

**OTTAWA-CARLETON STANDARD
CONDOMINIUM CORPORATION # 769**

July 29, 2021

1:00 p.m.

Minutes of Meeting (on Zoom)

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: Nil

OTHER: Kim Renwick (Property Manager, CMG)

In Attendance: 19 Owner Observers via Zoom

1. President André Vinette called the meeting of the Board of Directors to order at 1:02 p.m. with a quorum confirmed; Board members, the Property Manager, and 19 Owner observers attended via Zoom. President Vinette welcomed the owners who signed into the Zoom meeting and indicated there would be an open question period chaired by Kim at the end of the agenda; each owner could ask one question without follow up. If time permitted, second questions from any owner could be asked. Owners were asked to mute their microphones on Zoom during the formal meeting as it causes feedback when too many microphones are open, and discussion cannot be heard. While speaking during the question period, the speaker will be asked to unmute the microphone.
2. On a motion by Peter Mitchell, seconded by Scott McDermott, the Agenda as amended was approved. **CARRIED**
3. Approval of Minutes:
 - 3.1. On a motion by Larry Boisvert, seconded Peter Mitchell, the minutes of June 29, 2021 were approved. **CARRIED**
 - 3.2. Decisions Taken Between Meetings: On a motion by Scott McDermott, seconded by Larry Boisvert, the following decisions taken between meetings were officially approved:
 - The Board approved the reopening of some amenities in accordance with regulations under Step 3.
 - The Board accepted the \$145,000 offer from Intact for the major flood damage caused by LarMex in 2019.
 - The pre-AGM and final AGM packages were approved for distribution.
 - The Audited Financial Statements for 2020 were approved and included in the AGM package. **CARRIED**
4. Treasurer's Report:

Financial Highlights to June 30, 2021: (YTD) **Total Revenue** is \$5.1K under budget, at \$918.1K, while YTD **Total Expense** is \$3.6K under budget, at \$880.4K, leaving a YTD **operating surplus** of \$37.8K versus a **budgeted surplus** of \$39.2K. Overall, we are currently \$1.4K unfavourable to our budget.

As of June 30, the major favourable contributors to the expense variances were Utilities (\$22.8K), Shared Facility (\$17.6K), and Discretionary Expenses (\$3.3K).

Unfavourable variances arose from Cleaning (\$8.0K), Repairs and Maintenance (\$7.5K), Elevator Expenses (\$6.3K), Fire Alarm/Hydrant Expenses (\$6.0K), Generator Expenses (\$3.3K), Security (\$2.6K), Fitness Equipment (\$2.2K), and Professional Expenses (\$1.9K).

Our results are meeting our expectations for the half-way mark of our fiscal year with no issues to highlight.

At June 30, 2021, our OCSCC 769 **Reserve Fund** stands at \$1.99M (\$1.7M being held in GICs) with \$49.5K of total expenditures incurred so far in 2021 related primarily to Window replacement and Heat Pumps. The **Shared Facilities Reserve Fund** is at \$175.2 K with \$7.5K of pool expenditures incurred in 2021 so far.

5. Director of Operations/Property Manager's Report

5.1 Action List:

Item 1136: Energy Audit – Keller is expected to present the report within the next month.

Item 1198: Shaw/Freedom Mobile Contract and Roof Request – The Board made an offer and asked to meet with FM senior staff and has not yet had a response from FM.

Item 1278: Comprehensive Reserve Fund Study – Keller is completing the review, which is a major review of the building and takes ~5-6 months to complete. The Board is waiting for the first draft to be received in September.

Item 1282: Victaulic follow-up – the costs have been tabulated and will be sent to the legal firm, DHA, for review and recommendation on the next steps with respect to recovering costs from Victaulic. The Board authorised a budget up to \$5000 to prepare the documents required by DHA and get a recommendation.

Item 1325: Fire Deficiencies – The October Fire Alarm inspection by Siemens documented deficiencies requiring a significant expense. The Board asked for and received additional details from Siemens. Given that the system is currently functioning well, and we have spare parts for repairs, Larry, Steve, and Kim (along with other interested Board members if numbers allow) will meet in person with Siemens staff, when such meetings are allowed, before determining what changes (if any) are required.

Item 1343: Elevator Cab Buffing – Buffing of scratches on stainless cab doors is expensive. ThyssenKrupp suggested replacing the skin rather than attempting buffing, which can only remove light scratches. Nothing will be replaced/repared until the source of the scraping is found and repaired.

Item 1365: 07 Drop: Steve checked all the 07 units to determine if there are etched windows. One such window was replaced in the 07 drop, and the etching has returned on that window. Kim is asking the engineers for other possible options.

Item 1371: Defective Joints in the Mechanical Room – two defective joints have been replaced. Six additional joints need replacement. This is preventive maintenance as if a joint fails, serious and costly damage can result in the building. The cost to replace the additional six joints is \$18,692 + taxes. On a motion by Larry Boisvert, seconded by André Vinette, the Board approved the Baxtec quote and authorised the work. **CARRIED**

Item 1378: Festive Lights – quotes obtained in the past for professional installation of the festive lights (including requiring a lift to install lights on the tall trees) came in at ~ \$20k - \$25k and the corporation would have to provide the lights. The contractor that is awarded this project must have the appropriate liability insurance. Our current contractor carries this insurance; the contract cost is ~\$6k. This item will go to the SFC for a decision.

Item 1380: Tennis Courts – an owner has requested that lines for pickle ball play be painted on the second tennis court. While there are residents playing both sports, the tennis players find

the court with the pickle ball lines confusing. The number of pickle ball players is relatively small at this time. The Board decided not to mark the second court for pickle ball play.

Item 1382: Owners Update on Flood – the Board received and accepted an offer from Intact insurance of \$145,000 for the water damages caused by LarMex in 2019. There is a cost to the corporation for ~\$35k for depreciation of the hardwood floors. There is no recourse to recover this cost as it is a common clause in corporate insurance plans. A draft summary will be sent to the Board for review by the end of next week.

New item: Damage to Garage Membrane – the Board is researching another option/company going forward as the repairs to date on this membrane have been unsuccessful and cause significant inconvenience to residents. Kim is waiting for additional information from a second membrane company to send to the Board.

6. Shared Facility Report:

- 6.1. Building Link: RG1 has this software program and has suggested that RG2 install it as well. It is a program that manages data spreadsheets and allows owners to access information. RG2 considered this program at the time RG1 acquired it some years ago. There is a mandated software program in use at CMG for its clients. A second similar program would create a need for double data entry. In order to provide the Gatehouse with electronic data for RG2, an Excel spreadsheet will be provided. Owners and residents have access to the other information via our website. The current RG2 Board decided not to purchase the Building Link software (cost is between \$3k and \$7k and has an annual fee) as our needs are met currently by programs in place.
- 6.2. Pool Lift: the protocols for use and the location of the pool lift when not in use remain status quo.
- 6.3. Additional topsoil has been added to the garden on the boulevard along Rivergate Way. While this garden is not on Corporation property, it enhances the entrance to the property. The soil in place was depleting. Boards of both RG1 and RG2 contributed to the cost and expressed our thanks to Mitch Yakovishin for the many hours he has contributed to maintaining the garden.

7. Director of Communications Report:

- 7.1 Library: The Library Committee (Marian, Joan, and Ted) have resigned. The Board thanks them on behalf of residents for the work they have done and the benefits to the library during their time there. The new Library Committee consists of Mac Jewett (chair), Cattis Esbensen (Co-chair), Barb de Schultess, Roz Tabacknick, Karen Spilling, and Colleen Johnson.
- 7.2 Social Committee: A Koffee Klatsch is planned for August 2 at 10:30 a.m. by Zoom.

8. New Business:

- 8.1 Pigeons: Pigeons are active at both buildings. Steve has trapped some pigeons on the roof. The Board considered trying to trap the pigeons on the pool roof if SFC agreed. [Following the open session, the Board withdrew this decision, and no traps will be placed on the pool roof.] A reminder to owners that attaching anything to the railing of the balcony is not permitted.
- 8.2 AGM: The AGM is scheduled for August 11 at 7 pm. There is one director position open. The preliminary notice was sent to owners on July 8 and the formal package on July 27. Kim will host the meeting on her Zoom account. Voting will be by proxy or by email for any vote requiring confidentiality. No legal counsel will be present. The auditor will attend on Zoom.
- 8.3 Guest Suite & Party Room: During Step 3 of the pandemic, both the Guest Suite and Party Room will remain closed for rentals. At the end of Step 3, the government will provide additional parameters and the Board will consider the situation at that time. The Party Room may be booked for small groups of residents (not rentals) if they want a place to meet. Food

and drink are permitted in the Party Room and all Covid protocols must be respected. The room should be left clean and tidy.

9. Date for Next Board Meeting:

Board Meeting: September 30, 2021 at 1:00 p.m. (perhaps on Zoom)

2021 AGM Meeting: August 11, 2021 at 7:00 p.m. on Zoom

Adjournment: On a motion by Rose-Marie Batley the meeting was adjourned at 2:30 p.m.

Rose-Marie Batley, VP, Secretary

Topics Mentioned at Open Session are NOT Part of the Official Minutes (1:47 – 2:02)

During the state of emergency there will be no open meetings. The July 29 meeting was held on Zoom with 19 units represented excluding the Board members and the Property Manager. The Property Manager hosted the Zoom meeting and managed the speakers during the question period.

L Bowering (806): expressed strong opposition to setting pigeon traps on the pool roof. Many reasons were given including aesthetics, ability to access and clean, and because the corner is so windy. Other owners requested the Board reconsider this plan including D Dufresne (704), C Wolff (1407), and C Esbensen (1508).

K Stanley (502): Complimented the landscapers on the addition of the black mulch to our gardens. Asked if the pool chemicals are tested regularly. [There is an automatic chemical feeder and staff check daily that it is working. The pool maintenance company checks each week.]

T Kirby (206): Asked why Norm Slover's motion was not included in the AGM package as he had requested. [The Board received legal advice that if something is at CAT, it should not be in the AGM package. Any owner can make a motion at the AGM.]

M Jewett (1405): asked that the maximum number of people in the library be raised from 4. [The Board has reconsidered and will approve 50% of the maximum, which would allow 6 people to be in the library at any time. All Covid protocols must be respected.]

C Wolff (1407): Would the Board reconsider allowing guests in the pool and gym when they visit. [For the time being, the facilities are only open to residents. It is a measure to protect our residents. Opening these sites will be considered at the end of Step 3 when the situation is better known.]

N Slover (706): Had asked the Property Manager to send an email to all non-resident owners with information he wished distributed for the AGM. [The email was sent on the morning of July 29. The Property Manager had been in a meeting since 10 am to the time of Norm's query. The communications protocol allows 48 business hours to respond to an email, a response that may only be able to include acknowledging receipt if the information/answer requested is not available. The Property Manager is not able to meet requests that are not permitted as in the case of requiring dispensing or use of personal information without permission. Owners were reminded that when the property manager's hours exceed those entitled in the contract, these are chargeable hours to the corporation. Norm has expressed concern that he has trouble getting information. However, the issue in question (non-resident owner use of the tennis courts) was the subject of condo rules made in 2016 and revised in 2018. On both occasions, the new rules were distributed to all owners and there was a 30-day period in which to express concern and ask for a general meeting. No such request or concern was made. No owner may have access to information that s/he is not permitted to receive.]

T Kirby (206): Suggested one of the Board communiqués, possibly written by a particular member, indicated that the only way to get information was through CAO, and that the tone of the communiqués

was uncivil. He believes there must be a more efficient and timely process. [The protocol for requesting information is mandated by the CAO. The Property Manager tries not to use the system whenever possible, if the request is simple and materials are easily found. Requests via the CAT do require significant time for both Kim and the Board. Kim is supposed to charge for time spent on CAT requests. Terry was reminded that all Board communiqués are drafted, not always the same person, and then are vetted by all Board members and Kim prior to distribution to owners.]

T Kirby (206): Suggested the Board make the reskinning of the scratched elevator panels and doors a higher priority as they look 'tacky'. [There is no resolution as yet. While in the lockdown stages, this work was not permitted. Now that some work can be done, scheduling is difficult for non-emergency or less urgent restorations. The source of the scaping needs to be addressed first.]

DRAFT