


**Condo 634 Board meeting
March 19th, 2018
6:07-8:27pm
Unit 203, 95 Beech St**

Present: **Riek van den Berg - President**
 Julia Gutsik - Secretary
 Tracy Turnbull – Treasurer
 Barbara Ravanelli - Condominium Manager

Item	Discussion	Action	Barbara	Riek	Tracy	Julia
Approval of agenda	<ul style="list-style-type: none"> Approval of the agenda 	NIL				
Approval of minutes from previous meeting	<ul style="list-style-type: none"> approved minutes from Feb. 8th, 2018 	NIL				
President's Report	<ul style="list-style-type: none"> Held Budget information session for owners February 8, 2018 with other board members, condo manager and auditor. <ul style="list-style-type: none"> edited notes from this—awaiting circulation to owners. attended information session on replacement of 417 bridge over the Trillium line. Will include a detour on the pathway from Young to Louisa. Construction noise may be heard Summer 2018-Fall 2019. Otherwise minimal impact on 95 Beech expected. Construction traffic to enter site from Gladstone. Filed required returns with CAO and sent them and the invoice for 2018-2019 to Condo manager for payment Completed CAO Condo Director education program alerted condo manager about letter from Enbridge for upcoming required gas meter replacement <ul style="list-style-type: none"> March 16—talked directly with the tech who is doing this work and gave him Matt's name and email so they can connect to coordinate this. He was replacing the meter for 206 and has a total of 27 to do here including the common elements one. attended CCI session February 21—focus on older condominiums. <ul style="list-style-type: none"> learned that in 2020, a new standard for AC 	-CM will add notes from budget meeting on the portal	X			

	<p>coolant is coming in that may require new pipes—should we alert owners so they can change ahead of that if they wish? After that, their costs will be much higher. After discussion at the board meeting, it was agreed that the condo management company would inform the owners of this upcoming change and the possible impact on them.</p> <ul style="list-style-type: none"> ▶ mandatory back flow valves? According to the Condo manager, these are only required if we had a common laundry room or boiler. ▶ address for service – corporation registration and reporting. The Condo Manager confirmed that this is up to date with the appropriate authorities. ▶ do we need a “hazardous materials” document for contractors (asbestos, lead paint)?—According to the Condo Manager, the only document needed for our building are MSDS (Material Safety Data Sheets) for the cleaning supplies and the paint in the storage area. She is working on that so we would meet the WHIMS requirements. ▶ alerted condo manager about oil leaking from vehicle parked in #8 in the garage ▶ Connected with a group of condo boards who have heritage and other significantly older buildings so we can work together on common issues. ▶ provided a parking pass for the visitor parking spot for use by the building cleaner ▶ left a notice on a blue Honda that has been parked for days at a time in the visitor parking spot without moving (as seen by the snow cover): Ontario BVVH 890 ▶ discussed a number of issues with a number of owners ▶ removed a lot of garbage and dog stool from the front garden—ongoing issues 				
Treasurer's Report	<p>-Tracy went to the ORT meeting (owners round table) some notes below from the meeting: -lobby and landscaping committees -communication and transparency is very important and that they know where things are at before it happens. -Also the ORT would like advance notice for when major things happen (i.e., elevator repairs etc.). -pooling resources of good contractors within' units.</p>	<ul style="list-style-type: none"> • CM will send Susan in 310 the dimensions and garden design 			

Secretary's Report	-Shoveled snow in outdoor parking lot	• NIL				
Management Report	Maintenance Completed: <ul style="list-style-type: none"> • 208-95 Beech, quotes for work to be done • 206-95 Beech walls repaired • Elevator issues seem to be resolved as no future calls for it • UDI Cabling called for possible nick in pipe. No water present so previous was snow melting run off • Final email sent again to Ottawa Parking for ticket received 207 (Julia) other ticket was reversed but that one got missed. • Letter out to 202 to remove items from storage as we will be storing condo historical documents in there. • Garage and window washing tender out for tender portfolio wide 	-NIL	X			
	Maintenance Ongoing: <ul style="list-style-type: none"> • Ottawa Hydro to be back charged pending which quote is accepted at meeting. • Triple A Wildlife called in for rodents in roof. Their quote is \$8K + attached. Out to tender to other companies (Orkin and Direct Pest Control) CM suggested to terminate our contract with Orkin, because there are no traps, or any sign of pest control. • Sprinkler quote from Andre at Pyron. Attached for board approval and decision on chargebacks to residents. • Three quotes in for locks to be changed and 150 keys • 109 repairs are proceeding through insurance • Declaration with Jim Davidson for review. Smoking and short term rental rules to be moved forward once declaration review is completed. • Pricing for drain cover attached for board approval • Flashing repairs to front area will be completed in the spring 	-Board suggested that we contact Orkin and find out why we don't have any of the preventatives for pests? Which is suppose to be included in our contract.	X			
	Management Decisions/Discussions:	NIL				

	<ul style="list-style-type: none"> • RF work to be prioritized by calendar and engineer 					
Decisions made during the meeting	<p>-Decision to move the drainage quote from Paranis for \$1000 plus HST. Motion moved by Tracy, seconded by Julia motion carried.</p> <p>-Decision to move the lock replacement by Avenue (Medeco key). *hydro is covering the cost Motion moved by Riek, seconded by Tracy, motion carried. \$2205 plus HST</p> <p>-Decision to move Pyron fire protection inc. to Complete repairs to sprinkler system to provide proper coverage in units 101, 104, 107, 202, 206, 209, 301, 302 and 304 All work to be done during regular hours Riek moved, Julia seconded, motion carried. \$3925.00 plus HST</p> <p>-Decision to move Baxtec to fix the hydro vault exhaust fan. We recommend to supply labour and materials to remove and replace the defective fan motor. Motion moved by Riek, seconded by Tracy, motion carried. \$852.00 plus HST</p> <p>-Decision made to have "Direct Pest control" to terminate current pest problem (squirrels, \$350, Repair aluminum \$500, mice initial service \$300)</p> <p>-The board discussed what our declaration currently says in regards to short term rental units (i.e.,Airbnb etc.), and how we can re-define it in our declaration. Decision made to review the zoning by Davidson Houle Allen. Motion carried by Riek, seconded by Tracy to have the lawyer to inquire about our zoning?</p>	NIL				
 Ratification of decisions made between meeting	Decision made to have Gore (insurance provider - \$18584 (this is who we are presently with)					
Business Arising	<p>-investigate foundation dampness item#1, engineer involvement necessary.</p> <p>-item #54 will be inspected by Pyron will access and sign off on, as well #70 emergency lighting.</p> <p>-balconies #6, requires engineer's involvement. We will get some quotes for those repairs.</p>		X			

	<p>-EIFS #16, will get assessed</p> <p>-#46 garage exhaust, regular maintenance in place</p> <p>-#47 hazardous gas detection, haven't been tested. Armstrong monitoring will come in and do testing</p> <p>-#48 Garage and Sprinkler Room Unit Heaters, are in great working in good condition and inspected by Baxtec regularly.</p> <p>#75 door controls, Replace the door controls at end of typical service life or run until failure.</p> <p>#76 CCTV, will need to be replaced.</p> <p>Additional pending items:</p> <p>-oaks trimmed-getting quotes</p> <p>-landscaping designs from the ORT</p> <p>-drainage replacement will require a engineer to</p> <p>-lighting by the hydro vault</p> <p>-prepare storage room for files</p> <p>-ensure the main water valve is protected (needs a cage installed)</p> <p>-fix the sub pump</p> <p>- ensure city of Ottawa repairs door to the garbage room</p> <p>-preventative maintenance on the outside patio doors including windows</p> <p>-investigation should be done on the ramp</p> <p>-End of April we should have quotes for people to do cleaning of the downstairs parking garage</p>	<p>-CM will get quotes on new camera system, that is non wifi system.</p> <p>-CM will get quotes on someone who can</p>				
Status Certificate Review	-NIL	<ul style="list-style-type: none"> NIL 				
Monthly Financial report	<ul style="list-style-type: none"> Reviewed outstanding amounts owed to condo corporation 	NIL				
Other Business	-NIL	NIL				
Next Meeting	<ul style="list-style-type: none"> Next board meeting, April 23rd @ 6pm 	-For the next meeting we need a resolution for and policy in place for investment reserve fun.	X		X	
Adjournment	<ul style="list-style-type: none"> Adjourned by President at 8:27pm 	NIL				

