

OTTAWA-CARLETON STANDARD
CONDOMINIUM CORPORATION # 769

August 9, 2018

DRAFT MINUTES OF MEETING

PRESENT: Rose-Marie Batley, President
Irmela Murphy, Vice President, Secretary
Scott McDermott, Treasurer
Larry Boisvert, Director of Operations
André Vinette, Director of Communications

In Attendance: Kim Renwick, Property Manager, CMG

- 1) President Rose-Marie Batley called the meeting of the Board of Directors to order at 1:04 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 André Vinette and seconded by Scott McDermott, the Agenda of the August 9, 2018 Board meeting was approved. **MOTION CARRIED**
- 3) **Approval of the Minutes**
On a motion by Larry Boisvert seconded by Rose-Marie Batley, the Minutes of the May 24, 2018 Board meeting were approved. **MOTION CARRIED**
On a motion by Irmela Murphy seconded by Scott McDermott, the Minutes of the July 12, 2018 Board Organization meeting re the election of Rose-Marie Batley as President were approved. **MOTION: CARRIED**
On a motion by Scott McDermott seconded by André Vinette the electronic Minute to purchase a Conference phone was approved. **MOTION: CARRIED**
On a motion by Irmela Murphy seconded by Larry Boisvert, the Board approved the decisions made between meetings. **MOTION CARRIED**
- 4) **Business Arising from the Minutes**
 - 4.1. Sending a Legal Letter re Balcony Railings
On a motion by Rose-Marie Batley seconded by Scott McDermott, the Board approved a legal letter be sent to Greco. **Action: Kim** **Motion: Carried**
 - 4.2. Meeting with Electrical Engineer re Questions Relating to Our Capacity for EV Charging Stations. The Board is awaiting the Engineer's Report
 - 4.3. Solucore Report re Elevators
The Board identified a number of concerns regarding the report. The Board requested Kim to arrange for the Board to meet with Solucore. As preparation for this meeting Kim will prepare a spread sheet re the recommendations in the report. **Action: Kim**

5) Treasurer's Report

Financial Report

RIVERSIDE GATE 11 CONDOMINIUM CORPORATION OCSCC # 769

FINANCIAL HIGHLIGHTS TO JUNE 30 , 2018

Summary:

(YTD) **Total Revenue** is \$8.3K over budget, at \$760.5K, while YTD **Total Expense** is \$22.2K under budget, at \$753.9K, leaving a YTD **operating surplus** of \$6.6K versus a **budgeted deficit** of \$23.8K.

The major favourable contributors to the expense variances were due primarily to repairs (\$9.1K), security (\$6.5K), shared expenses (\$2.8K), professional services (\$2.0K), and wages (\$1.6K).

Unfavourable variances arise from cleaning (\$3.3K), discretionary expenses (\$1.9K), and elevator expenses (\$1.6K).

At June 30, 2018, our OCSCC 769 **Reserve Fund** is at \$1.58M (\$1.53M being held in Non-Registered GICs). Reserve expenditures YTD are \$39K. The **Shared Facilities Reserve Fund** is at \$75K, with \$6.3K in expenses YTD.

With regard to the Financials, Scott noted that they are tracking favourably.

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

i) ACTION LIST:

333 Urbandale Deficiencies – addressed under Business Arising

542 Sediment – The quote from Keller Engineering was not approved. Kim indicated that 4-5 suites are still experiencing issues. The Board agreed that 1 – 2 of those suites with the most serious issues should be investigated to determine if the gaskets in the valves are the root of the problem.

Action: Kim

918 Cluster Flies – Covertite has inspected the roof and applied some caulking. The Board will continue to monitor the situation. The Board agreed that it had exhausted all reasonable cost solutions. The building envelope was designed to breathe and its integrity must be maintained. The Newsletter will highlight this for Residents.

Action: André

973 Automation System – there continue to be several minor programming issues.

989 Security Audit – Capello will commence work shortly.

991 Electric Cars/Charging Stations – Report is pending.

1001 Shut Off Valves – Kim indicated that Steve will work on this during the winter months. This should be noted in our next newsletter.

1034 Etched Windows – Concern was expressed that the test window is etched after 1 year. Kim will include Larry for the next inspection of the test window.

1064 Reserve Fund Study – is underway.

1069 Garage Membrane – On a motion by Scott McDermott seconded by Irmela Murphy, the Board approved proceeding with items 1, 2, and 3 in the BENCORP CONSTRUCTION Report.

Motion: Carried

1070 Generator – Work to ensure that the generator is up to code will begin shortly.

1071 Cleanouts – Work on Cleanouts in 01, 05 and 08 suites will begin shortly.

1074 Cannabis, 1075, Short Term Rentals, and 1080 Non-Resident Owners Use of Facilities – covered under New Business.

1081 Entrance Bench – The Board agreed that a new bench was in order, and asked Kim to provide some options available.

1083 Balcony Glazing – The Board is following up with the Owner who had glazing installed without prior approval of the Board. The next Newsletter will remind Owners of the By Law and stress that Owners are required to obtain the approval of the Board prior to installing glazing. The Board can require Owners who fail to comply with the By Law to remove the glazing at the Owner's expense.

1084 Cameras – The Board agreed that it would not purchase the old cameras from RG1.

1086 Teleconference Phone – purchase approved in Decisions Between Meetings.

929 Book Shelves in Library – The Board agreed that they look great and thanked all those who helped make this happen.

1055 Spray Foam – It was noted that the Newsletter should indicate that the report from the engineer received April 13, 2018 recommends that spray foam not be used inside suites.

Action: André

1082 Owners List – Kim will check the date of the most recent distribution.

Action: Kim

1008 Art Work – The Board acknowledged the work done by Pete Mitchell and approved replacement of damaged art work in elevator lobbies with a maximum expenditure of \$3000.

Action: Kim

Not On Action List

Humidity in Elevator Lobbies – Larry explained that the air in the elevator lobbies is the fresh air source for the entire building. This air is not not dehumidified. The air is constantly mixed with fresh air and this is the reason that at times, the elevator lobbies feel more humid than within a suites particularly, if the suite is using their cooling system. This is the way that the building was designed to function. Scott requested that this item be on our next Agenda.

Reduction of Noise in Garbage Rooms – Kim will follow up with Steve to see what can be done.

Action: Kim

7. The SFC Report July 11, 2018 (Rose-Marie Batley, Larry Boisvert)

7.1. Winter & Summer Landscaping: Kim will be getting quotes for the snow removal and summer landscaping. Prices are provided for separate contracts or a combined contract. The committee discussed hiring a dedicated landscaper for the grounds. Both RG1 and RG2 representatives have concerns on hiring staff, including the need to purchase and maintain our own equipment, requirements re insurance, holiday and absence coverage, etc. The goal is to have the property looking good and easy to maintain. To that end, Kim will first engage an engineer to review the BBQ patios and cliffs to determine if there are structural issues. Using the results of this review, a landscape architect will review the property and provide recommendations.

7.2. The black fence at the entrance of the property requires painting. Kim will get quotes – this may be an expensive restoration, as the fence may have to be removed to be properly finished. In discussion, it was noted that the fence has been painted previously. Kim will investigate if this can be done again without damaging the gardens.

7.3. Garrett has repaired some pavement cracks and dips; Kim will check to ensure that all are completed prior to determining if some of the drainage covers need to be replaced.

- 7.4. Four speed bumps will be installed (cost ~\$200 each) to deter speeding in the entrance laneways. These can be removed in the winter when snow removal is required.
- 7.5. Manotick Tree is to trim the columnar spruce at the entrance to RG2.
- 7.6. Altering the path to the pool patio is not a Reserve Fund cost and needs to be included in a future budget if a change is approved. Any change should be discussed in concert with the restoration of the pool garden area. RG1 has no interest in changing this path.
- 7.7. Insurance: \$7500 has been paid to remove fallen trees and stumps from the windstorm damage. Our insurance deductible is \$5000. The insurance does not replace 30' trees with trees of the same size. Unless a claim is filed, we would not know if the premiums would increase. It is probable given the atmosphere in the insurance domain at this time that premiums would increase.
- 7.8. The pool clock will be replaced. Rose-Marie will provide options for the next SFC meeting.
- 7.9. The pickle ball lines have been permanently installed on one tennis court. Larry has asked Steve to obtain some green court paint to cover the white adhesive from the temporary lines that cannot be removed and is making it difficult to play tennis on the court.
- 8.0. RG1 has abandoned the investigation or installation of charging stations for electric cars. They will be installing 110 V outlets for those owners requesting it and charging a fee for the power used, similar to RG2.
- 8.1. The next SFC meeting is September 10th at 1:30 pm.

In response to a concern re the state of the RG2 Garage Garden Bed, Larry indicated that the engineer will also be asked to address the feasibility and cost to terrace and retain the bed.

8. & 9. Communications, Library, and Social Committee (Director of Communications André Vinette)

André indicated that Marian, Chair of the Library Committee, is extremely happy with the new shelves in the Library. A letter thanking those who have helped make this happen will be in the next newsletter.

The next Social event is a Happy Hour on August 17th outside at the Gazebo, weather permitting. André noted the intent of the Board to revisit how New Owners are welcomed and informed.

10. New Business

10.1. Rule re the Use and Growing of Cannabis Plants

The Board plans to proceed with making a rule(s) containing the following stipulations.

a) No smoking of any kind anywhere on property including balconies and suites with the following provisos:

- current tobacco smokers will be grandfathered and will be limited to their suites and balconies;
- smoking cannabis will be allowed only with provision of medical evidence that explicitly states the Resident must smoke cannabis for medical reasons. This must be presented to the Board. The Resident may then smoke cannabis only within her/his suite, not on the balcony or any common elements.

b) Cannabis plants cannot be grown anywhere on property with the following proviso:

- if the Board receives a medical evidence indicating the Resident requires cannabis for medical reasons, the Resident may grow a maximum of 4 plants within her/his suite (not on the balcony).

Action: Kim

ii) Non Resident Owner's Booking of Party Room and Guest Suite

The Board agreed that moving forward, Non Resident RG2 Owners will not be able to book or use any of the amenities at Riverside Gate. Kim will draft a Rule to this effect.

Action: Kim

iii) Term Rentals of Suites

The Board agreed that a Rule should be drafted indicating a rental lease be a minimum of 1 year.

Action: Kim

11. Date for Next Meetings:

Next Board Meeting: September 12, 2018 1:00 P.M.

11. Adjournment

On a motion by André Vinette, the meeting was adjourned at 3:00 p.m.

Irmela Murphy, Secretary

Topics Mentioned at Open Session NOT Part of the Official Minutes

1408 Marjorie Leach – noted how marvellous the book shelves in the Library looked and thanked everyone who was involved.

202 Lee Balfour – asked if there was anything in place re the minimum time period for a lease. Kim responded that the Board will draft a Rule that requires a minimum of 1 year in any lease.

1408 Barry Leach – asked if the Board is implying that Residents are abusing the elevators. Kim clarified that while it is not intentional abuse, Residents need to be reminded that problems increase if the elevator doors are held open too long.

Action: André

207 John Murphy – asked if all the interior damage due to leaking windows has been repaired. Kim indicated that not all suites have been repaired.

Action: Kim

307 Robert Boisvert – asked about the Welcoming Committee and Letter to New Owners. André indicated that his intent is to revisit this.

1806 Andy de Schulthess – asked whether the engineering firm that we used in the previous Reserve Fund Study was doing the current study. They are not. Andy also asked whether the current study will be completed in time for the 2019 Budget planning. It will be.

1407 Clive Wolff – clarified that the current Reserve Fund Study is an Update.

1408 Marjorie Leach – asked that the names of the cleaning staff be put on their door. The Board agreed to do this and investigate name tags for the cleaning staff and concierges.

Action: Kim

1407 Clive Wolff – asked whether there will be a charge back to the Owner whose recent rental of the Party Room resulted in stains in the carpet. Kim indicated that the carpet had already a number of stains. She indicated that the carpet will be cleaned shortly. Replacement of the carpet will be on the next Agenda. Clive also expressed a concern that the Board could not legally determine what an Owner does in his/her suite.

207 John Murphy – gave a number of examples where the Board has limited what an Owner can do in his/her suite. These examples involved alterations or impact on common elements.

1806 Andy de Schulthess – noted that previously the Board had entered into an agreement with an individual Owner whereby the Tenant gave access to some amenities back to the Owner. This is not the intent of the proposed rule.