

OTTAWA-CARLETON STANDARD  
CONDOMINIUM CORPORATION # 769

April 25, 2017

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

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- 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 Andy de Schulthess and seconded by Clive Wolff, the Agenda of the April 25, 2017 Board meeting was approved as amended. MOTION CARRIED**
  
- 3) **Approval of the Minutes**  
**On a motion by Larry Boisvert seconded by Clive Wolff, the Minutes of the December 15, 2016 Board meeting were approved as amended. MOTION CARRIED**
  
- 4) **Business Arising from the Minutes**
  - i) Reframing of Some Pictures in Hallways  
The Board agreed that Kim and Irmela would identify those in most urgent need of reframing. Kim will determine the cost of reframing versus replacement. (In Open Session, it was agreed that Kim would meet with Peter Mitchell to identify one picture that needed reframing, which Peter would then try to do himself on our behalf.  
**Action: Kim**
  
  - ii) Purchase of Two Large Free Standing Umbrellas, Cushions, and Storage Box for Barbecue Patio  
Andy, Larry, and Clive will examine the RG1 set up and identify options to provide shade both for the area where the barbecues are located and for the tables on the patio. The Board hopes to have the above in place in late May.  
**Action: Andy, Larry, Clive**
  
  - iii) Purchase of New Sectional for Party Room  
The existing sectional is old and uncomfortable, Rose-Marie and Kim will investigate this and report to the Directors.  
**Action: Rosemarie, Kim**
  
- 5) **Treasurer's Report**
  - i) Financial Report

## FINANCIAL HIGHLIGHTS TO MARCH 31ST, 2017

### Summary:

Year-to-Date (YTD) **Total Revenue** is \$2.4K under budget, at \$366K - while YTD **Total Expense** is \$7.8K under budget, at \$375K – leaving a YTD **operating deficit** of \$9.3K versus a **budgeted deficit** of \$14.7K.

The major favourable contributors to the expense variances were due primarily to utilities (\$10.3K), window cleaning (\$3.6K), security (\$2.7K), professional services (\$2.2K), and lower expenses in shared facilities (\$8.2K).

Unfavourable variances arise from maintenance repairs (\$4.8K), building improvements (\$12.8K), and generator (\$3.4K)

Most variances at this point in the year can be explained as timing variances.

At March 31st, 2017, our OCSCC 769 **Reserve Fund** is at \$1,410K (\$1,235K being held in Non-Registered GICs). Reserve expenditures YTD are \$6.4K. The **Shared Facilities Reserve Fund** is at \$56K, with zero expenditures YTD.

ii) Auditor

The Board agreed that given the significant concerns with regard to the quality of the Auditor's work, Kim should proceed to get estimates from other companies in time for the AGM. It was noted that only Owners can provide authorization for a change in the Auditors at the AGM. There is to be a meeting of the treasurers and the property manager with the auditor regarding discussion of discrepancies.

**Action Kim**

iii) Potential for Reserve Funds Investment

The Board approved the investment of \$150,000 in 2 GICs, one for 3 years and the other for 5 years.

**Action: Clive**

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

i) **ACTION LIST:**

**315 Windows** – windows in 207, 307, 603 and 1403 continue to leak and there are now some additional windows that are leaking. Garrett is scheduled to start working to fix the problem in May. The Board requested that Kim ask RG1 exactly what was done in their window repair and find out if they continue to have problems.

**Action: Kim**

**333 Urbandale Deficiencies** – We continue to be unsuccessful in getting the peeling balcony railings resolved. The issue seems to be that the contractor has not come in despite assurances that he would do so. Andy suggested that Urbandale may have to use another contractor. Rose will call Roger.

**Action: Rose**

**415 Drains Under Sinks** – This item has been removed from the Action List.

**542 Labour Reimbursement** – In its report, Victaulic denies any responsibility for the on-going problem. Potential causes that Victaulic identify are either not relevant to RG2 or were previously addressed. Kim expressed a concern that we are relying on Victaulic to test its own products. Clive indicated that a large number of the valves are installed inside the walls making the replacement costly. Larry noted that we need to identify all the units still experiencing sediment in the water, have a third party do the testing, and potentially resolve the problem

using another contractor. The Board agreed that as a starting point, Kim will develop a questionnaire to be sent to all Residents to help identify the scope of the problem.

**Action: Kim**

**617 Boilers** – The Board discussed the findings of the Keller Report. Critical factors noted were the long cost recovery period (in excess of 10 years), the remaining life cycle of the existing boilers, and the fact that due to excess installed capacity, we still have an original boiler that has never been used. On a motion by Irmela Murphy and seconded by Larry Boisvert, the Board agreed not to proceed with upgrading the Boilers at this time.

**Motion: Carried**

**632 Lighting Retrofit** - Work has been completed. Clive noted that the cost was more than expected insofar as we had to purchase 300 ballasts. Kim indicated that we should shortly receive the rebate.

**689 Damaged Windows** – In discussion, it was noted that there may be more windows that have etching on the outside than those of which we are aware. The Board agreed that Kim will develop questionnaire for Residents which clearly identifies the problem and survey all Residents.

**Action: Kim**

**719 Weekend Concierges** – Kim indicated that the posting should go up this coming Friday or Monday.

**Action: Kim**

**723 Suite Doors** – Steve is in the process of doing the touch ups on the doors that were identified.

**742 Glazing** – Third party engineers will not certify Lumon's original design. The modified design includes posts required by the engineer for structural integrity and wind load. RG1 has approved the installation of Lumon's latest design. Our current Glazing By-Law does not allow for the installation of this design. The Board agreed to amend the wording in the By-Law to be submitted to Owners for approval at the AGM in June.

**Action: Kim**

**765 Mechanical Automation System** – The existing system needs to be upgraded. Two quotes have been received. Larry indicated that it is unusual for one quote to be twice that of the other. Also, we are missing key information such as the warrantee period, the number of years that the product would be supported, and how much time it would take for installation. RG1 has approved Carmichael. The Board agreed that we had time to learn from RG1's experience and that we will re-tender.

**892 Fire and Garage Side Doors** – The Board agreed that Kim should get quotes that include an audio solution as well as the camera solution for the Garage side door. (In Open Session, it was suggested that the Board explore the programmable card system that hotels use) It was also requested that the quote for the Fire Doors include both sets of doors.

**Action: Kim**

**897 Parking 33** – There have been no puddles of late. Steve will continue to monitor.

**898 Dust Study** – Rose noted that the Board is waiting for a report from RG1 re their Dust Study. (In Open Session in response to a concern from a Resident, it was agreed that Kim will develop a questionnaire for Residents as a first step to identify the scope and nature of this issue in RG2.

**Action: Kim**

**906 Elevator Mats** – Kim will purchase new elevator mats with the RG2 logo.

**Action: Kim**

**914 Cooling Tower** – Two quotes have been received. Andy asked if the Baxtec quote, which was lower, includes replacement of the bearings and if it does suggested that we go with Baxtec. Kim was able to confirm later in the meeting that Baxtec quote does includes replacement of the bearings.

**Action: Kim**

**915 Window Washing** – Scheduled for early May

**916 Elevator Inspection** – Solucore's report states that everything is in order. An examination of the report indicates that the Performance Rating is low. The Board requested that Kim ask Thyssen Krupp to report how it will respond to the shortfalls identified in the report.

**Action: Kim**

**918 Cluster Flies** – Larry indicated that there is an easy solution to this problem, and should Residents need help they should contact him directly. Irmela will put this in the Newsletter.

**Action: Irmela**

**919 PRVs** – more information is needed.

**Action: Kim**

## **7. Shared Facilities Report (Larry, Irmela)**

The SFC met on April 19, 2017. A number of issues were addressed.

- i) Financials
  - a) Concern was expressed with the surprise nature of substantial bills from the City for repairs to the traffic light. SFC does not get notice of upcoming extraordinary repairs and the cost of these insofar as they are unknown are not built into the SFC Budget. Clive and Kim noted that we did receive a detailed invoice for the expense.
  - b) We have a significant over-expenditure in snow removal.
  - c) There are a number of unexpected repairs such as for the pool and a catch basin that are not in the 2017 Budget. Although some of these will be offset by a reduction in hydro costs, SFC is projecting an over-expenditure for the 2017 Budget.
- ii) Auditor - There were significant concerns with the Auditors with regard to the level of knowledge, expertise, and the amount of time that they required of Kim and CMG Staff.
- iii) Superior Pools Ottawa, which had the maintenance contract for the pool, no longer exists. The new contract is with Benson Pools.
- iv) SFC has changed banks to RBC, which will enable a PAP for hydro.
- v) The emergency phone in the Pool has been replaced. It is located near the RG1 entry.
- vi) SFC has approved that Kim contact two Landscape Architects to provide plans and options re restoration of the RG1 Cliff.
- vii) LED Lighting Upgrade – SFC has received two quotes to upgrade the lighting in the Common Elements. It is waiting for a third.
- viii) The SFC has approved Shore Tanner to do an Appraisal of the Common Elements, which is needed for insurance purposes. In September, Kim will seek quotes for a new insurance broker.
- ix) The Tennis Courts will be re-surfaced this spring, maintaining the current colours.

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

- i) Communications – Moving to Paperless Communications with Residents: The Board Plans to move gradually to paperless communications. Residents will now receive Draft Board Minutes electronically from Kim using her electronic email list. They will also be on the website and a hard copy will be placed in the Board binder in the Library. The only thing that Residents will receive in hard copy are those items required in the Act and critical Communiques.
- ii) Library Additional Shelving Requirements – The Board agreed that Kim should proceed to get quotes for two new shelving units with adjustable shelves and for moving the existing unit to the centre of the wall. **Action: Kim**
- iii) Social Committee: Clive stated that Simone Pascoli and Marilyn Wright have stepped down the Committee; there are three new member namely: Linda Bowring, Donna Allen, and Denise Dawson. Clive reported on the social events held during the winter.

The following events have been planned.

April 28 <sup>th</sup>	Happy Hour
May 17 <sup>th</sup>	A Mini Happy Hour outside at the Gazebo weather permitting.
May	A Dinner yet to be planned

## **9. New Business**

- i) Date of Annual General Meeting – June 29, 2017 7:00 p.m. Registration will start at 6:30 p.m.
- ii) Review of Parking Spot Fees - \$100 per month was recommended and accepted.
- iii) The Board agreed to switch the Superintendent's parking spot to # 74. For his previous spot the fee will be \$100 per month.

**10. Date for Next Meeting:**

May 25, 2017 12:00 p.m.

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Irmela Murphy, Secretary

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**Topics Mentioned at Open Session NOT Part of the Official Minutes**

204 – Peter Mitchell – volunteered to take on the repair wrinkle pictures in the hallways if it was feasible. Peter and Kim will meet. **Action: Kim**

1801 – Andre Vinette- asked the Board to replace the carpets in the elevators. Kim indicated that they will be replaced. He also indicated a concern with the potential approval by SFC of Pickelball on the tennis courts. The Board is aware of this concern.

602 - Marion Robinson – indicated that the shower curtains in the Change Room need to be replaced; asked whether there was fraying of the pool liner near the steps (this has been investigated and there is no fraying); suggested that guests in the Guest Suite receive 2 keys and 2 fobs; indicated that the lighting in the Guest Suite was too dark for reading in bed; mentioned black tar in one of the toilets in the Party Room and asked about Absentee Owners' using facilities. Kim will follow up. **Action: Kim**

803 – Linda Turner – indicated that her smoking alarm was way past the expiry date. Kim will follow up on this issue. **Action; Kim**

1806 - Barb de Schulthess – suggested that the Board explore the programmable card system that hotel use for the garage side door. Kim will follow up. **Action: Kim**

302 Jens Skafte – asked what the efficiency rating of the RG1 boilers was; whether an existing conduit went from the garage to the gatehouse, and indicated that area around the lights on the outside garage wall dries very quickly after a rain, probably because of heat loss from the lights.

306 – Fred Stadler – indicated that a card system for the Garage side door may not be compatible with the existing fobs.

604 – Armand Agabab – Expressed serious concerns with regard to dust levels. Further discussion ensued. The Board agreed to develop a questionnaire to be sent to all Residents to gather specifics with regard to this issue as a first step. Larry Boisvert will coordinate our efforts with RG1. **Action: Kim**