

OTTAWA-CARLETON STANDARD  
CONDOMINIUM CORPORATION # 769

August 1, 2017

**FINAL** MINUTES OF MEETING

PRESENT:     Rose-Marie Batley, President  
              Irmela Murphy, Vice President  
              Clive Wolff, Treasurer  
              Larry Boisvert, Director of Operations  
              Peter Mitchell, 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-Marie 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 Irmela Murphy, the Agenda of the August 1, 2017 Board meeting was approved as amended. **MOTION CARRIED**

**3) Approval of the Minutes**

On a motion by Clive Wolff seconded by Larry Boisvert, the Minutes of the May 25, 2017 Board meeting were approved. **MOTION CARRIED**

On a motion by Peter Mitchell and seconded by Rose-Marie Batley, the electronic minutes of the June 29<sup>th</sup> Board meeting were approved. **MOTION CARRIED**

On a motion by Rose-Marie Batley and seconded by Clive Wolff the electronic minutes re Investment Protocol were approved as amended.

*That the Board replace July 2015 Section 2 in the OCSCC769 investment protocol ("investments guaranteed by any Canadian Financial Institution. A minimum Moody's AA3 (or equivalent) rating to a maximum of \$200,000 per institution") with "investments guaranteed by any Canadian Financial Institution with a minimum Moody's A1 (or equivalent) rating to a maximum of \$100,000 per institution" with any current investments greater than \$100,000 in a given institution completing their terms to maturity.*

**MOTION CARRIED**

On a motion by Irmela Murphy and seconded by Rose-Marie Batley the electronic minutes of the estimate for window repair were approved as amended. **MOTION CARRIED**

On a motion by Rose-Marie Batley, seconded by Irmela Murphy, the Draft Minutes of the AGM were accepted.

**MOTION CARRIED**

#### 4) Business Arising from the Minutes

- i) Update re reframing of pictures in elevator lobbies  
Peter has done one as a test and is waiting to see how it holds up. He will continue with them over the winter months if all goes well starting with the third floor west.  
**ACTION: Peter**
- ii) Update re the Board's Decision to obtain a quote for a Shaded Patio near the Gazebo.  
Kim has requested three estimates. They cannot match the stone but will get as close as possible. Kim is to obtain a quote.  
**ACTION: Kim**
- iii) Update re purchase of new Sectional for the Party Room  
Rose-Marie stated that the Board is now considering four comfortable chairs instead of a sectional sofa. The four chairs from the Library would come to the Party Room and new chairs would be purchased for the Library.  
**ACTION: Rose-Marie**
- iv) Update re the Board's decision to increasingly move to Electronic Communication  
Kim advised that there are now only 5 residents who are not on her email list for receipt of electronic communication.

#### 5) Treasurer's Report

- i) Financial Report

##### FINANCIAL HIGHLIGHTS TO JUNE 30<sup>th</sup>, 2017

##### Summary:

Year-to-Date (YTD) **Total Revenue** is \$3.9K under budget, at \$732.5K - while YTD **Total Expense** is \$29.1K under budget, at \$706.6K – leaving a YTD **operating surplus** of \$25.9K versus a **balanced budget**.

The major favourable contributors to the expense variances were due primarily to utilities (\$30.1K), cleaning (6.2K), security (\$3.9K), professional services (\$4.5K), and lower expenses in shared facilities (\$11.4K).

Unfavourable variances arise from maintenance repairs (\$10.2K), building improvements (\$11.8K), fitness equipment (\$2K), generator (\$5.9K), office expenses & miscellaneous (2.2K)

At June 30th, 2017, our OCSCC 769 **Reserve Fund** is at \$1,483K (\$1,385K being held in Non-Registered GICs). Reserve expenditures YTD are \$12.8K. The **Shared Facilities Reserve Fund** is at \$59.3K, with \$5.6K expended YTD.

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

##### Actions Taken Between Meetings:

There have been several items approved by email since the last Board Meeting. In future these will be in the form of electronic motions and will be read into the Minutes at the following Board Meeting.

- i) The Board approved the installation of a three-way valve from Carmichael Plumbing and Engineering.
- ii) The Board accepted the quote from WGP for Audit Services ending in 2017.
- iii) The Board accepted the quote from Carmichael Engineering to install the new Automation System.
- iv) The Board approved the purchase and installation of Smoke Detectors in all Suites.
- v) The Board requested that Kim obtain quotes for the Shaded Patio Installation.
- vi) It was agreed to remove notices from Bulletin Boards after two weeks of posting.
- vii) The Board confirmed that the Balcony Glazing Bylaw does not need amending.
- viii) The quote for the Testing of the Elevators by Thyssen Krupp was approved by the Board.
- ix) The Reserve Fund Investment Protocol was approved by the Board.
- x) The carpet in the Library was repaired.
- xi) The Draft Survey was approved and sent out to Owners.
- xii) The Board approved the estimate for the window restoration by Garrett to the 07 stack den windows.
- xiii) The Board agreed on the bilingual wording for the Sculpture.
- xiv) The Board did not approve access to RG2 by RG1 residents.

## **7. Action List:**

**315 Windows** – The Board of Directors met on June 16<sup>th</sup> via Teleconference with Garrett Restoration and the Board was advised that the best way to ensure no further water infiltration was to remove the pressure plates and reaffix the mullions and caulk the pressure plates. The first drop is complete. It is anticipated that it will take a further six to eight weeks to complete the remaining drops. Kim will check with Garrett to see where we stand in relation to the \$40 k estimate. **Action: Kim**

**333 Urbandale Deficiencies** – Kim has been in contact with Spirito, Greco's representative. The best fix is to remove the railings where possible, sand blast them and redo the finish. The balconies with glazing will have to be spot repaired in place. Once it is confirmed who is funding the bill, all units will be inspected to determine which balconies need this repair. Larry asked if the failure of the corner brackets would affect the integrity of the enclosures. **Action: Kim**

**415 Toilet Valves** – Steve will contact the 80 residents who have not as yet replaced their valves and advise them why it is in their interest to replace the valves even though this will be at the owners' expense. Steve will document the offer to do the repair and note if it is not requested. **Action: Kim**

**542 Labour Reimbursement** – There were 90 out of a possible 142 suites that responded to the survey and 45 suites are experiencing sediment or oily residue. This number is higher than expected. We will look at the survey results over the next few weeks. We will do further testing on the cause of the residue. **Action: Kim**

**632 Lighting Retrofit** - All the required information for the rebate from Hydro has been uploaded and Kim is waiting for Hydro's action. This rebate should be about \$12K.

**689 Damaged Windows** – The window has arrived and will be installed once the den windows in the 07 stack have been repaired. This is a test to see if the problem is resolved and there is no further etching before any other damaged windows are replaced **Action: Kim**

**719 Weekend Concierges** – Kim will be interviewing 10 candidates to select the top two or three for presentation to the Board. The issue of the exact hours of work may be determined in consultation with the successful candidate. **Action: Kim**

**892 Fire and Garage Side Doors** – Kim informed the Board that we now have two FOBs with keys to the Move-in Doors to facilitate Contractors for the Corporation entry and exit. Contractors for individual Owners will continue to be met at the garage door by the Owner. Kim

will monitor this for a few months. The Board directed Kim to obtain quotes for the equipment necessary to ensure the Move in Doors are self closing and self locking as well as sensor alerts for the Concierges. The Board approved the purchase of two additional FOB and key sets.

**Action: Kim**

**898 Dust Study** – As a result of the survey, from the 90 Owners who responded 24 owners dust every day, 15 dust once a week. 47 out of the 90 responses indicate a high level of dust. Clive suggested getting an analysis of the nature of the dust. Larry reminded the Board that it had previously agreed to wait for results from RG1. This is expected in July. Peter mentioned that there may be a “filter” solution. This would be only a band-aid. Rose-Marie is meeting with Richard and will check with him re the status of their study.

**Action: Kim; Rose-Marie**

**906 Elevator Mats** – Kim has found a supplier for the mats; all four will cost \$3251.78 tax included. On a motion by Larry Boisvert and seconded by Peter Mitchell, the Board approved the purchase.

#### **MOTION CARRIED**

**929 Book Shelf** – This is deferred to the Fall.

**Action: Kim**

**946 Smoke Detectors** – Quote was received but it did not include the HST. They should be received shortly for Steve to install.

**Action: Kim and Steve**

**950 Cleaning Contract** – The Board has developed a list of expectations and we will be going out to Tender.

**Action: Rose-Marie and Kim**

**952 Change Rooms** – A new Curtain and Shower rod to be purchased

**Action: Kim and Steve**

**953 Drain in Change Room** – The drain in the women’s change room is backing up. A plumber will fix it in early August.

**955 Garage Overhead Pipes** – Kim indicated that the last cleaning cost was \$ 4K – \$6K to clean the overhead white pipes. The Board agreed to take no action at this time.

**956 Garbage Chutes** – Kim received two quotes to have the chutes cleaned. The first was for \$250.00 for each chute; this did not include cleaning the rooms. The second quote was for \$1200.00 which included everything. Following the cleaning Steve will put some felt on the flappers to reduce noise.

**Action:**

**Kim and Steve**

**957 Paint Touch-Ups** – Steve will do minor touch ups during the winter months.

**Action: Steve**

**959 Guest Suite** – New lamps will be purchased and the mattresses will be flipped.

**Action: Kim and Steve**

**960 Parking** – There is no action required at this time Garrett advised that there is no structural issue and it is aesthetic. The Board decided to have the B71 spot painted with an epoxy paint to ensure there is no water penetration into the concrete.

**Action: Steve**

**961 Condo Act Status** – Jim Davidson has supplied documentation to the CMG Property Managers. It advises that there will be changes that could involve additional costs to the Corporation and work for the Property Manager.

**971 Garage Heating Pumps** – The flexible pump connectors for the garage heat pumps need to be replaced at accost of \$1500.00 per pump for a total of \$3,000.00. These pump connectors will probably have to be replaced every 3 to 5 years. On a Motion by Clive Wolff and seconded by Rose-Marie Batley the Board approved the replacement of the pump connectors.

**MOTION CARRIED**

**Action Deferred until Larry has a look at what is required.**

## **8. Shared Facilities Report (Larry and Irmela)**

Irmela Murphy reported that the Tennis Court resurfacing is finished, and the SFC is pleased with the results. Now that the courts are finished the lines for Pickle Ball can be added to one court for a trial period. There still needs to be a crank for one of the nets. The trees need trimming.

**Action: Steve and Larry**

SFC agreed that the Property Manager can proceed to obtain quotes for the installation of Shuffle Board on the pool patio. The goal is to have this in place for next year, pending approval of SFC and both Boards.

Landscaping for the most part is looking very good. There are still some outstanding issues, notably the lack of weeding in the bed at the side of RG2.

Every spring there is winter damage and the required reseeding has not been done resulting in crab grass, which will require treatment. The vines on the wall at the back by the BBQ area are not properly trimmed.

## **9. Communications, Library, and Social Committee (Peter, Rose-Marie, Clive)**

- i) Communications – Peter will be starting to work on the Newsletter.
- ii) Library Additional Shelving Requirements – This item will be deferred to the Fall
- iii) Social Committee - The Social Committee has substantial funds that they are looking to spend on something of benefit to the Building. There have been some changes in the Committee. Cattis Esbensen and Elsa Girling have resigned. Denise Dawson is the Chair, Linda Bowering is Secretary, and Roz Tabachnick is Treasurer. The rest of the Committee remains the same
- iv) Clive noted that the following events have been planned.
  - Happy Hour on August 11<sup>th</sup>.
  - A tentative Dinner Club event on the 11<sup>th</sup> of September
  - Happy Hour on October the 27<sup>th</sup>
  - The Christmas Party on December 3<sup>rd</sup>.

## **10. New Business**

### **i) Cleaning**

This has been addressed (see Item 7 (950)).

### **ii) Additional Security Camera**

Kim advised the Board that the existing cameras are very limited. There have not been any major problems so it does not warrant additional spending.

### **iii) Charging Stations for Electric Cars**

Irmela mentioned the increased push toward electric cars. She indicated that RG1 is investigating the possible installation both in the Building and one in the Parking Lot. Rose-Marie added that this was all tentative. Larry suggested waiting to see what results at RG1. Irmela indicated that this will be on the Agenda for the next Shared Facilities meeting.

**Action: Rose-Marie**

### **iv) Protocol for Party Room Door**

The Board received an expressed concern from a resident and as a result, the Board confirmed that the Party Room Door is to be closed during events. This is posted in the Party Room kitchen as part of the Party Room Rules. It is mentioned in the Handbook, and it will be added to the Rental Form. **Action: Kim**

## **11. Date for Next Meetings:**

September 13<sup>th</sup>, at 1:00 pm.

October 23<sup>rd</sup>, at 1:00 pm.

Larry Boisvert moved to adjourn.

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Peter Mitchell, Secretary

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

Kim Dawson 807 Mr. Dawson noted that the cost of Balcony Enclosures has dramatically increased and he wondered if there was any interest in looking for other suppliers.

Jill Stewart 1305 asked about the oily residue. She notices that it is erratic. She also asked about the cleaning of the lower entry level tiles. Her parking spot is on a down slope and acquires additional debris. She wondered if she could paint the floor.

Marion Robinson 602 asked for clarification of an earlier mentioned issue about access between RG1 and RG2.

Jill Stewart 1305 asked about the progress of the cleaning.

Lee Belford 202 asked about charging stations for electric cars

Robert Boisvert 307 asked about the new Condo Act.

JoAnn Plomer 801 commented on the lovely job done on the resurfacing of the Tennis Courts.

Fred Stalder 306 commented that the survey resulted in filling the bath tub for the first time

Joe Parcello 407 also has had issues with the oily residue in the guest bath

Robert Boisvert 307 asked about the new chairs for the Library

Linda Bowering 806 commented on the lack of a chair in the guest suite. There are no hooks on the Bathroom door; these would be handy. She also asked for clarification on the float/valve in the toilettes.

Jill Stewart 1305 asked about proposed new shaded patio.

**NOTES:**

Cattis Esbensen confirmed that Pat Wood will continue on as the Co-ordinator for the winter events.

