

GOTHAM

OTTAWA

OTTAWA CARLETON STANDARD
CONDOMINIUM CORPORATION
NO. 987

BOARD MEETING 09/11/2018

**Board of Directors Meeting OCSCC 987
Tuesday, September 11th, 2018
5:00pm**

Agenda

1. Welcome and Announcement of Quorum

2. Approval of Minutes of the Board of Directors' Meeting of July 18th, 2018.

3. Directors' and Managers' Reports

- a) Manager's Report
- b) Tarion Update - Jordan Holman
- c) Financial report - Dave

4. Decisions for Board Resolution/ Discussion

PATS update
AGM - Bylaw update - Suggest Owners Meeting
Investments
Concierge Price Increase - 20%
Garage Door Options

5. Other Business

Structural Defect Form
Tarion Conciliation Form
HVAC Contract Optimum

6. Status Certificate Review

7. Notice of Next Meeting and Adjournment

**Minutes of the Meeting of the Board of Directors
Carleton Condominium Corporation #987**

**July 18th, 2018
224 Lyon Street
Ottawa, Ontario**

Present:

Jordan Holman (Director), Dave Macartney (Treasurer), and Kayla McKale (Capital Integral) and recording secretary.

Brett Lamb gave his regrets.

1. Call to Order and Announcement of Quorum

1.1 There being quorum, the meeting commenced at 5:20.

2. Approval of Minutes

2.1 A motion was made by Dave Macartney to accept the minutes of March 21st, 2018 seconded by Jordan. Motion Carried.

3. Managers' Reports

On behalf of Capital Concierge, Kayla McKale presented the following updates. Please see the management report for full description.

	COMPLETED	
1	Shut off valves	Shut off valves were installed where they were missing in unit 203, and for the exterior taps in 202 and 204. Super is looking after the drywall repairs in 203 as needed.
2	1701 damages	1701 leak repair has been confirmed to be completed. The matching flooring is not available anymore. The flooring company has suggested a close match be done to the bedroom only. It is a larger plank in the same colour.
3	1608 fire repairs	Repairs to 1608 fire damaged units completed. \$63337.26 - \$5,000 deductible paid by 1608 is owed by insurance to the corporation.
4	Chute blockages	Polyethylene liner to the chute installed.
5	Office AC	Leak on condenser unit in office \$1425.00.
6	MUA Balancing	Accu-flow Balancing quote \$ 1,200.00 dollars, for balancing on the MUA supply and grills. Approved by Jordan, seconded by Dave.
7	Spring Maintenance	Garage cleaning and drain flushing completed.
8	Window Cleaning	Window cleaning completed by Proserv. They have mentioned now that they are familiar with the project, they may be able to be more competitive with the price next year. There were a few issues getting access through 17th floor units.

9	AGM	AGM completed, the meeting was not adjourned but kept open to receive more voting on the standard unit by law.
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	On GOING	
1	Generator repair	The coolant side cover can no longer wait until next year, it is leaking to the point it has gone into alarm. Total Power has quoted to repair, \$7253.00 +hst with a few extras from Gentech and supplied an annual contract proposal of \$1750 +hst for the annual and semi annual, vrs Gentech's contract of \$1950. They are holding this price for 3 years.
2	HVAC Heat Pump Inspection	Optimum has completed all HVAC units except the loft apartments. A deficiency list has been received, with a list of metal sheets that need to be opened up. To be scheduled shortly.
3	Garage Door	We are continuously having issues with the wear and tear and the springs of the garage door, and told it may break soon. 100,000 cycle is probably the number before you need to replace the barrel or replace the spring within the barrell, which has been most likely maxed. To do this the entire door has to come off and rent equipment. Easily a \$10-\$15,000 charge with labour and material and a 6 week order time. This should be a springless rubber door according to Pivottech, they keep saying it makes more sense to make the opening smaller and add a rubber door. Quote to be received.
3	1608 Fire repairs	All repairs to the units damaged by the fire of 1608 have been completed. Kitchen panels have been received by Aya Kitchens, and they are to install the week of April 16th.
4	605 HVAC leak	605 HVAC repairs are almost completed in 605, 505, 405, 305 and 204. The project did not go as well as expected. Slow scheduling times, removal of 405 flooring in error which the contractors replaced at their cost. A few complaints in 305 which are continually being addressed. Door thresholds still to be replaced in 3 units. Aya kitchens has completed repairs in 2 units, 2 are on back order.

4 Items for Board Decision/ Discussion/ Ratification

4.1 PATS update

Jordan is to reconcile the PATS list as the one provided did not match the original document.

4.2 Total Power Contract and Side Cover repair

Dave motioned to use total power for repairs and use them for the generator annual and semi testing Jordan seconded. Motion Carried.

4.3. Investments

Kayla will resend the docs for the Board members to sign in order to invest reserve money.

4.4. Super Contract with OMS

Due to the increase in min wages, the OMS Super contract has been increased. A second option was proposed to have the super on site for 32 hours per week to stay on budget. Dave made a motion to accept the lower priced contract. Jordan seconded.

4.5. Bike Racks

Discussion regarding certain bikes that won't be able to use the bike racks purchased. Dave to send contacts and Jordan has one style to suggest. We can sell the bike rack if it is replaced.

4.6. Party Room Extra Security

Discussion regarding hiring security on nights the party room is booked to ensure the room is vacated after 1am.

5. New Business

512 - NO access. Jordan is missing tools from 512 and who is giving access to contractors that aren't lamb? Kayla will discuss this with concierge and contractors on site.

6. Notice of Next Meeting

TBA with Jordan's scheduled.

7 . Adjournment

The meeting adjourned at 6:05

Board of Directors Meeting OCSCC 987

Management Report

September 11th, 2018

5:00pm

Completed Maintenance:

- Funds have been received for the insurance claim, minus the \$5,000 deductible received by the unit owner.
- Coolant Side cover repairs completed.
- Heat Pump Inspection has been completed, including the loft houses. They found one pipe that had to be repaired in 332 Gloucester. Many metal sheets had the holes opened up more to ensure no rubbing would damage pipes.
- HVAC repairs from the 605 leak are completed, including the AYA repairs and thresholds. All issues with 305 have been resolved.
- 309 drywall and flooring repairs are completed.

On Going Maintenance:

- 1701 repair has leaked once again during a heavy rain storm end of July. Fine Touch has investigated further and found a few other areas they have suggested sealing up that could have caused this. They are on site the week of Sept. 4th to complete. Flooring is no longer available for 1701, and the one that was suggested to be similar colour with a wider plank 1701 has not agreed upon. Standard Unit applies and the entire unit has the same flooring.
- Accu-flow has been sent the approval for air balancing.
- Pivottech has quoted to replace the motor and brake to a heavy duty Gearhead while budgeting for a new door. I asked if it would last another 100,000 cycles - he can't guarantee but it is much stronger than the one on there, they use that sort of operator for a springless rubber door. The brake is something special as it uses the motor to brake so it is always strong in that case. The gearbox and reducer is significantly stronger as well. \$5700 + hst. The other option is to replace the door with another door.
- Bike racks complaints have stopped as well as many people are using the bike racks.

For discussion/ ratification/ correspondence

BB49 request conciliation form is to be sent in week of the 10th. There is a conciliation fee (deposit), which totals \$1000.00 plus HST (\$1,130.00).

Investment Funds forms needed.

Structural Defect Form recommended by Tarion in regards to the Heat Pump copper pipe leaks.

Tarion Conciliation Form to be sent out with a cheque for \$1000 +hst.

CAPITAL INTEGRAL PROPERTY MANAGEMENT
224 LYON STREET
GOTHAM - OCSCC 987
OTTAWA, ON

August 29, 2018
Quote # E1510181-TNR

Attention: Kayla McKale
Parking Garage Door

EDS-Door Corp. is pleased to submit a quotation to supply and install 1 TNR Industrial Door Model HDP (spring less door).

SPECIFICATIONS:

One (1) TNR Model HDP

Size: 20'0"w x 10'0"h

NEWGEN Guide and Curtain Lok System

Limited Lifetime Warranty: Curtain and NEWGEN Guide

2 year Warranty: Parts and Workmanship

1/4" black SBR rubber with reinforcing nylon core and silver safety stripe on each side

3 HP - HG High Efficiency Helical Gear Operator N-4

Manual Chain Hoist — Wall Control Panel with PLC Logics N-4

Door Speed: 16/12 ips depending on configuration

Actuators: Re-Connect existing

Thru-Beam Photoswitch

Knock-Away Bottom Bar

OPTIONS:

Mechanically installed inside the building

Electrical installation

Removal of old equipment and away

Vision panels (full width)

Close opening down to new size (includes silver panels)

Quiet pack (insulating equipment to greatly reduce sound transfer)

Pull ESA electrical permit

600v transformer (if required)

Fork lift required

Scissor lift required

PRICE

\$46,379.00

Included

Included

Included

\$ 770.00 each

\$ 12,545.00

\$ 1,850.00

\$ 450.00

\$ 500.00

\$ 600.00 or by others

\$ 500.00 or by others

Terms: 25% down payment, Balance Net 30 days

HST: Extra

F.O.B.: Job site

Shipping: 8-10 weeks after receipt of order and shop drawing approval

Validation: Quote valid for 30 days only

Hoping this meets with your approval. Should you require additional information or have any questions, please do not hesitate to contact our office.

Yours Truly,

Jamie Cornelius

ADDENDUM

Any and all building permits, if necessary, by others.

o/o Emergency Door Service Inc.

Customer to supply power with fused disconnect to within 5' of door opening

Need space requirements on specification sheet for installation. Any obstruction to be removed by owner, unless purchased as an option.

Installation during regular business hours (M-F 8:00 am to 6:00 pm).

Door to be clear of traffic during installation.

PARK KING™
DOORS
Springless Low Headroom



High Performance, High Speed,
Impactable Door Systems
for Parking Garage Applications



*Tough 'n' Ready
For Your Challenging
Environments*

LOW HEADROOM PARKING DOOR SYSTEMS

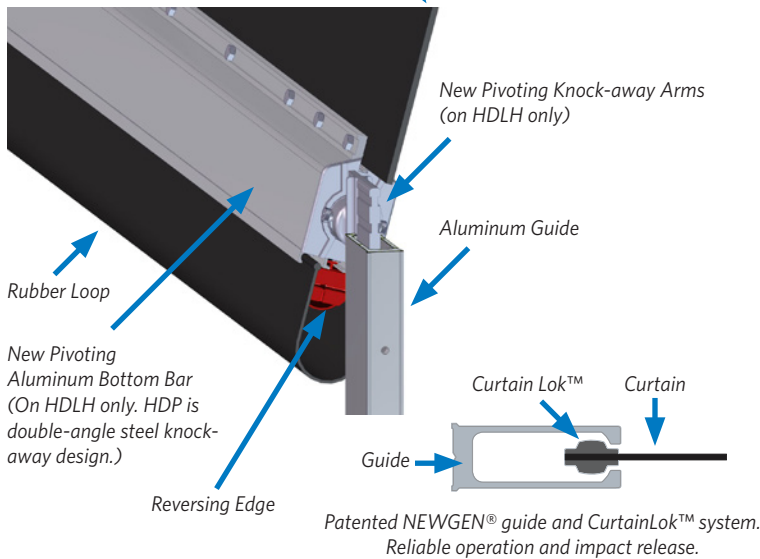
Applications: Condominiums, office towers, hotels, underground parking, airports

PARK-KING™ doors combine rugged durability with a high performance drive system and sophisticated controls for superior low & extra low headroom parking garage door solutions.

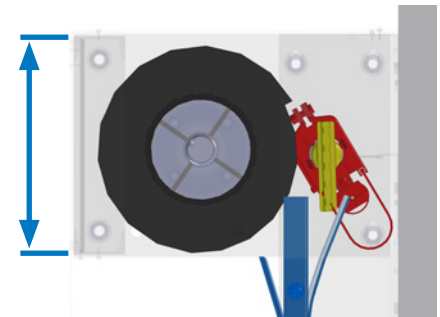
Outstanding reliability, minimal downtime and fast operation are essential requirements of parking garage door applications. Property and Maintenance Managers recognize the value of our PARK-KING™ doors proven durability and reliability combined with high speed performance and low maintenance.

1/4" Black SBR rubber with polyester core weave. Flexible and resistant to abusive environments and impacts in temperatures from -40°F to +180°F

Compact, High Efficiency Helical Gear Head (HG) Operator provides fast & reliable springless operation.



Patented design accommodates as little as 13" headroom while still providing high speed and reliable operation.



PARK-KING™ Door Features	model HDP low headroom	model HDLH extra low headroom
Door Size — Maximum width x height – feet	25 x 10	25 x 10
Headroom Clearance — Minimum - inches	18	13
Opening Speed — inches per second (up to)	30	30
Springless Design — With optional inertia brake	•	•
Curtain Type — 1/4" Black SBR rubber with polyester core weave	•	•
Static Windload — 20 pounds per square foot	•	•
Traveling Windbar — for windy applications (optional)	•	n/a - optional weight for 15 lb/ft bottom bar
Reversing Edge — Pressure sensitive, wireless	Air-wave edge	2-wire electric edge
Control Panel — PLC and Inverter Drive soft start, soft stop	•	•
Activation — Remote controls, pull cords, loop & motion detectors and more	•	•
Frame — self-supporting Steel Mounting Angle	•	•
Photoeyes — Through Beam standard	•	•
Egress — Emergency Chain Hoist	•	•
Other Options — curtain colors, windows, hoods, access controls, speciality functions, sequencing, traffic lights and more	•	•

Warranty: Limited lifetime warranty on curtain and NEWGEN® Guide. Five years or 1,000,000 cycles on operator with frequency drive. Two years on all other parts and workmanship.

Toll-free 1-866-792-9968 Fax 1-705-735-9564 info@tnrdoors.com TNRdoors.com



23 August 2018

Tariq Hajjaj
c/o McGuinty Law Offices
1192 Rockingham Avenue
Ottawa, ON K1H 8A7
Phone: 613- 526-3858
Fax: 613-526-3187

Re:	Purchaser	Tariq Hajjaj
	Vendor	Nigel Neale and Graham Henry Neale
	Address	1609-224 Lyon Street North, Ottawa, ON K1R 0C1
	Legal Desc	Unit 9, Level 16, Ottawa Carleton Standard Condominium Corporation 987
	Legal Desc	Parking TBD Locker TBD
	Closing Date	19 September 2018
	Our File No.	987_1609
	Your File No.	N/A
	Order No.	N/A

Pursuant to your request of 21 August 2018 please find enclosed a current Status Certificate as per the *Condominium Act, 1998* and documentation package relating to the above-referenced property.

Please note that our office requires written confirmation from the lawyer that this transaction of sale has closed. In addition, please provide us with the full name, address, email address, and telephone number of the purchaser so that we may correspond with the new owner with future Corporation business.

Regards,

Kayla McKale
Property Manager
Capital Integral Property Management
"As Agents for OCSCC 987"

** The information provided in this Status Certificate is as accurate as the information made available at the time of preparation of this document. The party addressed above who ordered the certificate (directly or through a law office or realtor) is allowed to use the information and is with whom we have a liability relationship with regards to the information, exclusively. A third party cannot hold us liable. Each party relying on the information is required to order their own status certificate.*

STATUS CERTIFICATE
(Under subsection 76 (1) of the *Condominium Act, 1998*)
Updated 23 March 2018

OTTAWA CARLETON STANDARD CONDOMINIUM CORPORATION No. 987
GOTHAM

Ottawa Carleton Standard Condominium Corporation No. 987 (known as the "Corporation") certifies that as of the date of this certificate:

GENERAL INFORMATION CONCERNING THE CORPORATION

1. Mailing address: See below
2. Address of service: See below
3. Property Manager: Kayla McKale - kmckale@cimanagement.ca
Capital Integral Property Management
904 Lady Ellen Place
Ottawa ON K1Z 5L5
Tel: 613-722-1232
Fax: 613-651-0306
4. The Directors and Officers of the Corporation are:
Brett Lamb, President, 07 May 2018-2021
David Macartney, Treasurer, 19 June 2017-2020
Jordan Holman, Director, 19 June 2017-2019

COMMON EXPENSES / JOINT USE MAINTENANCE FEES

5. The current Owner(s) of Unit 9 Level 16, known as 1609-224 Lyon Street North, Parking TBD; Locker TBD; Ottawa, Ontario of Ottawa Carleton Standard Condominium Corporation 987 registered in the Land Registry Office for the Land Titles (or Registry) Division of Ottawa **is NOT in default** in the payment of common expenses.
6. The current monthly Condominium Fee for the suite is \$250.33, 1 parking is \$45.85, and 1 locker is \$11.42, due and payable on the first day of each month.

Payments on accounts of common expenses for the units in the amount of \$307.60 was received for the period of 01 August 2018 through 31 August 2018, pending confirmation from the bank.

These above amounts include the amount of any increase since the date of the budget of the Corporation for the current fiscal year as described in paragraph 10. An update of the account should be requested prior to the closing date.

7. The Corporation has the amount of \$0.00 in prepaid Common Expense/Condominium Fees for this unit.

8. There are no amounts that the *Condominium Act, 1998* requires to be added to the common expenses payable for the unit, except: for any increase in common expenses the budget may require.

BUDGET

9. The budget of the Corporation for the current fiscal year is accurate and is projecting an operating deficit to draw down the surplus that is existing from the previous year end.
10. The budget commenced 01 February 2018. An increase to the monthly condominium fees was included in the budget. Since the date of the budget of the Corporation for the current fiscal year, the common expenses for the unit have not been further increased.
11. Since the date of the budget of the Corporation for the current fiscal year, the Board has not levied any assessments against the unit to increase the contribution to the reserve fund, or the Corporation's operating fund or for any other purpose.
12. The Corporation has no knowledge of any circumstance that may result in an increase of common expenses for the unit, except for any increase in the new fiscal year as per an approved budget and as the reserve fund plan may require, and as any changes in the new Condominium Act may require when enacted.

The *Protecting Condominium Owners Act, 2015*, will bring some important changes to condominium law and administration in Ontario, including changes to the Condominium Act, as well as mandatory licensing for condominium property managers. As a result, condominium management fees are expected to increase. Also, condominium corporations will be required to make payments towards the new Condominium Authority of Ontario. The Corporation might also experience increased Legal Costs (for review of and/or amendments to the Corporation's governing documents and for added guidance and assistance in relation to the new legislation). These matters are expected to result in an increase in the common expenses, and the increase is currently estimated at between \$5.00 and \$10.00 per unit per month. These changes are expected to come into force in phases, from 2017 – 2019.

RESERVE FUND

13. The Corporation's reserve fund amounts to \$519,336 (unaudited) as of 30 June 2018.
14. The most recent reserve fund study conducted by the Board was a Comprehensive Reserve Fund Study, dated January 2017 and prepared by Keller Engineering.
15. The balance of the reserve fund at the beginning of the current fiscal year was \$433,001 (audited). In accordance with the budget of the Corporation for the current fiscal year, the annual contribution to be made to the reserve fund in the current fiscal year is \$202,000 and the anticipated expenditures to be made from the reserve fund in the current fiscal year amount to \$0.00. The Board anticipates that the reserve fund will be adequate in the current fiscal year for the expected costs of major repair and replacement of the common elements and assets of the Corporation.
16. The Board has sent to all owners a notice containing a summary of the reserve fund study, a summary of the proposed plan (Form 15) for future funding of the reserve fund and a statement indicating the areas, if any, in which the proposed plan differs from the study.

17. There are no plans to increase the reserve fund under a plan proposed by the Board under subsection 94 (8) of the *Condominium Act, 1998* for the future funding of the reserve fund.

LEGAL PROCEEDINGS, CLAIMS

18. There are no outstanding judgments against the Corporation.
19. The Corporation is not party to any proceeding before a court of law, an arbitrator or an administrative tribunal.
20. The Corporation has not received a notice of or made an application under section 109 of the *Condominium Act, 1998* to the Superior Court of Justice for an order to amend the Declaration and description, where the court has not made the order.
21. The Corporation has no outstanding claim for payment out of the guarantee fund under the *Ontario New Home Warranties Plan Act*.
22. There is currently no order of the Superior Court of Justice in effect appointing an inspector under section 130 of the *Condominium Act, 1998* or an administrator under section 131 of the *Condominium Act, 1998*.

AGREEMENT WITH OWNERS RELATING TO CHANGES OF THE COMMON ELEMENTS

23. The unit is not subject to one or more agreement(s) under clause 98 (1)(b) of the *Condominium Act, 1998* or section 24.6 of Ontario Regulation 48/01 (General) made under the *Condominium Act, 1998* relating to additions, alterations or improvements made to the common elements by the unit owner. To the best of the Corporation's information, knowledge and belief, the agreements have been complied with by the parties.

- a) No modification agreements currently on file.

The following modifications have been made by the unit owner(s) or previous unit owner(s) without the prior written approval of the Board of Directors:

- a) No modification currently on file.

[Note: this is simply a list of the modifications known to the Corporation. Other modifications, not known to the Corporation, may have been made without approval of the Corporation and accordingly may not be lawful].

Except as otherwise indicated in an agreement or in the By-Laws or Rules of the Corporation, the owner of the unit, from time to time, is entirely responsible for all modifications made to the common elements by the Owner(s) or by a previous Owner(s) of the unit. Accordingly, any future unit Owner(s) is also responsible for the modifications made and is also responsible for all maintenance, repairs and insurance related to such modification and must fully and completely indemnify and save harmless the Corporation from any claims, expenses or losses related in any way to the modifications. Without limiting the generality of the foregoing, the Owner shall be responsible for all costs and expenses incurred in order to remove the modification to afford the Corporation access to any portion of the property (for the purposes of carrying out repair or maintenance, or for any other reason) as well as reinstatement of the modification (if desired), and the Corporation shall have no obligation for any damage which

may be caused to the modification as a result of any such required access. Any modification or upgrade to common elements must have prior written approval from the Board of Directors.

If an owner sells his or her unit, the owner shall, upon request from the purchaser, provide to the purchaser a written list of all modifications made to the common elements by the owner or by a previous owner of the unit.

When a unit is sold, it is the responsibility of the purchaser to determine what modifications have been made to the common elements by the vendor or by a previous owner of the unit.

LEASING OF UNITS

24. The Corporation has NOT received notice under section 83 of the *Condominium Act, 1998* during the fiscal year preceding the date of this status certificate. The Corporation's understanding is 170 units out of units sold in the condominium are owned by non-resident owners as of the most recent periodic information certificate dated 28 June 2018, but notice under section 83 has not yet been received respecting all of those leased units.

SUBSTANTIAL CHANGES TO THE COMMON ELEMENTS, ASSETS OR SERVICES

25. There are no additions, alterations or improvements to the common elements, changes in the assets of the Corporation or changes in the service of the Corporation that are substantial and that the Board has proposed but has not implemented, and there are no proposed installations of an electric vehicle charging system to be carried out in accordance with subsection 24.3 (5) of Ontario Regulation 48/01 (General) made under the *Condominium Act, 1998*.

The Board has proposed a new By-Law to define standard units, but it has not yet been passed by ownership.

INSURANCE

26. The Corporation has secured all policies of insurance that are required under the *Condominium Act, 1998*.

PHASED CONDOMINIUM CORPORATIONS

27. N/A

28. N/A

VACANT LAND CONDOMINIUM CORPORATIONS

29. N/A

LEASEHOLD CONDOMINIUM CORPORATIONS

30. N/A

31. N/A

32. N/A

ATTACHMENTS

33. The following documents are attached to this status certificate and form part of it:

- a) a copy of the current Declaration for the Corporation;
- b) a copy of the By-Laws for the Corporation;
- c) a list of all current agreements between the Corporation and the owner of the unit: if applicable, see paragraph 23; a copy of all agreements, if any, described in clause 98 (1) (b) of the *Condominium Act, 1998* or section 24.6 of Ontario Regulation 48/01 (General) made under the *Condominium Act, 1998* that bind the unit; or current agreements mentioned in section 111, 112 or 113 of the *Condominium Act, 1998* and all current agreements between the Corporation and another corporation: N/A;
- d) a copy of the Rules and Regulations;
- e) a copy of the last audited financial statements and auditor's report;
- f) a copy of the budget for the current fiscal year;
- g) a certificate or memorandum of insurance for the Corporation; and
- h) a copy of the most recent Form 15.

RIGHTS OF PERSON REQUESTING CERTIFICATE

34. The person(s) requesting this certificate has the following rights under subsections 76 (7) and (8) of the *Condominium Act, 1998* with respect to the agreements listed in subparagraph 33 (c) above:

- 1. Upon receiving a written request and reasonable notice, the Corporation shall permit a person who has requested a status certificate and paid the fee charged by the Corporation for the certificate, or an agent of the person duly authorized in writing, to examine the agreements as per subparagraph 33 (c) at a reasonable time and at a reasonable location.
- 2. The Corporation shall, within a reasonable time, provide copies of the agreements to a person examining them, if the person so requests and pays a reasonable fee to compensate the Corporation for the labour and copying charges.

Dated at Ottawa this day of 23 August 2018

Ottawa Carleton Standard Condominium Corporation No. 987



Kayla McKale
Property Manager
Capital Integral Property Management
"As Agents for OCSCC 987"

**The information provided in this Status Certificate is as accurate as the information made available at the time of preparation of this document. The party that orders the certificate is allowed to use the information and is with whom we have a liability relationship with regards to the information, exclusively.*