**

Please see the Management Report for details

##### Minto Deficiencies

Investigation, water testing and repairs are progressing in 15 units where leaks were reported. CLEB has been instrumental in this process and we will continue until the issues are resolved.

##### Landscaping

D. Clair asked when and how will the landscaping proposal be presented. Management will organize a separate meeting with the Gardening Committee and M. Ruhland to present the plans and pricing for the project. The Board can then make their final deliberations and decision.

##### Hot/Cold Water Mixing

Management was directed to first discuss the issue with the Superintendent and find out what may have occurred around November 16 to affect this situation then if necessary meet with WSP or another engineering firm to develop a plan to determine the cause and a solution for this issue.

##### Concierge Proposal

The current concierge has indicated to Management that due to changes in his personal situation he would now be interested in pursuing the position with the Metropole.

The Board agreed on the following points:

- The Metropole would employ two employees: weekday day shift and weekday evening shift
- Securitas would fill the night shifts, the weekend day shifts and breaks and lunch for the weekday day and evening shifts

Management will obtain clarification regarding changes to the Ontario Labour legislation specifically regarding minimum wage and personal leave.

##### Elevators

The Board confirmed with Management that RIA was engaged to conduct an investigation of the elevators as agreed upon. There was some confusion with RIA on what they were supposed to do and Management was directed to clarify this with RIA.

##### Library Doors/Vestibule

Management was directed to seek a local architect - William Ritcey from Barry Hobin Architects - to provide ideas and assistance on this issue.

## 5. Action Items List Review

J. Mallon circulated the Action Items List for the Board to review.

- Item #86: Management was directed to determine a plan regarding relocation and other changes to the traffic signal lights in the garage. Management will be speak to the owner who developed the proposal for changes to obtain the plan.
- Item #114: Management was directed to speak to CLEB about the window project and the cost of removing the glazing stops. D. Clair clarified that there is a \$25K receivable on the books from Minto as part of their commitment towards paying 50% of the cost of a consultant for this project.

## 6. Treasurer's Report

D. Clair provided the Treasurer's Report for October 2017.

- He expressed his concern regarding errors and inadequate review of the financial reports prior to them being sent to the Board. He would like to see a higher level of oversight from Management before Board review.
- Accounting errors were identified and Management was directed to correct them asap. The notes to the financials have incorrect assertions.
- He requested a schedule of hydro savings for the December 4 owners meeting.

Moved by D. Clair and seconded by J. Mallon that the insurance premium bank account be closed and folded into our general operating account. **CARRIED.**

## 7. New Business

### 7.1. The legalization of Marijuana

Due to time constraints this item was deferred to the next meeting.

### 7.2. Passing of the contractor hours rule

Management reported that the notice to owners regarding the rule change will be sent out next week.

### 7.3. Hot/Cold Water Update

This item was discussed in the Management report.

### 7.4. Window Cleaning Completion

Management reported that window cleaning was completed. J. Mallon indicated that his windows were not cleaned. Management was directed to follow-up on

this item and report back.

7.5. Timing of Minutes and Meeting packages

Management was directed to send the minutes out within one week of the date of the meeting. Also, the individual files should be sent out electronically and the hard copies delivered long enough in advance of the meeting to permit the Directors to prepare.

7.6. Energy Savings Project

This item was discussed at a previous meeting and the expense has been included in the updated reserve fund study.

Moved by J. Tavel and seconded by D. Clair that the Baxtec proposal for the energy savings project be accepted. **CARRIED.**

Management was directed to communicate with Baxtec and R. Brown and lead the project management of this initiative.

7.7. Protocol for Unintended Alarm

Management was directed to change the protocol when unintended alarms occur. A short announcement should be made stating that it was false alarm.

7.8. Plan for Resident Assistant PM

Management confirmed that S. Deveau would continue to be the Resident Manager and staff the 20 hours per week in the site office. The Board asked that he leave the lights on and place a sign on the door when he leaves the office to attend to matters elsewhere in the building. The notice would ask residents to have him paged by the Concierge if they needed him on an urgent matter.

7.9. Arrangements for Budget Review Meeting - December 4, 2017

Approximately 50 people are expected to attend the meeting on December 4. Chairs have been rented and the room will be set up to project the budget for all to view. Management was directed to prepare slides to show the budget, the next three and final five years of reserve fund projects and a breakdown showing how much of the condo fees go respectively towards operations and reserve.

7.10. Energy Committee Mandate

J. Mallon presented the history behind this committee. The Board discussed whether energy savings initiatives should be dealt with by Management or through a sub-committee of the Board. The consensus was that Management should be responsible for this and individual owners with ideas should communicate with Management. The committee will not be activated.

7.11. Electric Vehicle Charging Stations

A proposal was tabled for Board review. Management was directed to find out the cost of a single charger. This will be discussed further at a future meeting of the Board.

**8. Owner Suggestions/Communication**

There were no owner suggestions to be discussed.

**9. Next Meeting**

The next regular meeting of the Board will occur on December 21, 2017 at 10:30am. Management will schedule a special meeting of the Board in January to discuss the landscaping plan.

**10. Close of the Meeting**

Moved by J. Mallon and seconded by D. Clair that the meeting be adjourned.**CARRIED.**

The meeting adjourned at 1:58pm.

# MANAGEMENT REPORT

**To:** Board of Directors, OCSCC No. 687

**From:** Yawar Khan, Property Manager  
Steven Deveau, Property Manager  
Becky Aiken, Assistant Property Manager

**Meeting Date:** Thursday, December 21, 2017

**Time & Location:** 9:30 a.m. in the Entertainment Room

**Date of Report:** Thursday, December 21, 2017

## 1. MINUTES

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- 1.1. The minutes of the board meeting held on November 30, 2017 are attached.

## 2. FINANCIAL STATEMENTS

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- 2.1. The financial statements for the period ending November 30, 2017 were released today December, 15, for CI Management review. Once approved, Management will share it with the board.

## 3. ITEMS FOR DISCUSSION / ACTION REQUIRED

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### 3.1. Deficiency Update

3301 - CLEB has reported that the leak was rectified by the results of Spirito's caulking work. Their recommendation was to have the patio doors slightly adjusted as there were slight traces of water from the high pressure testing. These tests recreate above average conditions but the engineers were satisfied to complete the repairs. The repair work below the window sills was awarded to MM Solutions who have already begun. Completion of this unit is expected on Tuesday, December 19, 2017.

3302 - Similar to 3301, CLEB advised us to begin the remedial work in this unit. The work was awarded to MM Solution and has now been completed.

3203 - Due to the weather conditions, testing in this unit will be delayed to the spring. However, preliminary investigations to determine the cause of water infiltrations located in the kitchen will begin early January 2018.



2202 - The repairs in unit 2202 were unsuccessful. CLEB has reported that the remaining leaking is from faulty caulking on the balcony edge of 2302 which cannot be accessed because of the precast concrete parapet. CLEB is considering investing in a borescope to perform an inspection. We are waiting to hear from CLEB to confirm a date for when this work will take place.

2002 - Management is expecting the results of the water testing however, CLEB will be on site during the week of December 18 to apply caulking to the inside area as a temporary solution for the winter months. Testing will begin in the spring.

2201- Management was informed that Prolite will be onsite during the week of December 18th to perform caulking work for 2201.

1204 - CLEB has scheduled this work for early January, 2018.

1103 - CLEB and Prolite to update Management of outcome.

1102 - Spirito has completed the caulking work. Some remedial work is scheduled to begin on Monday, December 18, 2017.

1004 - CLEB has identified the root of the infiltration. Caulking was required to the exterior vent. Remedial work to the bedroom ceiling is scheduled for Monday, December 18, 2017.

401 - Same suspected issue as 2002, 2001, & 1901

### 3.2. Landscaping

Management reached out to Justin from AAR to request what the weight restrictions are for the Podium to help Marietta plan the landscaping project. Justin has provided us with the weight restrictions and has sent them to Management and to M. Ruhland. Management is waiting to hear back from Marietta to see if the weight requirements that were provided are efficient enough to move forward with the planning of the Landscaping project. Management will be setting up a meeting with Ruhland and the Gardening committee to go over the final plans and get the Committee's final comments. Once we have the meeting, management will get a report ready for the Board to review and to approve the plans. Management has requested M. Ruhland to include gardening plans for the roundabout in order to assess what the split price will be for CCC 687 & CCC 691. A response has not yet been received.

### 3.3. Hot and Cold water

Management received a report from Andrew Wallace of WSP. Please see the attached document to view.

### 3.4. Gym issues

Management has contacted Rogers to supply cable boxes to the gym. Pricing for the guest suites has also been requested. Management to confirm pricing and installation date.

### 3.5. Concierge Proposal

Management has received resumes from Gord McTaggart & Matthew Faucher who both currently work at the Metropole for Securitas. They are both interested in the position. Management has posted the position online and is currently reviewing all applications. A selection of the top 10 has been chosen for interviews. Interviews will be conducted this week.

### 3.6. Charging Station Proposal

Management has requested a revised proposal from Flo and is also waiting for an estimate from Boss Electric.

### 3.7. Elevator Issues

RIA will be on site on Monday December 18, 2017. They have been communicating with TKE regarding the proposal and will be in a position to provide a report in January.

## 4. ITEMS FOR INFORMATIONAL PURPOSES

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- 4.1. Westboro carpet came to assess the winter carpets at the Metropole. They don't believe they could do any better and will not be providing a quote. That said, Robert has made significant changes and appears to be well done..
- 4.2. The frequency of use for the compactor has reduced drastically to only being in use two to three times per day. The insulator for the motor to reduce noise level will not be considered as it would heat up the motor and could potentially damage the unit.
- 4.3. JCI assessed the current location of the Fan in the Management office and determined that the noise originated from the vibration of the metal cabling that is within the cement slab. JCI is seeking alternatives for moving the fan unit to a different area.
- 4.4. JCI was called in to adjust The high temperature in the entertainment room. This has been resolved.
- 4.5. Management has spoken with William Ritcey of Barry Hobin Architects. Mr. Ritcey will visit the Metropole during the week of December 18th to offer ideas and suggestions to a permanent solution for the library door vestibule.
- 4.6. Monthly fire test will occur on Thursday, December 28th.
- 4.7. The Christmas decorations in the lobby have been completed. Management is very pleased to hear the positive comments from owners, guests and staff.
- 4.8. Status Certificate
  - Status Certificate has been requested for unit 305.
- 4.9. Library Vestibule - Ron Brown has confirmed with Management that we can proceed

with repairing the ceiling in the Library. The contractor will attempt to complete this work by the end of December 2017.

4.10. Management addressed the concerns to the cleaning crew regarding the heavy smells. Going forward, the Superintendent will be ordering a cleaning product with less odor.

4.11. Carts - Management was informed that yellow carts were not available through a local supplier. Management is seeking an alternative.

4.12. Line Painting

“Reminder” - Vans will complete the Garage Cleaning line painting in the Spring.

4.13. RFS

The Form 15 will be sent to all Owners on Tuesday December 19, 2017.

4.14. Unit 2101

There was a water leak in unit 2101 that originated from the units bathtub which caused damage to the bathroom ceiling of unit 2001. Unit 2101 has contacted his insurance company. The damage to the bathroom ceiling of 2001 has been repaired and painted.

#### **Committee Items:**

**House Committee:** Management has paid all invoices for the hallway renovations. We are now waiting on confirmation from Susan Firestone for the installation date for the new lights. Once the lights have been installed the Hallway Renovations will be completed.

**OMD Building Committee:** Management met with R. Brown regarding the energy savings project. Contract award has been issued and we are awaiting a contract for review. A kick-off meeting will be scheduled in January.

#### **Joint Use Committee:**

## **5. INSPECTION REPORT**

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The building inspection was completed on Thursday, December 14th.

## 6. CONTRACTS

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CONTRACT	CONTRACTOR	PERIOD
Snow Removal	Burns Landscaping	November 2017 - November 2020
Auditor	Ousley Hanvey Clipsham Deep	May 2016 – April 2017
Elevator	ThyssenKrupp	July 1, 2012 -June 30, 2022
Pest Control	Envirocontrol	Month to Month
Exercise Equipment	AC/DC	Month to Month
Fire Safety	JCI	By release order (hold til summer)
CO Detection	JCI	Covered by new JCI contract
Generator	Gentech	Month to Month
Garage Door	AI Parsons	January 1, 2017-December 31, 2017
HVAC	JCI	By release order
Landscaping	Peter Smith Landscaping	Fall 2016
Property Management	Capital Integral Property Management	May1, 2017- May 1, 2020
Security	Securitas	Month to Month

## 7. OTHER

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### 7.1. Units for Sale/Rent

SUITE	FOR SALE / SOLD / FOR RENT
2305 2805	Sale of unit complete Sale of unit in progress

## 7.2. Board of Directors

POSITION	NAME	SUITE	PHONE #	E-MAIL	EXPIRY
**Director	Peter Cooney	1702	613-729-2507	<a href="mailto:cooneypw@sympatico.ca">cooneypw@sympatico.ca</a>	2018
President	Carole Dence	2602	613-225-3737	<a href="mailto:carole_dence@rogers.com">carole_dence@rogers.com</a>	2019
Vice President	John Tavel	3003	613-220-3926	<a href="mailto:jtavel@rogers.com">jtavel@rogers.com</a>	2020
Treasurer	Desmond Clair	1005	613-715-9656	<a href="mailto:dclair@rogers.com">dclair@rogers.com</a>	2020
Secretary	John Mallon	202	613-722-1586	<a href="mailto:mallonjf@sympatico.ca">mallonjf@sympatico.ca</a>	2019

\*\*Owner occupied Board position

## 7.3. Other Information

ACTIVITY	DETAILS
AGM	May 25, 2017
Fiscal Year	Dec 1- Nov 30
Insurance Appraisal	Completed on September 15, 2015, updated September 15, 2016
Insurance	Sept 24, 2017- Sept 24, 2018
Reserve Fund Study	Comprehensive Completed August 2014 Update completed November 2017

## 7.4. Reserve Fund Study Work

YR budgeted	Budget	Project	Progress
2016/2017	\$10,000	Landscaping	HOLD until podium completed
2016/2017	\$154,000	Interior Finishes	House Committee under review
2016/2017	\$3,200	Reserve Fund Study Update	Due in October 2017



Becky Aiken <baiken@cimanagement.ca>

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## Metropole Building

1 message

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**Wallace, Andrew** <Andrew.Wallace@wsp.com>

Thu, Dec 7, 2017 at 2:49 PM

To: Becky Aiken <baiken@cimanagement.ca>

Hello Becky,

I have gone through the areas and have reorganized the information (see attached xls file). One suite I didn't include in this list because the information was confusing. It does fit well into the pattern of issues in the riser though.

702 – says issues with kitchen sink, but also only gets cold there (assumed to mean he can occasionally get cold water, but am unsure exactly

Breaking it down (keep in mind the risers change over in the ceiling of the 16<sup>th</sup> floor (going from memory here):

Suite 301 and 401 – probably an issue with them or the suites directly above/below them. No others reported up the same riser so not a huge flow rate

Suites 2301 upto 3301 – issues – something here is not right and is affecting each of the risers (there are multiple ones risers per suite and they are all affected). Expect a large cross connection somehow.

202-1602 – issues in a number of suites in this riser. Something is allowing significant water though

2002 & 2302 – only these two rooms so somewhere either in those suites or the above/below.....2302 says they have cold water pressure issues so this may affect that one. These may be isolated incidents in those suites.

2403-2803 – several on this riser, but not above or below...local issue likely between those floors.

2304 & 2404 – likely something just affecting them in this area. No others around them complained.

1704 -2404 – something is affecting this whole riser and allowing significant water through to affect them all

2405, 2805 and 3203 – all same riser. Nothing between seems odd. Maybe an anomaly in each case or could be connected but other tenants haven't complained.

306, 406, 506, 1006 – number of points in a few floors. Something appears to be affecting the riser.

For the individual suites, we can check them and the adjacent suites trying to figure out where the water is going in/out.

For the risers, my suggestion is maybe shutting down the riser (if possible) on the hot water side. Allow some of the suites to flow cold water for a while. If they flow cold after 5 minutes (allowing for time to empty the cold riser of hot water) then you know it's a cross connection either in piping or through a fixture. If they keep getting hot water out of the cold water faucets then it is likely some sort of actual pipe cross connection and this will take a lot more to figure out. Assuming the water goes cold after turning off the hot riser, then we need to find the culprit for letting hot water across. If you can have multiple people with radios in various suites turning on and off the water in different suites, this would help figure out where the issue is. Ex, they turn off master washroom water in 1704 and water stays hot in other suites then either it's not that suite (or there may be more than one cross connection....which is where it may get tricky). If they turn off the water to 1804 and suddenly all the other suites are getting cold water then you have found where the water is going through. Then the same type of thing for each fixture in the suite. Keep in mind also that there are multiple risers per suite, so in some cases the kitchen sink is a different riser from the washroom so it will have to be done separately from the washrooms.

Hopefully I haven't thoroughly confused anyone reading this, but that is how I would start if I were to do this work. I don't know if you want WSP to get involved further than this. If you want me to help try and organize the reviews I'm sure I can get this going, but if we go with a number of people in different suites I would recommend a few the building maintenance staff be used (they all have walkie talkies, they are at cost to you, and to be frank WSP can't spare many people right now as we are extremely busy.

Please feel free to contact me. I will unfortunately be on site tomorrow, but it may take a bit of time to digest this. Please feel free to email me or we can talk Monday.

Regards,

Andrew

**Andrew Wallace**

Senior Mechanical Engineer



T (613) 935-0517

F (613) 936-0335

1345 Rosemount Avenue

Cornwall, Ontario

K6J 3E5 Canada