

CONDO BOARD MEETING notes  
NOV 8, 2017

Snow plowing contract – Ottawa Building & Foundation Repair (called metro for residential houses) – The 2 cheque payments are signed & delivered.

Cleaning – contract not yet signed, but took Spot Cleaners (owner – Jim) with a 30 day cancellation policy & no penalties.

Portal – all need to register – Daniel finds it helpful – board members need to sign up twice.

Previous minutes approved in reformatted form.

Yawar says he has a draft for the formal agreement necessary because 102 attached their awnings to the rear brick wall of 12 Stirling – board will review – then legal counsel will review. Once approved, this format will be used for all future owners wanting to attach anything to the building.

Will include this same agreement procedure with 101 & 303 to formalize their hot tub agreements.

Annual fire inspection: Pyron (\$650 + HST) – 15-30 minutes / condo + all communal areas  
Looking at heat detectors, pull stations, fire panel, pump for sprinkler system, fire horns/bells in communal areas

Turnover Audit – comments from Ron & Daniel were sent to Yawar but they forgot to give Yawar & therefore the auditors, a green light. Will do. Involves corporation expenses. Things like hydro are MH responsibilities

HVAC annual maintenance contract – EZ HVAC (Zeke) or Ottawa Mechanical Maintenance? As Zeke has been hired by MH to do HVAC retro-fits, we'll use him for annual maintenance if his work is good. Any repairs required on top of the annual maintenance cost, will be the responsibility of individual condo owners.

Schindler elevator maintenance – Daniel continues to pester Steve for satisfactory answers concerning the apparent lack of visits since April 2017. Steve has offered a number of answers, but they haven't been accurate yet.

New Condo Act –We can opt out because we are less than 25 condos. If we want to ask for a waiver for any condo rule, all owners have to agree. For instance, because of our small size we don't have many transactions. We need an annual Audit for 2017 (file w/ CRA; audited by BDO - approx \$4K) but after that, we could choose to have the yearend accounting completed by a tax accountant in the form of a Review (approx \$1.5K). We are a non-profit organization so the tax filing is simple.

Yawar mentioned that we should locate shut offs for outside taps, to be on the safe side.

Yawar has not yet changed the year end to January 31<sup>st</sup> for 12 Stirling, but he will.  
The Board needs to approve the 2018 Annual Budget 30 days before our year end Jan 31<sup>st</sup>

FOB – we need to secure the computer that controls FOB access. Also need a place to store binders. Daniel requested the binder showing the original building specs – is the ductwork done as stated in the specs?

Renter of 201 (Derrick) needs to have his name on the Intercom panel

New fee for Condo Authority

Cheques were signed for Condo Authority & Gifford Assoc (insurance), cleaning & yard work

Reviewed Yawar's presentation for our 2018 budget & made several changes. At closing, there was a small % increase for condo fees. The advice given was to try to over-estimate rather than under estimate, expenses. Fees can be adjusted annually. If necessary, additional money can be requested during the year, but this is really only for emergencies, not as a practice.

Yawar will increase his management fees for 12 Stirling in 2018 because his firm will incur extra expenses to comply with the new Condo Act. Yawar suggests that using his services does not make fiscal sense for 12 Stirling because it's over \$5K & there really isn't the work to justify the bill. He said he'd be happy to help at any point, when help was requested.

Next Condo Board meeting is scheduled for Jan 24, 2018

#### ACTION ITEMS:

- Capital Integral to circulate the draft "Section 98 Agreement" pertaining to the modifications to common elements performed by Unit 102. (done on Dec. 4, 2017) - Comments sent by the President to Capital Integral on Dec. 4, 2017 - Not finalised yet. (Jan. 20, 2018) – **CI to finalize**
- Capital Integral to confirm that the Fiscal Year for OCSCC1009 is changed to end on January 31. - **Awaiting Confirmation from Capital Integral**
- Annual fire inspection: Pyron - **COMPLETED**
- Turnover Audit – **Awaiting Report**
- Performance Audit and Reserve Fund Study – **Awaiting Report**
- HVAC annual maintenance contract – **Decision Pending**
- Schlindler elevator maintenance - **COMPLETED**