

**OTTAWA CARLETON STANDARD CONDOMINIUM CORPORATION NO. 769
ANNUAL GENERAL MEETING
PARTY ROOM, 3580 RIVERGATE WAY, OTTAWA, ON.
THURSDAY, JUNE 27, 2019**

PRESENT	Rose-Marie Batley	President	
	Irmela Murphy	Vice-President/Secretary	
	Scott McDermott	Treasurer	
	Larry Boisvert	Director of Operations	
	Andre Vinette	Director of Communications	
	Alan Gutman	Auditor, WGP Professional Corporation	
	Kimberly Renwick	Property Manager, Condominium Management Group	
	Cheryl Spear	Recording Secretary, Condominium Management Group	

1. CALL TO ORDER

The meeting was called to order at 7:02 p.m.

2. CONFIRMATION OF QUORUM

Quorum was established with 76 units present, of which 65 were represented in person and 11 by proxy.

3. CONFIRMATION OF NOTICE

It was confirmed that all pertinent documents were distributed by mail to all owners in advance of the meeting in accordance with the Condominium Act.

Robert Spilling (1804) and Cora Fisher (606) volunteered to act as scrutineers.

4. INTRODUCTIONS

Members of the Board of Directors, the Auditor, Property Manager, and Recording Secretary were introduced.

5. APPROVAL OF PREVIOUS AGM MINUTES HELD JUNE 21, 2018

Copies of the minutes were distributed with the Notice of Meeting. No errors or omissions were reported.

Motion: To approve the minutes of the meeting held on June 21, 2018, as presented.

Moved: Donald Monk (204)

Second: Clive Wolff (1407)

Motion Carried

6. PRESENTATION OF FINANCIAL STATEMENTS FOR Y/E DECEMBER 31, 2018

Copies of the audited financial statements for OCSCC 769 and Shared Facilities for the year ended December 31, 2018 were distributed to owners with the Notice of Meeting.

Alan Gutman reported the audit was conducted in accordance with Canadian accounting standards for not-for-profit organizations, and the financial statements present fairly the financial position of the Corporation at its fiscal year end.

Sophie Duncan (1206) inquired whether there were any recommendations made to the Board from the Auditor, to which it was advised there were none; any inefficiencies found were not material.

Alan Gutman was thanked for his report and excused from the meeting.

Scott McDermott presented the audited financial statements, detailing day to day operating activities and contributions to the reserve fund.

Yves Fortin (506) inquired regarding the inter-fund loan of \$152,981. It was clarified this was excess cash in the operating bank account which was transferred to the reserve account to maximize interest revenue; the operating account does not bear interest. Furthermore, the funds can be transferred back to the operating account when needed.

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An owner suggested that the Auditor be present for questions from owners after the financial statements are presented, to which the Board took note for consideration.

Andrew de Schulthess (1806) requested clarification regarding the capital asset fund. The Board explained the Corporation purchased new bookshelves and the Auditor determined the furniture should be capitalized and amortized over a 5-year period instead of expensed in the current fiscal year.

Clive Wolff (1407) noted there was significant work completed on the emergency power system yet there are no expenditures shown in the reserve fund. The Property Manager advised the repairs were minor and expensed to the operating fund.

Clive Wolff (1407) noted the overage in rooftop rental revenue included prior years' back-rental and utilities. He stated the revenue for prior years should be reflected either in a note to the financial statements or as a separate revenue line item, and the utility recovery should have reduced the Corporation's utility expenses.

Clive Wolff (1407) inquired whether the minimum wage increase was included in the 2018 budget, to which the Property Manager advised the cleaning and security companies did not send the Corporation their increases until after the 2018 draft budget was provided to owners. It was further advised the increase is now accurately reflected in the 2019 budget.

Yves Fortin (506) noted, referencing the second paragraph of Note 6 to the financial statements, that the reserve fund study prepared by Keller Engineering should read *March 12, 2018* and not *March 12, 2019*. The Property Manager further advised she will put a copy of the reserve fund study in the library.

Sophie Duncan (1206) noted there are health concerns related to 5G networks and inquired whether the Board will consider this for the rooftop rental. The Board took note and advised once the Freedom Mobile contract reaches its term, they can discuss future plans with this consideration.

Lawrence Hershorn (1705) expressed concern regarding Corporation cheques having only one signature. It was advised that thirty cheques in 2017 were signed with one signature; the Board passed a resolution before this occurred and a copy of the cheques were sent to all Board members for approval before signature. It was further advised that there were no single-signed cheques in 2018.

Motion: To accept the audited financial statements for the year ended December 31, 2018.

Moved: Branislav Vracaric (901)

Seconded: Donald Monk (204)

Motion Carried

Motion: To reappoint WGP Professional Corporation as auditors for the current fiscal year.

Moved: Robert Boisvert (307)

Seconded: Andrew de Schulthess (1806)

Motion Carried

7. BOARD REPORT

Larry Boisvert presented the Board Report, from which the following was highlighted:

Regarding the black particle sediment issue, after discussions with Keller Engineering it was discovered the testing, including flushing, would potentially jeopardize the integrity of the plumbing system; however, the hot water tank was inspected and cleaned. Although the lining of the hot water tank is in good condition there was a large amount of sediment which was caused by paste used to reattach the door and a valve on the bottom of the tank that had not been replaced. The tank door has been replaced with a new aluminum door with a rubber seal and no further degradation or sediment has been noticed.

It was further noted that the plumbing system is not the same as that in RG1; it looks as though their connectors have been soldered. The Board is convinced that replacing all connectors can resolve the particle issue and they are in the process of getting final quotes for the replacement work to review. The Board further noted they will have discussions on how to fund the work, either by the reserve fund or a special assessment, and will be looking for input from owners.

Helen McDermott (1704) inquired whether the valves that were replaced three years ago will be included in the scope of work. The Board advised they are not concerned about the recent valve replacement, that the connectors in the risers are likely the cause.

Norman Slover (706) inquired whether the reconstruction of the risers will result in the requirement for individual unit access, to which the Board explained their understanding is that no access to units will be necessary, and that the vast majority of the connectors can be accessed without ripping into drywall.

Sheryl Kardish (1207) requested further information about the safety of the water for drinking purposes. The Board advised they reported it may be a health hazard, but they are not prepared to put it in writing that it is a health issue as the material meets Canadian safety standards. Discussion ensued regarding the safety of the water; specifically, that when testing was done in previous years it was deemed safe, but that the Board is airing on the side of caution.

Kerry Kellough (201) inquired about the expected timeline of the project. The Property Manager advised the engineers did a walkthrough with four contractors and the Board is expecting bids within the next week and a review with the engineer in the next few weeks. The material order may take two to three weeks, and then a month before the project is fully completed. In response to whether there will be an inconvenience to owners, it was advised that sections of the building will be shut down for water temporarily. If the repairs are not noisy, work can be completed overnights to lessen the impact. The Board is still discussing options with the engineers and will inform owners once information is available.

Clive Wolff (1407) noted that when the boiler was shut down his unit had no particles but instead black grease. The Property Manager advised that the particles do not break down in cold water, but in hot water it breaks down further which gives the oily residue.

Rose-Marie Batley expressed appreciation for the Social Committee, Library Committee, and the organizers for yoga and pilates, bridge, dinner, movies, walking, and the book club. She also expressed

appreciation for Andre Vinette's hard work revising the Corporation's handbook which will be made available for owners soon.

Lastly, appreciation was expressed for outgoing Board member Irmela Murphy who also served on the Shared Facilities Committee. Her insight and assistance have been valued by the Board.

8. ELECTION OF TWO (2) DIRECTORS

There are two (2) positions open for election, each for a term of three (3) years. Nomination was received in advance of the meeting for Scott McDermott (1704) and Peter Mitchell (204).

The floor was opened for additional nominations. With no further nominations, the floor was closed.

Scott McDermott and Peter Mitchell were elected to the Board of Directors by acclamation, each for a term of three (3) years.

9. GENERAL DISCUSSION

Branislav Vracaric (901) noted the garage membrane is being replaced every six to ten months and that there are better solutions. The Property Manager advised the work that is being completed is under warranty; however, it is tough to patch the membrane so the Board will be reviewing other options.

Branislav Vracaric (901) further noted the stairwell between the first and second garage levels is very dirty, something is leaking, and the stairwell smells like tobacco smoke. The Property Manager advised the garden bed is leaking on the wall and a company is scheduled to come to repair and took note regarding the cleanliness. It was further advised the smoking has been addressed, it was the guard on the weekend shifts.

Branislav Vracaric (901) expressed concern that the east side elevator has a vibrating sound on top. It was advised the elevator contractors did not see anything out of the ordinary during their inspection.

An owner suggested that the pages in the AGM package be numbered, to which the Board took note going forward.

Sophie Duncan (1206) recommended that the gates at the entrance have red lights installed. The Property Manager advised lights cannot be added, there are specific arms that are built with lights installed; however, reflective lights could be an option.

In response to an owner's concern regarding a potential special assessment to fund the repairs associated with the black particles, the Board advised they are still reviewing options including paying from the reserve or the excess in operating.

An owner inquired whether the reserve fund study included repairs for the black particle issues, to which it was advised it did not; however, during the next reserve fund study update the engineers will take the expense into account during their projections and calculations.

Winnona Skafte (302) noted they park on the second level of the garage and inquired whether there is a way to exit if they forget their fob. The Board took note to review the second level exit as a fob should not be required with regards to fire safety issues.

Clive Wolff (1407) requested an update regarding the installation of security cameras facing the garage door and the gate. The Property Manager advised the camera was installed on the gatehouse in order to access electricity; it could not be mounted on the building due to the expense of running conduit. The Shared Committee is still discussing installing a sensor on the gate arm.

Kathryn Parchelo (407) expressed appreciation to the Property Manager regarding prompt communication to owners notifying hot water shut off or other work around the property that may result in an inconvenience to owners, but also suggested that if work is scheduled to individual units that may have effects throughout the building (for example, floor replacements and the carrying noise), that advance notice is given to owners. The Board took note of the suggestion.

Gail Maguire (1106) explained they purchased a cannister and asked at what cost the Corporation pays for the cannisters, explaining they have seen them sold for a lesser amount. The Property Manager advised the Corporation does not make a profit on the cannisters; they are sold for the amount they are purchased. It was further advised the Property Manager will contact other companies for quotes to see if they can be bought for a lower cost.

Branislav Vracaric (901) inquired what the Board's plans are to repair landscaping and trees that were damaged in a strong storm. It was advised this is a Shared Committee responsibility and they are working on a report of recommendations for both Boards, and that it will likely be completed and approved for next year.

Discussion ensued regarding blinds on the glazed glass on balconies; specifically, that there is an agreement in place with RG1 stipulating they are not allowed. The Board noted that if owners of both corporations want the rule changed, it can be considered. By show of hands from owners present, no interest was expressed to allow blinds on balcony enclosures.

Sheryl Kardish (1207) requested clarification on an e-mail sent to owners regarding the new smoking rule. The Property Manager explained that the Board has implemented a smoking rule, and as per the Condominium Act owners have thirty days to requisition a meeting about the rule. The Board received a requisition from 15-percent of owners (the required percentage) to have a discussion relating to smoking. It is a non-voting meeting; if there was to be a vote or motion at the meeting it would have to be included in the requisition, therefore the meeting is solely for discussion. It was further advised the rule states there is no smoking inside units or outside on common grounds unless an owner is grandfathered. If an owner is grandfathered, they can smoke inside their unit but not on common grounds which includes balconies. The rule includes cannabis smoking.

An owner commented that they were followed by a vehicle entering the property before the gate arm dropped and asked that a reminder be sent to owners not to do this for security purposes.

Peter Laberge (1508) requested the Board consider investigating the procurement of green bins. The Property Manager advised the city is considering implementing a green bin program for residential condominiums and apartment buildings. Since it may become a requirement, the Board is waiting for more information from the City before they review.

Kerry Kellough (201) expressed appreciation to the Board of Directors for their hard work, which was followed by applause from all owners.

10. ADJOURNMENT

Motion: To adjourn the meeting at 8:39 p.m.

Moved: Donald Monk (204)

Motion Carried