

OTTAWA-CARLETON STANDARD
CONDOMINIUM CORPORATION # 769

May 12, 2016

MINUTES OF MEETING

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

ABSENT: Kim Renwick, Property Manager, CMG

- 1) President Rose-Marie Batley called the meeting of the Board of Directors to order at 1:00 p.m. with a quorum confirmed.
- 2) **Approval of the Agenda**
On a motion by Andy de Schulthess and seconded by Larry Boisvert, the Agenda of the May 12, 2016 Board meeting was approved as amended. **MOTION CARRIED**
- 3) **Approval of the Minutes**
On a motion by Irmela Murphy and seconded by Rose-Marie Batley, the Minutes of the April 22, 2016 Board meeting were approved as amended. **MOTION CARRIED**
- 4) **Business Arising from the Minutes were included on the Agenda or Action List**
- 5) **Treasurer's Report**
 - i) **Financial Highlights to April 30, 2016**
The Financials were received only this morning and the Highlights will be made available on the website after Clive has had an opportunity to prepare them.
 - ii) **Approval of the Draft Financial Audits**
On a motion by Clive Wolff and seconded by Andy de Schulthess, the Board approved the both the 769 and Shared Draft Audits subject to getting final reports. **Motion: Carried**
6. **Operations Report (Property Manager and Director of Operations)**
 - i) Use of Operating Versus Reserve Funds for Planned Major Projects
The Board agreed to accept the Report attached as Appendix 1 prepared by Andy as the protocol for decisions. The Board agreed that if an item has been budgeted for in the Reserve Fund Study such as Heat Pumps, then the cost will be assigned to the Reserve Fund.
 - ii) Elevator Doors/Floors
It was agreed that Kim would get quotes to touch up the wood, stainless steel and buff the floors. A communiqué on moving in or out and large deliveries will be prepared and distributed to all residents. **Action: Kim**

iii) Concerns re Cleaning the Floors After Removal of the Winter Mats

Larry noted that glue residue was not cleaned up right after the removal of mats. While the contractor did return later to do some cleaning, considerable cleaning had also to be done by Steve and there is still some residue on the floors. Kim has met with the contractor to express our concern. It was noted that in the future, contractors should be required to clean immediately after the removal of a mat(s).

Action: Kim

iv) Garbage Pick-Up Day

Since our garbage pick-up day is always on Tuesdays (i.e., not altered for holiday weekends), the Board agreed that the signs by the chutes should be changed to ask residents not to throw garbage down the chutes on Tuesdays.

Action: Kim

v) Update re Annual Maintenance Schedule

Deferred to next meeting

vi) Action List

#315 Windows –Garrett is finishing the work re leaking windows. Kim will follow-up re other items.

Action: Kim

#453 07 Suites Balcony – Garrett has been working to fix the drainage problem. Kim will follow up to confirm that all identified concerns have been resolved.

Action: Kim

#605 Drape Cleaning – have asked for quotes.

Action: Kim

#617 Boilers

1. The potential replacement of the supplementary boilers on floors 7 and 13 is not feasible. A lot of vertical piping would need to be replaced and a much larger circulation pump would be required.
2. With that decision now made, Kim has requested 3 suppliers to quote replacing the hot water heaters, one for the building hot water system and the other for the heat pump system. The quote is to include an expected heating efficiency improvement, and calculate the operating heating cost reduction we could expect.
3. This will be a firm fixed price contract which will include not only the supply and installation of the new furnaces but also the removal of the replaced units.

Action: Kim

#632 Lighting Retrofit – Larry stated that he is comfortable re the units that have identified to be replaced and he noted that we have asked for the quotes to state a firm fixed price. Larry noted that the plan is to initially replace the lights in the lobbies with “Natural Light” LED Lights” (It was later clarified that these should be “Soft Light” LED Lights) in order to give us an opportunity to ensure that they are aesthetically pleasing. Andy asked about the lights in the wall sconces. Larry will pursue this with Kim. It was also noted that we need to be attentive to possible rebates.

Action: Kim, Larry

#655 Performance Review

Rose-Marie noted that she has started on this.

Action: Rose-Marie, Kim

#668 Camera System – deferred to next meeting

Action: Kim

#669 Amenities Rule – Andy has drafted a Rule for review by the Board should we need one. Kim will confirm that a letter has been sent to all non-resident owners that use of the amenities is transferred to the tenant when a unit is rented.

Action: Kim

#672 Flexible Connectors

1. The veracity of the December 23rd 2015 BPA report is in question. Item 3.4 of the report states that the existing SSP and DSP connectors manufactured by FLO-Fab as installed in our building “are not intended for use in high temperature hydronic systems exceeding 150 degrees F”. Some of our systems operate in the 135 to 165 degrees Fahrenheit temperature range; others operate at in lower temperature ranges of 72 to 90 degrees Fahrenheit.
2. The temperature technical specification for these connectors as per the Flo-Fab website information is 240 degrees Fahrenheit.
3. In speaking with the engineer from Flo-Fab, the expected life expectancy of these connectors is 8 to 10 years rather than the 5 to 8 years stated in the BPA report. The life expectancy increases beyond the 8 to 10 years when the connectors operating in temperatures under 240 degrees Fahrenheit.
4. Bottom line, there is no need to rush to a decision while awaiting a firm fixed quote from the 3 plumbing firms specifying the installation of Flo-Fab stainless steel connectors with a minimum 20 year life expectancy. **Action: Kim**

#673 Marble – currently we have 2 quotes. Concern was expressed about “grinding” (other than on the elevator floors) insofar as grinding the floors will make it impossible to bring back the existing shine to the floors. The Board agreed that all areas on the first floor should be cleaned and polished. Kim to follow up. **Action: Kim**

#679 Owners’ Lists – these will be available shortly as there are several moves pending. **Action: Kim**

#676 Handbook – Clive stated that he has signed the cheque for printing the Handbook. Rose-Marie noted that it will be distributed physically - one copy for each owner. **Action: Kim**

7. Shared Facilities Report (Rose, Irmela)

The SFC meeting is later this month. Members of both Boards met on May 10, 2016 to review the EXP proposal re the replacement of the Siemens Fire Alarm Control Panel. In his review of the meeting, Andy noted that it was decided to get an answer in writing from Siemens Management re whether they are prepared to support the our existing system beyond October 1, 2018 (the date when Siemens will no longer produce the existing fire alarm panel). A letter to Siemens signed by both Presidents is being drafted by Frank. **Action: Rose-Marie**

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

Social Committee – Clive noted the up-coming events Happy Hour May 27th and Dinner Club June 7th. Clive on the behalf of the Board expressed appreciation for the work and efforts that the volunteers on the Social Committee put in throughout the year for the benefit of all residents. Andy confirmed that our City Councillor, Riley Brockington, will join us at the May 27th Happy Hour.

Library - Rose-Marie mentioned that residents need to be reminded that there is no exclusive use of the Library and that the door must be left open.

9. New Business

- i) Proposal to Buy Hand Tools for Hobby Room

The Board agreed to ask Clive to purchase a number of small hand tools now that there is a lockable cabinet in the Hobby Room. Cost approx. \$100 **Action: Clive**

The following concerns re the Hobby Room were expressed:

- residents not properly storing the large equipment such as the saws;
- residents not cleaning up after they have used equipment;
- residents not knowing how to properly and safely use the equipment.
- residents not wearing safety goggles when appropriate

It was agreed that Kim would follow-up with Clive regarding signage. **Action; Kim, Clive**

ii) Slippery Floors in Men's/Women's Change Rooms near Showers

It was noted that there is no lip on the floor at the edge of the shower to retain water in the shower area. The Board agreed that a rubber bead (rubber to allow access by wheel chair) be installed.

Action: Kim

10. Date for Next Meeting:

AGM June 28, 2018 7:00 p.m.

Registration will start at 6:30 p.m.



Irmela Murphy: Secretary

Topics Mentioned at Open Session NOT Part of the Official Minutes

703 – Pat Wood – asked about plans for Canada's 150 anniversary and whether a new larger Flag pole could be included in these. Larry Clarified that the Committee has stood down due to lack of interest. Rose-Marie indicated that she would bring it forward to the up-coming SFC meeting.

202 – Lee Belford – asked whether it was correct that \$10,000 had been set aside for improvement items. Clive responded that this was not the case. The \$10,000 figure came from a discussion last year when the Board was requesting suggestions for nice to have items should there be monies available up to \$10,000. Lee also asked re the two bicycles that have been parked for a long time on our outdoors bicycle rack. Kim will follow up

Action: Kim

502 – Kay Stanley – suggested that as part of our 2017 plans, the new tulip that has been developed be planted. Irmela will take this request forward to the SFC

Action: Irmela

901- Branislav Vracaric – commented that the side entry door by the bicycle rack has not been closing properly. Steve is working on it.

Action: Kim

604 – Armand Agabab – asked about the patio table that has been approved to be moved from the outside pool patio to the barbecue patio. Kim to follow up with Frank.

Action: Kim

703 – Pat Wood – asked if anything has been done to obtain an additional square table with chairs for the Library. The Board agreed to ask Kim to obtain quotes.

Action: Kim

901- Branislav Vracaric – noted that some chairs in the party room were wobbly and that screws needed to be tightened.

Action: Kim

202 – Lee Belford – asked whether the cost of some of the current work being done by Garrett could be recovered from Urbandale as they constitute deficiencies

207 – John Murphy – noted that with regard to recovering monies from developers due to deficiencies, other corporations have sued many years after the fact. Andy relied that we would look at the costs and all other information and make a decision.

1407 -Clive Wolff - raised a question re 4 etched windows in the 07 units. It was agreed that we would wait to see if the acid wash works. Kim to follow up.

Action; Kim

Operating vs Reserve Expenses

The Ontario Condominium Act is vague...

93. (1) The corporation shall establish and maintain one or more reserve funds.

93. (2) A reserve fund shall be used solely for the purpose of major repair and replacement of the common elements and assets of the corporation.

Presumably, the underlying objective is to require owners to contribute funds toward the repair or replacement of Common Elements that they have used and ultimately wear out.

The Reserve Fund Study (RFS) identifies the major Common Elements, estimating life expectancy and cost to repair/replace. It also includes a number of "contingencies" by various asset groups, which are less specific. The study then establishes a contribution schedule intended to deliver the necessary funds when they are needed.

So... what do we do about the following major expense projects being considered?:

Replacing the Siemens Fire Detection System

Replacing the Mechanical Room flexible connectors

Upgrading to high efficiency Mechanical Room boilers

Upgrading to high efficiency LED Lighting

For consideration:

The fire detection system replacement is pretty clearly a Reserve Fund expense, as it is identified in the 2016 Comprehensive RFS with expenses of \$136k projected in 2017.

The flexible connectors are not specifically identified in the 2016 Comprehensive RFS, but could arguably be considered under "Contingency to Repair Heating and Cooling Systems". If we do it, the costs will no doubt be significantly higher than the projected \$20k every ten years.

2016 Comprehensive RFS projects \$280k in 2032 for boiler replacements (i.e. 25 year life). If we opt to replace early, for cost savings opportunity, one could argue that after nine years, \$108k (9/25ths of \$280k) has already been accumulated in the Reserve Fund, and should be used toward the costs of any discretionary decision to replace early. The balance being paid from Operating funds.

Upgrading to LED is not a repair or replacement resulting from use over the past nine years, and light bulb replacement is normally an Operating cost. As it would be an unplanned discretionary opportunity for significant cost savings, I suggest it's an Operating expense.

Unplanned project expenses paid from Operating Funds impact condo fees the following year, while unplanned project expenses paid from Reserve Funds impact in condo fees in the year following the next RFS (in our case, impact will be in 2019).