

OTTAWA-CARLETON STANDARD
CONDOMINIUM CORPORATION # 769

April 26, 2018

FINAL MINUTES OF MEETING

PRESENT: Rose-Marie Batley, President
Irmela Murphy, Vice President, Secretary
Clive Wolff, Treasurer
Larry Boisvert, Director of Operations

In Attendance: Kim Renwick, Property Manager, CMG

1) President Rose-Marie Batley called the meeting of the Board of Directors to order at 1:05 p.m. with a quorum confirmed. Rose reminded Residents that while the Board is meeting there should be no talking.

2) Approval of the Agenda

On a motion by Larry Boisvert and seconded by Irmela Murphy, the Agenda of the April 26, 2018 Board meeting was approved. MOTION CARRIED

3) Approval of the Minutes

On a motion by Clive Wolff seconded by Larry Boisvert, the Minutes of the March 21, 2018 Board meeting were approved. MOTION CARRIED

4) Business Arising from the Minutes

None

5) Treasurer's Report

i) Financial Report - Financial Highlights to March 31st, 2018

Summary:

(YTD) **Total Revenue** is \$2.4K under budget, at \$373.6K, while YTD **Total Expense** is \$32.5K under budget, at \$372.7K leaving a YTD **operating surplus** of \$0.9K versus a **budgeted deficit** of \$29.2K

The major favourable contributors to the expense variances were due primarily to utilities (\$15.6K), security (\$4.6K), repairs (\$6.7K), window cleaning (\$3.5K), professional services (\$2.2K), and management fees (3.7K). Unfavourable variances arise from discretionary expenditures (\$4.9K), cleaning (\$1.3K), and wages (\$6.9K)

At March 31st, 2018, our OCSCC 769 **Reserve Fund** is at \$1.54M (\$1.43M being held in Non-Registered GICs). Reserve expenditures YTD are \$3.8K. The **Shared Facilities Reserve Fund** is at \$72K, with nothing expended YTD.

ii) Status of Audit Report

Clive noted that the draft Audit report is thorough and comprehensive. He and Kim will meet with the auditors on Wednesday next week.

6. Operations Report (Property Manager and Director of Operations)

i) **ACTION LIST:**

333 Urbandale Deficiencies – On a motion by Irmela Murphy seconded by Rose-Marie Batley the Board approved that a legal letter be sent to Greco outlining our expectations regarding their work re the outstanding deficiencies on the Balconies. **Motion: Carried**

542 Sediment – The Board agreed that the engineer from Keller come to look at the valves that were replaced. **Action: Kim**

918 Cluster Flies – The Board agreed that Kim should arrange a concerted investigation with a pest control specialist (cluster flies) and the engineer (Matt) to identify our options. The Board also agreed to spray foam in the electric baseboards in an additional unit which has a different exposure. **Action: Kim**

929 Book Shelves in Library – On a motion by Irmela Murphy seconded by Larry Boisvert, the Board approved the bid of \$6723.50 by Glen Foster contingent on Kim confirming that what is being proposed is solid wood (not just in appearance as the existing shelves). **Action: Kim** **Motion: Carried**

973 Computers – Should be available for the concierges shortly. The laptop for Board records is still pending. A Wi-Fi extender to improve reception in the party room is also being purchased.

989 Security Audit – On a motion by Rose-Marie Batley seconded by Clive Wolff the Board approved the bid by Capello of \$2,791.10 **Action: Kim** **Motion: Carried**

991 Electric Cars/Charging Stations – In order to ensure that the study answers our specific questions re the installation of Level 1 or Level 2 charging stations, Kim will arrange a meeting with Kim, Clive and the engineer in the near future. Kim will document the agreed understandings re how the study will be done. **Action: Kim**

998 06 Leaking Windows – 4 drops will be sealed by Garrett this year within the approved allocation; the 07 guest bedroom, the 06 dining room, the 06 living room, and the 06 master bedroom. In addition, leaks in 5 other units will be fixed. **Action: Kim**

1001 Shut Off Valves – Further examination is needed re the valves and their location in each unit, as well as how best to identify the location of the main shut off valves. **Action: Kim**

1011 Freedom Mobile – Freedom Mobile has been issued a notice that failure to pay the monies that we have indicated are in arrears by 4:00 May 9th will result in the Corporation issuing a Termination Notice without recourse on May 10th at which point power will be shut off to Freedom Mobile at the end of the Termination period (30 days after May 10th). Upon receipt of the Termination Notice, Freedom Mobile has 30 days to remove their equipment. **Action: Kim**

1035 Cleaners – Insofar as there continues to be concerns with the cleaners, the Board has agreed to move forward investigating hiring our own cleaning staff. **Action: Kim**

1040 Glass Table Tops – 2 Replacements have been ordered; one in the Library and one in the Party Room will be replaced. **Action: Kim**

1045 Window Washing – Scheduled for the week of May 28th.

1048 Owner and Tenant Both Using Gym – Kim will contact the owner and advise re owner tenant agreement and identify which may use the gym. **Action: Kim**

1050 Installation of Bell Fibre – On a motion by Irmela Murphy seconded by Rose-Marie Batley, the Board approved moving forward with the installation of Bell Fibre at Bell’s expense (approximately \$150,000). This is being done at no cost to the Corporation. Bell will need to access each unit for approximately 20 minutes. The Board has been assured that there is enough space in the conduits and there will be no changes made in individual suites. Both Bell and Rogers have indicated their intent to upgrade their internet services to 5G for which direct fibre is needed. It is expected that in the near future, Rogers will make a similar offer.

Abstention: Clive Wolff **Motion: Carried**

1051 Roof Anchors – one of the roof anchors needs repairs which should be completed shortly.

1008 Art Work – this item was moved from Deferred to Outstanding. Kim will meet with Peter Mitchell to determine the number of pictures that need to be replaced and develop a proposal for the Board’s consideration.

7. The Shared Facilities Report

7.1. Pool – The copper pipes have rusted and need to be replaced with PVC pipes. Kim is working with Modern Niagara re specifications and will obtain quotes. The length of time that the pool will be down is unknown at this time.

7.2. Cleaning of Visitors’ Parking lot – this will be done April 27th.

8. Communications, Library, and Social Committee (Irmela, Rose, Clive)

Social Committee: Clive stated that Linda Turner has joined the Social Committee. Up-coming social events have been planned as follows:

May 7th 10:30 Coffee Klatch

May 11th 4:30 Wedding Shower for Nick and Katie and Happy Hour

May 19th Royal Wedding Continental Breakfast

June 5th – Diner Night at the Ritz Canal

9. New Business

9.1. Bell Fiber – Action List # 1050

9.2. Board Vacancies

There are 3 genuine vacancies of varying lengths (1 year term, 2 year term, 3 year term) as a result of resignations and Board retirements to be filled that the AGM on June 21st.

10. Date for Next Meetings:

Board Meetings

May 24th 1:00 p.m.

Annual General Meeting

June 21 7:00 p.m.

(Registration will commence at 6:30 p.m.)


Irmela Murphy, Secretary

Topics Mentioned at Open Session NOT Part of the Official Minutes

1801 – Andre Vinette – re Bell Fibre asked that in the memo that the Board will be sent to owners Board address the issues for owners who already have Bell Fibre.

703- Pat Wood – re shut off valves suggested that the location of these be marked on the inside of the electrical panel.

706- Norm Slover – noted that Rogers will shortly adopt a system necessitating fiber as well and wondered if the two companies could work together so that only one system of fibre needs to be installed. Norm also asked if Bell was drawing to fibre to each outlet box. Larry clarified no that is an owner's responsibility. The fibre is drawn only to the utility box in the laundry room.

204 – Don Monk – stated that he currently has Bell Fibre and asked what the difference would be with this installation. Larry indicated that the difference would be particularly notable if one upgraded one's internet.

302 – Jens Skafta – indicated that recently had Bell Fibre installed and since he had wireless capability he would have no need for the new fibre. Larry clarified that with regard to owners who currently have "Bell Fibre" what they have in fact is fibre coming into the basement but copper wiring from there to their individual unit.

1508 – Cattis Esbensen – asked what the issues where re the cleaners.

302 Jens Skafta – asked if the Board could contact the City re the water puddle near the stop sign. Kim indicated that she will call but it is more effective for many owners to call.

1801 Andre Vinette – asked the Board in conjunction with the cleaning of the garage to sent a notice to the owners of the canoes.

907 Richard Kear – has a leaking window and asked if it would be fixed this year. Kim indicated yes to the best of our ability but this will not be as effective as when the entire drop can be sealed.

604 Armand Agabab – asked when windows in the 04s will be addressed. Kim indicated that any windows that are leaking currently will be fixed this year. Sealing the curtain windows in the entire drop requires Board approval and will be in a subsequent year.

806 Ray Bowering – asked if all 06 windows are being sealed. It was clarified all 06 curtain windows are being sealed.

1501 Cattis Esbensen – mentioned that the Board had previously indicated that owners should not touch the main shut off valve. Kim indicated that if a resident has a major leak that cannot be resolved by turning off one of the small valves (for example to a toilet or dishwasher)the best thing to do is to call the Gatehouse. Should the Superintendent not be immediately available, residents may want to turn the main shut off valves themselves.

703 – Pat Wood – asked if the Superintendent would now where the main shut off valves was.

706 – Norm Slover – noted that there are 3 mains going into units thus 3 not 1 main shut off valves.

302 – Jens Skafta – added that for each of the 3 mains there actually were 2 shut off valves, one hot, one cold. Jens also noted that in a few years the valves will need to be replaced.