

OTTAWA-CARLETON STANDARD
CONDOMINIUM CORPORATION # 769

December 12, 2019

MINUTES OF MEETING

PRESENT: André Vinette, President
 Rose-Marie Batley, Vice President and Secretary
 Scott McDermott, Treasurer
 Larry Boisvert, Director of Operations
 Peter Mitchell, Director of Communications

ABSENT: None

In Attendance: Kim Renwick, Property Manager, CMG

1. President André Vinette called the meeting of the Board of Directors to order at 1:00 p.m. with a quorum confirmed.
2. On a motion by Peter Mitchell, seconded by Larry Boisvert, the Agenda was approved as amended. CARRIED
3. On a motion by Scott McDermott, seconded by Peter Mitchell, the Minutes of the meeting of October 24, 2019 were approved. CARRIED
4. **Decisions Taken Between Meetings:** On a motion by Scott McDermott, seconded by Peter Mitchell, the three decisions taken between Board meetings were ratified. CARRIED
The decisions were: 1) to approve proceeding with the additional work in the gasket replacements; 2) not to accept the offer from Victaulic; and 3) to renew the Condominium Insurance.
5. **Treasurer's Report:**
 - 5.1 Approval of the 2020 Budget: There was a budget presentation to the owners on December 5. Following that meeting Scott and Kim made three minor changes in the budget allocations, to increase wages and salaries by \$1000 and reduce each of mechanical repairs and fitness equipment by \$500. There is no impact on the condominium fee schedule as presented at the December 5 meeting. On a motion by Scott McDermott, seconded by Rose-Marie Batley, the 2020 Budget for OCSCC 769 was approved. CARRIED
 - 5.2 The November financial statements have not yet been received. Scott expects there will be a surplus at the close of 2019 of ~\$17,500.
 - 5.3 Signing Authority for TDW Investment Account: Currently there are three signing authorities; however, one of the authorities is no longer on the Board. Scott recommended there be two signing authorities, those two already approved, and he will inform TDW of the removal of the third authority. Only one of the two authorities is required to authorize investments. The Board accepted this recommendation.
6. **Operations Report (Property Manager and Director of Operations)**
 - 6.1 ACTION LIST:

- i) #542 Sediment: The main project should be concluded by the end of this week. Following this, the repairs in individual unit will be addressed by Lar-Mex. Approximately 40 units require minor repairs. As Lar-Mex identified a significant increase in the number of gaskets requiring replacement, the cost of the project has increased significantly up to ~\$200,000 in total. The Board is reviewing the increased costs and considering options for payment of said costs. Regarding the leak caused by a Lar-Mex accident, we are awaiting a reply from Lar-Mex regarding their insurance claim. Their insurance adjusters will be visiting the site for an inspection. The fire panel interface was disabled; it was repaired using parts that RG1 had saved from their similar system, which they replaced. RG2 will purchase the spare parts at a cost of \$5000 for future use.
- ii) #916 Elevator Upgrades: The parts have not yet arrived. However, the Solucor recommendations are on the action list for Thyssen Krupp and are being implemented.
- iii) #1136 Boiler Quotes: The Keller engineer is reviewing the report; first impressions are that the Return on Investment will be longer than suggested in the report, i.e., not 2-3 years. The review from Keller is expected in January 2020.
- iv) #1157 Paint on Balcony Railings: Still seeking a company to paint the railings. ETA is spring 2020.
- v) #1174 \$15K insurance deductible owing to corporation: The request has been sent; the funds have not yet been received.
- vi) #1184 Shut Offs: One of the shut offs is located on the garage ramp to the lower level and requires a ladder (~\$400) to reach it until such time as a longer catwalk can be installed to access the shut off. A catwalk would make for a quicker shut off when required. Kim will speak to Garrett regarding increasing the catwalk on the ramp.
- vii) #1185 In Suite Shut Offs: access to some shut offs requires removal of the HVAC system. Kim will review these with Larry and determine if there are possible relocations. Larry would like to examine each unit to locate the shut off valves. ETA spring 2020.
- viii) #1187 Concierge Hours: Kim will prepare an e-mail to owners with details of costs, and administrative and personnel issues should the hours be changed. This is expected to be out in late December/early January. The Board will review a draft survey.
- ix) #1199 Elevator Failures: The frequency of failures with the elevators is more than an inconvenience as residents are getting trapped in the cabs and an ongoing frustration. The Board and Property Manager will meet with Thyssen Krupp asap to express the concerns.

6.2 Removal of Disposed Items in Move-in Areas and Recycling Cage: Kim will have these items removed.

7. Shared Facilities Report (Rose-Marie, Peter)

The southern cliff (South end of RG1 building) has some erosion issues. The SFC is reviewing an option to address this problem. There are no structural integrity issues with the cliff. The SFC will make a recommendation to both Boards for restoration of the cliff in the spring.

8. Communications, Library, and Social Committee (Peter)

8.1 No reports for the Library or the Social Committees.

8.2 Newsletter: Peter will be formatting a winter newsletter. 98% of our residents receive the newsletter electronically.

9. New Business

9.1 There is a temporary white dish on the roof of RG1 that will remain until the installation of the fibre optic service is completed. There are white dishes on the roof of RG2. Kim will investigate.

- 9.2 Make-up Air Unit: The hallway ventilation system failed causing unpleasant odours noticeable in some areas. Baxtec attended to this problem late the same evening as reported.
- 9.3 Building Superintendent Absence Update: There is no firm date as yet for Steve's return.
- 9.4 Communiqué to Owners: Kim will send a notice to owners to let the water run in their taps; if bubbles or discolouration are noticed, run the water until the bubbles or discolouration disappear.

10. Date for Next Board Meetings:

February 13, 2020 at 1:00 p.m.

April 23, 2020 at 1:00 p.m.

Adjournment: On a motion by Scott McDermott the meeting was adjourned at 2:56 p.m.

Rose-Marie Batley, VP, Secretary

Topics Mentioned at Open Session NOT Part of the Official Minutes

1806 Andy de Schulthess – requested that the spirit of the original agreement between RG1 and RG2 regarding antennae on roofs be respected, i.e., that the desire to prevent additional radiation output be respected. {Kim has added this to the next SFC agenda.}

1407 Clive Wolff – does the front of the fire panel need to be protected from water damage? {Kim responded that the damage was not on the face of the panel but through the back and this cannot be covered more than the current status.}

1407 Clive Wolff – sediment damage in units – there are parts that require replacement.

1407 Clive Wolff – there are some locker rooms that have items stored outside the lockers. {These will be removed.}

1407 Clive Wolff – finds it unacceptable that the Board signed an agreement with Freedom Mobile but cannot produce the contract and wonders if the corporation is getting the revenue it expects.

602 Ted Robinson – asked about shut-off valve templates that were to come to units. {Kim noted they are completed and are being laminated prior to distribution to units.}

1508 Catts Esbenson – some of the parking lot lights have burned out. {A boom is required to replace a light –rental of booms is expensive.}

906 Richard Kear – date for replacement of filters in heat pumps. { Steve replaced them in the fall; if 906 was not completed, Kim will get the filters replaced.}

204 Don Monk - asked who other corporations use for security and are we low on the totem pole with Iron Horse. {There are other security companies available for contracts. Not many corporations use security companies. Iron Horse guards receive training prior to assignment at RG2 unless there is an emergency and we have to take what is available as would be the case with any other company contracted.}

1407 Clive Wolff – asked about responsibility for shut off valves in units. {Shut off valves within units are the responsibility of the owner. If an owner has a plumbing problem and uses a licensed plumber to address the problem, that plumber should be insured and know how to access the valves. Owners are responsible if they access the valves and damage results.}

1407 Clive Wolff – while Steve is away a significant volume of work is not getting done. Has the Board considered other options to covering his absence? {The Board has asked if CMG could employ a “floating building superintendent” who might be able to provide some coverage in emergencies such as RG2 is experiencing. Ian Davidson, CMG President, is considering this. A building superintendent from another condominium managed by Kim is helping RG2 while Steve is away. The concierges are also helping whenever possible.}