

CONDOMINIUM CORPORATION # 769

October 19, 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. 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 Andy de Schulthess, the Agenda of the October 19, 2016 Board meeting was approved as amended. MOTION CARRIED

3) **Approval of the Minutes**

On a motion by Andy de Schulthess and seconded by Irmela Murphy, the Minutes of the September 20, 2016 Board meeting were approved as amended. MOTION CARRIED

4) **Business Arising from the Minutes**

i) Update re Weekend Concierge Services

The Board reviewed the options presented by Kim and agreed that the most desirable option was two twelve hour shifts. It was noted that there may need to be some flexibility. Kim noted that we would always be able to obtain a backup concierge through Iron Horse or another agency in case of illness. **On a motion by Larry Boisvert seconded by Clive Wolff, the Board directed Kim to draft a job description and an advertisement.**

Motion: Carried

ii) Update re City of Ottawa Changes to Balcony Glazing

We are still in the process of trying to answer the questions whether we are satisfied as a Board that changes to the design are required and if so, are there alternatives to the glazing newly install at RG1.

Action: Rose/Kim

iii) Approval of the Draft Criteria for the Replacement of Suite Entrance Doors

On a motion by Larry Boisvert seconded by Andy de Schulthess, the Board approved the draft criteria. Motion: Carried

iv) Update re Canada's 150th Sculpture Project

Irmela noted that approximately an additional \$550 was needed in Resident contributions. The Board agreed that once all the funds needed were obtained, it would seek the input of Residents re location. These would be brought to the Board for approval.

5) Treasurer's Report

i) Financial Highlights to September 30, 2016

Summary: Year-to-Date (YTD) **Total Revenue** is \$1K over budget, at \$1,104K - while YTD **Total Expense** is \$6.2K under budget, at \$1,100K – leaving a YTD **operating surplus** of \$4.7K versus a budgeted deficit of \$2.6K.

The major favourable contributors to the expense variances were due primarily to Utilities (\$18K), security (\$4.3K), and window cleaning to be done later this month (4.1K)

Unfavourable variances arise from fitness equipment (\$4.4K), professional fees (3.1K, maintenance expenses – mainly the LED project (\$25.8K), and office expenses (\$1.5K).

At September 30th, 2016, our OCSCC 769 **Reserve Fund** is at \$1,273K (\$1,226K being held in Non-Registered GICs). Reserve expenditures YTD are \$137.6K. The **Shared Facilities Reserve Fund** is at \$78K.

ii) Update re Auditor's Contract

On a motion by Clive Wolff seconded by Andy de Schulthess, the Board recommends to the AGM that the auditors be given a three year contract. Motion: Carried

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

i) **ACTION LIST:**

315 Windows – Garrett is unable to obtain a swing stage until next spring. Kim was asked to check if a Boom will work. **Action: Kim**

333 Urbandale Deficiencies – Ongoing **Action: Kim**

542 Labour Reimbursement – Kim expects to have test results and options shortly. Kim will draft a letter indicating our concerns re the previous 2-year time limit to recover labour costs. **Action: Kim**

617 Boilers – A draft report is expected this Friday. **Action: Larry, Kim**

632/745 Lighting Retrofit/ Cages on Lights - Inspections by the Electrical Safety Authority have added an unexpected additional \$2500 to this project. The Board agreed that Steve should reinstall the light cages in the garage as time permits. **Action: Kim**

689 Damaged Windows – the window has been ordered. **Action: Kim**

710 Condo Locker #128 – The 4 lockers will be moved to their new location, which is in the locker room directly opposite the elevator, moved one at a time shortly. **Action: Kim**

711 Marble Floors – The Board will decide which floors will be done in 2017 as part of its Budget deliberations. **Action: Board**

751 Fire Panel – The Board agreed with option 1 namely, to continue renting. **Action: Kim**

752 Garage Door – The Board approved Kim's recommendation to replace the top panel. **Action: Kim**

7. Shared Facilities Report (Larry, Irmela)

Hydro Reconciliation - Frank informed the committee that Hydro was now reconciled and back on PAP

as of September 15th. Frank indicated that CMG has picked up the costs of the NSF checks. Clive indicated that the appropriate PAP start date is actually October 18th.

Update on Shared Costs of Heating the Swimming Pool - Larry and Jean Guy asked Frank to send them the existing formula (developed by Glen Nixon) to determine whether it is still applicable given the substantially reduced loss of water in the pool. Larry indicated that there still are questions re which are the relevant meters. He hopes to be able to resolve this later this afternoon.

Update on Non - Resident Owner's Use of Common Facilities - Frank indicated that he had not received any response. Kim corrected this.

SFC Financial Report - Jean Guy noted that there was a discrepancy with regard to the figures for Total Expenses. Frank is to correct. Jean Guy indicated that in view of the September 30th numbers, SFC will need the 12th period payment from both Corporations. Frank indicated that he and Kim are meeting next week to start to prepare a draft budget. Irmela noted that she had asked that one-time items such as the pathway to the exterior pool deck and the restoration of the RG1 cliff be shown separately for the SFC meeting in November.

Safety loop - there are still a few things that need to be done such as re-sanding. A heater was installed in the control box so that the loop works in cold weather. Frank will investigate better signage so that visitors could see from further away.

RG1 Cliff - Frank is in the process of contacting Landscape Architects re the RG1 cliff. Irmela indicated that we needed to have the options with attached costs for the November SFC meeting at which time SFC determines its 2017 budget recommendations.

Exterior Pool Deck - Frank indicated that the estimated cost for a pathway to the exterior pool deck was \$5000. This includes the moving of the gate. Previously SFC had estimated \$1000 for cushions and storage for this area. Larry noted this expenditure would make this fairly large area usable by residents.

Landscape Improvement 2017 Budget – this is becoming a misnomer as the items are more properly classified as continuing maintenance. Frank presented the draft budget developed by Irmela and himself. It projects a cost of \$8150. This figure includes \$1000 for the RG1 Cliff which may become an entirely separate item. There was some discussion whether repair of the cliff would be a Reserve item. The 2015 Reserve Fund Study makes no mention of landscaping other than the masonry wall. A significant item is the cost of mulching the beds. The target for next year is to mulch all the beds that were not done this year and top up the ones that were done this year. It is too costly to have Capital do this. Rather the plan is to get a truck load and then hire labour to spread it. The cost of doing this is projected to be \$2800. Capital wants to charge over \$7000.

Fire Alarm Replacement - RG1 has been informed by Siemens that the panel at the Gatehouse will have to be replaced for their new system to work. The estimated cost is \$5,000 which will be a Shared expense. Frank also indicated that the cost to replace their panel is estimated to be \$118,000 as opposed to the \$80,000 figure quoted to us by Siemens.

Lighting Audit- Mike from RG1 has made a map of all exterior lights. Quotes have been received from

Metrosphere, which does not include ballasts, Leapfrog which does include ballasts but needs clarification re the type of light fixtures. Litron is still fine-tuning their proposal.

Tennis Courts Resurfacing - Frank is seeking clarification of the quote from Flex Court. We have the quote from Canada Court which we all agree is very reasonable. We need to make a decision soon so that we will be able to get this done early next spring.

Christmas Lights - John Bond has agreed to do this again. Cost will be \$ 3300.

Residents' Correspondence - A complaint had been received re the behaviour of one of the Iron Horse Gatehouse Attendants who had a girlfriend with him. He has been replaced. Complaints had been received re the behaviour of children in the pool doing cannonballs and just missing adult swimmers. There was a request for an Adult Swim time on weekends. SFC decided that the complaint should be dealt with by the Property Manager and that it was not appropriate to have a set time for Adult Swim.

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

Library: Rose-Marie indicated that she was still looking for chairs for the Library. The Library committee is now placing the new books received each week on the top of the puzzle shelves. These books are shelved by their category the following week and new donations take their place on the puzzle shelves.

Social Committee: Clive noted that the Social Committee is looking for volunteers. Also, the Social Committee needs a second volunteer to assist with recycling wine and beer bottles.

The following events have been planned.
October 28th Halloween Party
December 4th Christmas Party

9. New Business

- i) **Location of Sculpture** – refer to item iv under Business Arising from the Minutes
- ii) **Dry Off Inside the Pool** – Larry noted that there continues to be substantial amounts of water on the marble floors in the ground level elevator lobby and on the elevator floors themselves. Not only is this unsightly but the water makes the marble floors very slippery. The Board agreed to install a large sign. **Action: Kim**

10. Date for Next Meeting:

November 24, 2016 7:00 p.m. Board Budget Information
December 15, 2016 1:00 p.m. Board

Irmela Murphy, Secretary

Topics Mentioned at Open Session NOT Part of the Official Minutes

302 – Jens Skafté – expressed concern re the water heater in the steam room shutting off. **Action: Kim**
1408 - Marjorie Leach – asked about the restoration of the RG1 Cliff.

302 – Jens Skafte – said that he had noticed that recently the lock on the back gate had been missing. Clive indicated that it was now there.

702 Pat Wood – said that the tiles around the pool get very slippery when wet.