

OTTAWA-CARLETON STANDARD
CONDOMINIUM CORPORATION # 769

August 16, 2016

DRAFT MINUTES OF MEETING

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

In Attendance: 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 August 16, 2016 Board meeting was approved as amended. MOTION CARRIED
- 3) **Approval of the Minutes**
On a motion by Irmela Murphy and seconded by Larry Boisvert, the Minutes of the May 12, 2016 Board meeting were approved as amended. MOTION CARRIED
- 4) **Business Arising from the Minutes**
 - i) **Weekend Concierge Service**
It was noted that having two regular weekend concierges (familiar to us and who would know our building, its residents, and protocols) would be desirable. Kim indicated that the hourly rate for a contract would be \$12.50 as opposed to the \$16.00 that we currently pay to Iron Horse for this service. A number of issues need to be addressed such as the vetting process, the shifts, and how we would manage absences. The Board asked Kim for a feasibility study. **Action: Kim**
- 5) **Treasurer's Report**
 - i) **Financial Highlights to July 31, 2016**
Summary: Year-to-Date (YTD) **Total Revenue** is 3.4K under budget, at \$854.8K - while YTD **Total Expense** is \$55.9K under budget, at \$815.5K – leaving a YTD **operating surplus** of \$39.3K versus a budgeted deficit of \$16.6K.

The major favourable contributors to the expense variances were due primarily to routine and contract maintenance expenses (\$17.3K), Utilities (\$16.5K), security (\$9.9K), lower expenses in Shared Facilities (\$5.4K), invoices for cleaning and fire inspections not paid yet (8K). While unfavourable variances arise from fitness equipment (\$3K), and office expenses (\$1.5K).

At July 31st, 2016, our OCSCC 769 **Reserve Fund** is at \$1,261K (\$1,126K being held in Non-Registered GICs) and the **Shared Facilities Reserve Fund** is at \$72K.

ii) Auditor: New Contract – 1, 3, or 5 year Term

Kim reminded the Board that it is the Owners at the AGM who approve the Auditors and that the Auditors for 2016 have already been approved. The Board asked that prior to the 2017 AGM, Kim provide information that includes both an annual rate and the rate for a 3-year term in order to make a recommendation at the 2017 AGM. **Action: Kim**

iii) Update re Shared Facility Costs

Andy and Clive have reviewed the financial statements and have concluded that while the accounting is in order, what is missing is the documentation behind the adjustments for the utility expenditures. The Board agreed to revisit through the SFC that readings are taken and recorded of all Shared utility meters. **Action: Irmela**

iv) New GIC

Clive recommended that the Board invest another \$100,000 in a 5-year GIC at 1.9%. He noted that currently, we have \$300,000 in GICs maturing each year to 2020. The Board requested information re the rates for 1 and 3-year terms. **Action: Clive**

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

All items on the Agenda with the exception of vi) are addressed under the Action List.

vi) Discussion of Proposal by Siemens to Replace Obsolete Fire Alarm Panel

Insofar as we have received confirmation from Siemens that RG2 can remain with its current system, which Siemens will continue to maintain should RG1 decide to replace its older system, the Board agreed not to proceed at this time. Irmela will communicate this at the SFC meeting on August 17th. **Action: Irmela**

ACTION LIST:

315 Windows – windows in 207, 307, and 603 continue to leak. The Board agreed to bring Garrett back in to address this. The Board requested that Kim obtain a detailed report from Garrett re what has been done to date. **Action: Kim**

333 Urbandale Deficiencies – the latest communication is that Urbandale will send someone in the next week.

529 Reserve Fund Study To Do's – The Board was pleased to note that Kim and Steve have collated all the recommendations into daily, weekly, monthly, and yearly tasks. Kim will prepare a spread sheet for the Board that will distinguish items funded through the Operational Budget versus the Reserve. **Action; Kim**

542 Labour Reimbursement - Victaulic was in last week and removed the small valves for testing. Victaulic has agreed that the sediment cannot be caused by chemicals. In conversation with Kim, the senior Victaulic engineer indicated that the pipes in our building were never flushed clean when the building was completed. This was done in RG1. He also indicated that the solution may be that particles from the 14 large valves that were replaced may still be in the pipes and more flushing may solve this problem.

617 Boilers – On a **motion** by Larry Boisvert seconded by Irmela Murphy, the Board approved proceeding with a Feasibility Study to be conducted by Keller. Larry indicated that once we have

their report and if we decide to proceed we would contract for a detailed engineering study re the various components as the basis for quotes by Plumbing Firms.

Motion: Carried

632 Lighting Retrofit - All the lights in the stairwells have now been replaced. Steve will ventilate the stairwells repeatedly to dissipate any residual order. 25 ballasts were replaced due to their aging. Steve will commence replacing the lights in the garage. Larry indicated that the pot lights in the elevator lobbies on all floors will need to be replaced by Litron as there is re-wiring involved. The plan is that all lights will have been replaced by the end of September.

668 Camera System – deferred for one month

Action: Kim

672 Flexible Connectors - Larry has spoken directly with the supplier who indicated that as we are way below the maximum temperature, that there was no need to do anything at this time. The Board agreed that Steve should continue to monitor.

Action: Kim

687 Library Furniture – A new table has been purchased. Rose will endeavour to obtain high quality, comfortable chairs that are at the proper height.

Action: Rose

689 Damaged Windows – the Board agreed to replace one of the panes that is etched and monitor it for 1 year to determine if this solves the problem. Cost is \$500-\$700.

Action: Kim

695 Parking Spot #74 – the Board has approved a monthly rental rate of \$125. Kim will draw up a lease agreement accordingly. The lease may be renewed annually with 2 months' notice up to a maximum of 3 years. The rental cost may be subject to increases on renewal.

Action: Kim

708 Suite Doors – The Board requested Kim to draft criteria for replacement to be approved by the Board.

Action: Kim

709 Elevator # 3 – The Board agreed that an expert will be contracted to restore all elevator panelling.

Action: Kim

710 Condo Locker #128 – the Board agreed to rent locker #128 through a silent open auction. It is owned by the corporation, and not allocated to any suite.

Action: Kim

711 Marble Floors – the Board agreed in principle, subject to the Budget, that the marble in all floors should be polished. This initiative will be part of the Budget deliberations in October/November. Kim will ask if the work can be done in the winter.

Action: Kim, Board

712/713 Heat Pump Parts – given the cost of 4 new units (4 are needed due to the fact that there are 4 different configurations of the unit) and in view of the fact that any warranty would start to lapse as soon as new units are purchased, the Board decided that 4 refurbished units would be kept for emergencies. The Board asked that these be tested on a regular basis.

Action: Kim

7. Shared Facilities Report (Larry, Irmela)

Irmela reviewed the status of the Irrigation Upgrade and the Installation of the Loop to slow down traffic at the Gatehouse.

i) Suggestions re Pool Patio

Irmela noted that the SFC has asked for ideas with regard to the outside pool patio. She and Larry noted that some have been already received including quiet sitting/ lounging area and a children's playground. The Board agreed with Irmela's suggestion to ask Residents for suggestions via the next issue of the newsletter.

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

- i) Open House Protocol Pamphlet
Irmela shared the Open House Protocol pamphlet developed by Peter Mitchell. It was agreed that copies of the pamphlet would be useful to have at the Concierge Desk for Residents who are planning to sell their unit. **Action: Irmela**
- ii) Welcome Protocol for Residents
Kim showed the Board the flyer that she includes as part of the package for New Residents. It was noted that there still seem to be gaps in the process. The Board agreed that with Pat Wood's agreement, new residents will be given her email address and phone number in order to facilitate this contact. Kim noted that the only time that she knows if an owner is planning to sell is when there has been a request for the Status Certificate. **Action: Kim**

Social Committee

The following events have been planned.

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|-----------------------------------|---------------------------------------|
| August 19 th 5:00 p.m. | Happy Hour |
| August 20 th 8:30 p.m. | Viewing of the Tragically Hip Concert |
| September 20 th | Dinner |
| October 28 th | Halloween Party |
| December 4 th | Christmas Party |

9. New Business

- i) Use of Canoe/Kayak Storage
The Board agreed to remain with the current status quo until it completes a more comprehensive review.
- ii) Proposal by Resident re Sculpture in Celebration of Canada's 150th.
The Board agreed that the proposal would be included in the August newsletter and Residents would be invited to provide feedback. **Action: Irmela**
- iii) Potential Rental of Locker 128
The Board agreed to rent locker #128 via a Silent Auction. **Action: Kim**
- iv) Reservation of Gazebo/Barbecues
Two issues were identified namely the need for a sign at the entrance to indicate that the Gazebo was booked, and more flexibility to accommodate Residents' special occasions. The Board agreed that a sign would be purchased which would include the unit number, the date and duration of the reservation. An owner would obtain the sign from the concierge on the day when the gazebo was reserved and place it the allocated spot at the entrance of the gazebo. The owner would return the sign to the Concierge at the end of the booking. The Board also agreed to reduce the minimum number needed in order to make a reservation from 10 to 6. **Action: Kim**

10. Date for Next Meeting:

September 20. 7:00 p.m.

Irmela Murphy, Secretary

Topics Mentioned at Open Session NOT Part of the Official Minutes

204 – Peter Mitchell – asked whether the residents who have sediment problems were near his unit as he had experience this in the past. He was advised that they were not.

706 – Norm Slover – indicated that from his research, LED lights did not require ballasts and wondered why the lighting retrofit included ballasts. Larry will get back to him re the decision to proceed with ballasts.

1307 – Mitch Yakovishin – asked that the Board examine the frames of the suite doors when the restorer for the elevator panels was in owing to some minor damage suffered during moves.

706 – Norm Slover – asked why the stickers were still on the LED lights that had been installed on the second floor. Kim Renwick indicated they would be removed in due course.

706 – Norm Slover – asked that Steve check the toilets to determine if any are leaking when he replaces the air filters. The Board agreed.

806 – Raymond Bowering – noted that he had replaced all the flappers in his toilets. They were rotted through.

706 – Norm Slover – spoke to the dust levels in the building and asked the Board to study this further in order to determine how best to mitigate the dust. The Board agreed to take this under consideration as part of the 2017 Budget deliberations. Kim will meet with an engineer to gather initial information. The item will be included in the September Agenda.

Action: Kim, Irmela

1307 – Carmen Levesque – expressed a concern re the air quality.

706 – Norm Slover – noted that the head rest on the universal station in the gym needed replacement.

Action: Kim

206 – Terry Kirby – asked if the Canoe/Kayak storage is part of the Declaration. It was clarified that it was part of the Disclosure Statement. Terry stated that he felt that the Corporation should be highlighting our capacity to provide canoe and kayak storage as an attractive feature and that there were additional areas where they could be stored. He also said that he objected in principal to the charge for their storage. It was noted that the status quo remains in effect and that a review is being done.

806 – Raymond Bowering - indicated that the ability to store their canoe was a key factor in their decision to purchase a unit here.

207 – John Murphy – said that he felt that there should be a charge for the storage of the canoes/Kayaks.