

OTTAWA-CARLETON STANDARD
CONDOMINIUM CORPORATION # 769

April 22, 2016

MINUTES OF MEETING

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

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. She indicated that observers will have an opportunity to ask questions midway through the meeting and then again at the end. Observers were asked to ask only one question at a time. If observers had questions remaining which they did not have an opportunity to ask, they should refer them to the Property Manager.

2) **Approval of the Agenda**

On a motion by Andy de Schulthess and seconded by Larry Boisvert, the Agenda of the April 22, 2016 Board meeting was approved as amended. MOTION CARRIED

3) **Approval of the Minutes**

On a motion by Andy de Schulthess and seconded by Rose-Marie Batley, the Minutes of the December 2, 2015 Board meeting were approved. MOTION CARRIED

4) **Business Arising from the Minutes were included on the Agenda or Action List**

Included as Agenda Items or on the Action: List

5) **Treasurer's Report**

i) **Financial Highlights to March 31, 2016**

Summary: Year-to-Date (YTD) **Total Revenue** is \$1.3K under budget, at \$366.5K – while YTD **Total Expense** is \$32.2K under budget, at \$367K – leaving a YTD **operating deficit** of \$0.6k versus a budgeted deficit of \$31.5K

The major favourable contributors to the expense variances were due primarily to routine and contract maintenance expenses (\$10.2K, building Improvements completed but not billed (\$3.75K), window cleaning to be done in the Spring (\$3.6K), water & gas (\$9.6K), and security (\$5.1K).

While unfavourable variances arise from hydro (\$2K), fitness equipment (\$2.7k), and professional fees (\$1.3K).

At March 31st, 2016 our OCSCC 769 **Reserve Fund** is at \$1,252.7K (\$1,121.5K being held in No-Registered GICs) and the **Shared Facilities Reserve** is at \$58.7K)

- ii) Draft Final Financial Statements
Clive and Kim will meet to follow up on a few minor concerns with the 2015 draft audited statements. Clive, Kim to meet with Jean Guy Sequin and Frank Patterson from RG1 to review the Shared Draft Final Financial Statements. **Action: Kim; Clive**

- iii) Year End Schedule: Status
Kim has a meeting with the auditors next week. **Action: Kim**

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

- i) Elevator Maintenance Contract
Current contract is up for renewal in 2017. RG2 has hydraulic elevators and there are currently only 2 companies which have licensed mechanics for them. Larry noted that the control system is proprietary to Thyssen Krupp and that previous problems have been mostly resolved. Larry recommended that more frequent maintenance visits be in any new contract. Kim recommended that the new contract have a 1-2 year term. Kim will start investigating now. **Action: Kim**

- ii) Corporate Records: Report
Rose-Marie referred the Board to an attachment of a previous email. Irmela noted that the report addressed the previously stated concerns. Kim clarified that her files follow the major budget categories. Andy thanked Kim and Rose-Marie for their effort. On a motion by Andy and seconded by Irmela, the Board approved the Corporate Records Management Plan. **Motion: Carried**

- iii) Lighting Retrofit: Update
In his report, Larry stated that as hydro costs are continuing to increase, the Board should take steps to minimize the hydro consumption in the building. We have received 3 quotes, two of which (Litron and Bolton) are reasonable and similar. We would not have to change the ballast for the florescent lights, rather we would replace the existing lights with ones that will be 50% more efficient. Larry noted that the payback period would be under 5 years. Andy indicated that before proceeding, given the significant cost, the Board will have to let owners know so that if they object they can call a Special Meeting. On a motion by Larry and seconded by Andy the Board decided to take the next steps to make RG2 more energy efficient by replacing current lighting in the common areas with the most energy efficient lighting on the market today most of which will be LEDs. **Motion: Carried**

Steps

1. **Kim** will investigate whether this needs to go to owners for approval.
2. **Andy** will check whether the cost is covered through Reserve or Operating.
3. **Kim** will amend the spread sheets in order to finalize needs
Target date if owners approve is the June 28th AGM.

- iv) Boiler Study: Update
Larry examined the RG1 boilers, which are more efficient than those in RG2. He noted that RG1 does not need the boosters on the 7th and 13th floor; in RG2 these boosters serve to re-heat water. He stated that replacing the boilers would significantly reduce the costs to operate the building. On a motion by Larry and seconded by Irmela, the Board agreed to hire an

engineering firm (cost not to exceed \$5,000) to determine whether we would continue to need the boosters on the 7th and 13th floors if we replace the existing boilers with high efficiency ones and to estimate the cost recovery period.

Motion: Carried

Kim will prepare specifications.

Action: Kim

v) Mechanical Flexible Connector Replacement

Kim has received one quote for \$7650 for an engineering study which is pricey. She has contacted 2 other firms and expects their quotes shortly. Kim indicated to the Board that she is not qualified to draw up the specifications. Larry stated that since we know what we want we could do it ourselves and not use an engineering firm. Kim said that she was not comfortable with that approach. Rose-Marie asked what the ballpark cost was. Kim indicated that the connector that had been replaced had cost approximately \$30,000 and that the cost to replace the 8 remaining connectors is approximately \$24,000 per connector or \$192,000. Discussion re this item continued after the Board meeting and it was agreed that we should wait for Kim to receive the remaining quotes before taking further action.

Action: Kim

Action List Items

#169 Suite Entrance Door- remaining sets of doors should be completed shortly **Action: Kim**

#315 Windows – Garrett is now repairing non-emergency leaks. Once this is done, Garrett will make recommendations re the pressure plates where many of the holes do not have screws and the caulking. Irmela noted that the Reserve Fund Study had repeatedly highlighted concerns re the caulking. **Action: Kim**

#333 Urbandale Deficiencies –2 items remain, namely the chipping of paint on some balconies and a small aluminium plate also on the balconies.

#529 Spreadsheets – they are done and constantly being up-dated.

Action: Kim

#542 Labour Reimbursement – This is on hold as problems with small valves have surfaced.

Victaulic is testing some small valves. Kim will try to get the results asap.

Action: Kim

#591 Exterior Vents- Steve/Kim will investigate and update at our next meeting.

Action: Kim

#605 Cleaning – The Board agreed that the drapes should be cleaned.

Action: Kim

#626 Spring Window Cleaning – is scheduled for the last week in April.

#655 Performance Review – a mid-term PA for the Property manager will be done soon.

Action Kim/Rose-Marie

7. Shared Facilities Report (Rose, Irmela)

1. Security System Controller (Winpak) Replacement. As previously indicated, the controller will be replaced in May. This requires that all existing fobs, remotes will need to be reprogrammed. SFC approved the purchase of 2 remote readers, one for each condo office. This means that rather than having to purchase new fobs and remotes, the existing ones need can be reprogrammed. The plan is to do this in 2 phases with RG1 fobs and remotes reprogrammed in early to mid May, and RG2 thereafter. Residents will receive detailed instructions before this process starts.

Action: Kim

2. Fire Protection: Replacement of the Obsolete Siemens Fire Alarm Panels

The SFC has received the report from EXP which has been forwarded to the Board. It indicates that the control panel will be obsolete in 2018 and the detectors in 2023. EXP recommends that we replace the current Siemens Fire Alarm Panel with Siemen's new panel as this is compatible with the existing wiring and thus will cost considerably less than a complete new system. EXP

recommends a 2-phase approach replacing the panels before the end of 2016 for \$80,000 and the detectors and other devices by then end of 2022. The total cost for each building is about \$190,000 (plus HST) with the control panel cost for this year being \$80,000. Frank mentioned that the Siemens representative has indicated that if we give Siemens a PO number now, they will pay the cost of their engineers. The SFC has asked Frank to arrange for both Boards to meet with EXP in early May. On a motion by Irmela and seconded by Larry, the Board approved that Siemens be contracted to replace the Fire Alarm Panel at an upper figure of \$80,000 (plus HST), work to be completed in 2016.

Motion: Carried

One of the issues arising from the report is that the current recall of our elevators when the alarm goes off is not up to code.

Action: Kim

3. Replacing the Irrigation System Controller

The SFC is examining 2 different systems which differ significantly in price. The less expensive option which would cost around \$16,000 uses Solar Sync sensors that sense temperature and air moisture to set the controller. It is not able to differentiate the irrigation to the different zones. The more expensive Nutrilawn option would cost around \$35,000, uses in-ground sensors to determine soil moisture, and can differentiate the irrigation by zones. This would result in greater water savings. Frank will set up a meeting with Nutrilawn for members of both Boards. Prior to any decision, the SFC asked that Frank contact places where the system under consideration has been installed and to ask about problems encountered.

4. SFC Financials

A number of items still have to be reconciled most notably, a \$1695.00 charge to landscape in April for a November invoice which should be charged against the 2015 budget. Shared will reimburse RG2 for the \$700 RG2 paid for the traffic light maintenance. Jean-Guy has received the draft Final Financial Statements. Once everything is cleared up, the SFC 2015 surplus will be determined and monies will be reimbursed to each Corporation.

6. Tennis Courts - Frank will arrange for professional power washing. It was noted that SFC may need to budget for repairs to the asphalt in next year's budget.

7. We are on track for the installation of the loop under the Resident's entry gate in May to slow down traffic. Vehicles will need to be on the loop before their remote will lift the gate.

8. There is a fairly significant opening underneath the west side fence behind RG2. Frank is going to get Mike to plug this with more stones. Larry said that there is also one on the east side of the tennis court. Irmela will let Frank know.

9. There have been resident concerns re the appearance of a ring on the pool liner. The pool contractors have been asked to pay more attention to this as part of their regular weekly maintenance.

10. There was a discussion re the responsible cost centers for the repairs/replacement of the patios/walkways. On a motion by Irmela and seconded by Rose-Marie, the Board agreed that maintenance and repairs to all pathways should be a Shared expense. **Motion: Carried**

11. With regard to the Pool Deck, which gets slippery when wet, the SFC did not approve the proposal to apply a non-slippery surface adherent due to the very high cost.

12. The SFC noted that the current outside pool patio furniture is not suitable and is rarely used. The SFC agreed that the 2 oblong tables and accompanying chairs will be moved - one set for each of the condo barbecue patios.

Action: Kim

13. With regard to the Traffic light, the City will paint in the guidelines to guide Riverside Drive northbound traffic turning into Rivergate Way. Traffic counts will also be undertaken more than once a year.

8. Communications, Library, and Social Committee

Communications – Irmela reminded everyone that we hope to have the Spring Newsletter out by the end of the month.

Library – Rose-Marie commended Marion Robinson and Joan Hillary for their work in the Library. Social Committee – there will be a Happy Hour on April 29th, another in May, a dinner on June 7th and our annual Canada Day celebration.

9. New Business

i) 150 Anniversary Report

The Volunteer group has stood down. Rose thanked Larry for his efforts.

ii) Elevator Booking

The Board agreed that residents must book the elevator for moving, and for large deliveries.

There are concerns re the fire doors in the Move In rooms being left propped open. The Board agreed to bring this issue forward to a subsequent meeting.

iii) CPR Training

The Board agreed that the next time there is CPR training scheduled for staff, it would also be made available to residents.

iv) Regular Use of Common Amenities: The Board has received independent legal opinion to the effect that when owners rents their units, they transfer their right of use of the common amenities to the tenant. Kim will draft a notice to all non-resident owners informing them of this. Given the legal opinion, the Board has agreed to amend the rule to state that one must be a resident to use the common amenities on a regular basis. Occasional guests of residents are allowed to enjoy the use of the common amenities as per the existing rule.

Action: Kim

v) Storage of Non-Resident Bicycles in the Bicycle Room

The Bicycle Room is for the storage of bicycles of residents only.

Action: Kim

vi) Notices for Charities on Bulletin Boards

The Board agreed that notices for charities may be posted on the Bulletin Boards only if they are associated with an event that is being organized and taking place in our building.

vii) Requests for Steve to Repair Slow Leaking Faucets/Taps

Steve is receiving inappropriate requests to repair slow-leaking faucets. These are owner issues, not the corporation's.

Action: Kim

viii) Owners' Handbook and Orientation Session

The Board approved the Owners' Handbook as revised and thanked Rose-Marie for her efforts. The Board agreed that a hard copy in a binder would be given to each owner (one per unit) Rose-Marie will host an orientation session in late May.

Action: Kim

ix) Guest Suite Cancellations

The Board has agreed that a resident who books any number of days (up to 5 maximum) that include a holiday may do so, but will not be entitled to a refund if the resident cancels any of the days and the suite remains empty. Extensions to the booking will not be allowed until the last day booked, and then only if the Guest Suite is available. The Concierge will keep a wait list for bookings for holiday periods.

Action: Kim

x) Open Houses and Sales

The Board highlighted the need for owners to emphasize with their agents that when there is an Open House, the agent will need to have at least two people on duty so that one can escort prospective buyers up to and down from the unit. The issue of the weekend concierge came up and will be brought forward to a subsequent Board meeting.

xi) Gate House Phones

Since our RG2 emergency phones in the elevators go directly to the Gate House, there need to be 2 phone lines at the Gate House, so that one line is always available for emergencies. RG2 is responsible for the cost of the second line. RG1 elevator phones go to Otis. **Action Clive, Kim**

xii) Fire Doors

The doors continue to be propped open for long periods of time with no one around when residents are moving in or out. This is a security concern. A variety of issues are related to this namely, lack of responsibility on the part of an owner, the ability of the Board to charge a deposit, identification re when doors have been left open and unattended, and the weekend concierge response. The Board agreed that Kim will prepare a form which includes the policy, the expectations and the relevant details that a resident will have to sign when they schedule a move. The item will come forward to a subsequent Board meeting.

Action: Kim

xiii) Standard Unit Definition

On the basis of legal advice that has been received and precedents set by insurance companies where items such as baseboards (that are in all the units and for which an up-grade was not paid by the original owner) have been covered by the insurance companies, the Board is confident that our Standard Unit Definition does not require an amendment to address these areas.

10. Date for Next Meetings:

Board Meeting

May 12, 2016 1:00 p.m.

Annual General Meeting

June 28' 2016 7:00 p.m.

Irmela Murphy: Secretary

Topics Mentioned at Open Session NOT Part of the Official Minutes

207- John Murphy – noted that that as per the Condominium Document, the pathways are Shared property.

302 – Jens Skafta – mentioned that with regard to the lighting retrofit and the replacement of boilers that the Board does not forget the government rebates. Larry indicated that we were aware of the rebates.

604 – Armand Agabab – asked that the Board ask the City to install a green advance arrow in the traffic light. Andy replies that we should wait until the City owns the lights, as this is expensive.

206 – Terry Kirby – ask about the Standard Unit definition – Rose-Marie indicated that it would be item xiii under New Business.

806 – Linda Bowering – asked whether the holes in the pressure plates could be responsible for the cold window sills. Kim asked that Linda come to see her to discuss further. Rose-Marie asked Kim to ask Garrett about this. **Action: Kim**

302 Jens Skafta – indicated that the main issue when the rubber flexible couplings are replaced with braided steel ones will be the shutting down of the system to install them.

502 Kay Stanley – asked whether the City has asked police to monitor the traffic at the stop sign in front of the Gate House. She also asked whether we would ever invite our Councillor to a Board meeting. The Board agreed to invite Riley to our Happy Hour. **Action: Andy**

806 Linda Bowering – asked for clarification re guests using the common amenities. Rose said that occasional guests were welcome to use the common amenities. The Board's concern was with the regular use by guests/relatives who wish to use our fitness room as their regular gym.

502- Kay Stanley – expressed a concern re the lack of pagination in the Owners' Handbook. Kim noted that she would get a labelling machine and number a master copy before it was run off for the owners. **Action: Kim**

307 Robert Boisvert – indicated that many residents want the services of a weekend concierge. In this regard the asked whether the Board would investigate hiring permanent part time people via contract. He noted that this has been successful in other buildings. The advantage would be that the person would know our building, residents and our policies and procedures. The hours could be reduced for example, 8 a.m. to 8 p.m.. The Board has agreed to investigate this. **Action: Kim**