

	<p align="center">Ottawa-Carleton Standard Condominium Corporation No. 815 Board Meeting MINUTES – November 17th, 2017 7:00 a.m.</p>	
<p>Present: Jean-Louis Bellemare Steven Kerzner Maneesh Sharma Catherine Zongora Michael Matlock</p> <p><i>Capital Integral PM:</i> Dan Fried</p>	Regrets:	
Agenda Item	Discussion/Decision	Responsible
1. Call to Order	Meeting called to order.	
2. Election and Appointment of Directors	<p>Motion carried to elect Catherine Zongora as President. Appointed directors as follows:</p> <p>Vice President - Steven Kerzner Treasurer - Jean Louis Bellemare/back-up Maneesh Sharma Secretary - Dan Fried/back-up Catherine Zongora City Liaison - Maneesh Sharma/back-up Michael Matlock, Catherine Zongora</p>	
3. Approval of Agenda	Approved.	
4. Approval of Minutes of Last Meeting	Minutes of Sept 22, 2017 Approved.	
5. Operations Report	<p>Dan reported on the day to day operations of the Corporation. Highlights included:</p> <ol style="list-style-type: none"> 1. Elevator troubles have been fixed 2. Christmas tree and Matting in place 3. Fog tests to start next week. Report to be developed with Mark Van Halen 4. MUA will be turned on today 	<p>DF</p> <p>DF DF DF, MM</p> <p>DF, CZ</p>

	<p>5. Moving Policy Amendments approved. No moves on Saturdays, hours 9 am to 4 pm, and extra charges for special circumstances. Current policy to be revised accordingly and sent to owners. All condo documentation to be reviewed by legal with respect to new Act.</p> <p>6. Elevator contract discussed. Approved move to Kone on a month-to-month basis. Note to be sent to owners re elevator repaired</p> <p>7. Winter Heating Reminder to be sent to owners</p> <p>8. Shared Services - walk-through with John in regards to cold weather preemptive, and report re utility split</p> <p>9. Comprehensive leak prevention plan to be developed including: braided hose replacement, air handler pump replacement, heating system/glycol use, camera horizontal flushing pipes, competitive costs of actuators and pumps, etc.</p>	<p>DF</p> <p>DF</p> <p>DF</p> <p>DF</p> <p>DF, MM</p>
6. Financial Report	Financials presented and discussed.	
7. Communications	<p>Communications to Owners:</p> <ul style="list-style-type: none"> -New Moving Policy -Heating Reminder -Elevator Update 	<p>DF, CZ</p> <p>DF</p> <p>DF</p>
8. Other Business	<ul style="list-style-type: none"> -CZ provided an update on the Lowertown Community Meeting -J-LB discussed improved management of contractors -MS to invite Matthieu Fleury to next meeting and pass around a suggested agenda for input 	MS
9. Next Meeting	07:00 Friday January 19, 2018	
10. Adjournment	The meeting was adjourned at 8:30 a.m.	

