	Ottawa-Carleton Standard Condominium Corporation No. 815 **Board Meeting** **MINUTES – February 16th, 2018 7:00 a.m.**	
Present: Jean Louis Bellemare Maneesh Sharma Catherine Zongora Michael Matlock ***Capital Integral PM*:** Dan Fried (via Skype)	**Regrets:** Steven Kerzner	
Agenda Item	**Discussion/Decision**	**Responsible**
1. Call to Order	Meeting called to order.	
2. Minutes of Last meeting	Approved.	
3. Approval of Agenda	Approved with the addition of: a discussion on 3 existing requests for approval: document review, new order and water escape plan; the addition of a motion on Electronic Communications/Teleconferencing; and, the removal of 6) Property Management Requirements.	
4. Operations Report	Dan reported on the day to day operations of the Corporation. Highlights included: 1. Lighting retrofit is proceeding. 2. Energy Audit SOW is very close to being done 3. Dan to advise CO not to sweep garage regularly, rather, to wash it twice a year, including washing dust from tops of pipes/ducts in ceiling. Next wash to be done early spring. 4. Discussion with regards to residential takeover of SF has been tabled with CO. 5. Humidity in building has been rectified.	DF

	6. Sensor causing fire alarms has been replaced.	
4. a) Front Desk Staffing	Search for new BRM continues.	DF, All
4. b) Elevators	Kone plan to repair/overhaul elevators - Motion Carried, with the addition of phone repair, and with Michael's suggested changes, including: adding cleaning of floor door contacts; removing cleaning/painting of pits and elevator room; and deferring the replacement of isolation pads and rollers.	DF
4. c) Document Review	Legal Document Review for compliance with new Condo Act, including three new draft Rules and HR/Privacy Policies - Motion Carried. DF to action with Legal.	DF
4. d) New Order	New Order Proposal - Motion Carried with three additions: Budget will not be raised, cleaner to work 40 hours per week, consider hiring Super at ¾ or ⅘ time.	
4. e) Water Escape Plan	Water Escape Plan - Motion Carried. Implementation to be decided, contingent upon decision regarding New Order (Super), and Super's opinion re implementation of Plan.	
5. Financial Report	Financials were discussed.	
6. Communications	Communications to Owners: - Water escape plan - New order - Elevator Work - New BRM	DF, CZ
8. Electronic Communications and Teleconferencing	**Electronic Communication** - Be it resolved that the Board of Directors permits electronic communication of required documentation so long as written approval is obtained by	

	Management from the intended recipient. If no permission is granted the other methods of communication as per the Act must be used. Motion Carried. **Use of Teleconferencing/Videoconferencing for Board Meetings**- Be it resolved that the Board of Directors permits Board meetings to take place via teleconference or videoconference. Quorum can be achieved if a Board member is attending via these methods. Motion Carried	DF
9. Next Meeting	March 23rd, 2018 at 7:00 a.m.	DF
10. Adjournment	The meeting was adjourned at 8:20 a.m.	