

**OTTAWA-CARLETON STANDARD
CONDOMINIUM CORPORATION # 769**

September 30, 2021

1:00 p.m.

Minutes of Meeting (held via Zoom)

PRESENT: André Vinette, President
Rose-Marie Batley, Vice President and Secretary
Larry Boisvert, Director of Operations
Peter Mitchell, Director of Communications

ABSENT: Scott McDermott, Treasurer

OTHER: Kim Renwick (Property Manager, CMG)

In Attendance: 16 Owner Observers via Zoom

1. President André Vinette called the meeting of the Board of Directors to order at 1:00 p.m. with a quorum confirmed; Board members, the Property Manager, and 16 Owner observers attended via Zoom. President Vinette welcomed the owners who signed into the Zoom meeting and indicated there would be an open question period chaired by Kim at the end of the agenda; each owner could ask one question without follow up. If time permitted, second questions from any owner could be asked. Owners were asked to mute their microphones on Zoom during the formal meeting as it causes feedback when too many microphones are open, and discussion cannot be heard. While speaking during the question period, the speaker will be asked to unmute the microphone.
2. On a motion by Larry Boisvert, seconded by Peter Mitchell, the Agenda as amended was approved. **CARRIED**
3. Approval of Minutes:
 - 3.1. On a motion by Larry Boisvert, seconded Peter Mitchell, the minutes of July 29, 2021 were approved. **CARRIED**
 - 3.2. Decisions Taken Between Meetings: On a motion by Rose-Marie Batley, seconded by Larry Boisvert, the following decisions taken between meetings were officially approved:
 - A vaccine policy for staff was developed and implemented.
 - Some indoor amenities were opened with restrictions as per provincial and health guidelines.
 - The AGM packages were distributed.
 - The agreement with FM/Shaw was updated. (See Action List Report)
 - Scandia's revised balcony glazing design (very similar to the previous design) was approved.
 - Maturing GICs were reinvested at rates and terms according to the protocol of staggering maturity dates while optimizing interest rates.
 - A Camera System upgrade will be installed (8 new cameras for 769, 2 new cameras for shared, and a new DVR (cost shared by RG2 and RG1). This will enhance the quality of our camera tapes.
 - The Board is proceeding to file a Statement of Claim for costs incurred during the sediment repairs. **CARRIED**
4. Treasurer's Report: (read into the record by Kim Renwick in the absence of Scott McDermott)

Financial Highlights to August 31, 2021: (YTD) **Total Revenue** is \$9.3K under budget, at \$1.2M, while YTD **Total Expense** is \$24.8K under budget, at \$1.14M, leaving a YTD **operating surplus** of \$64.7K versus a **budgeted surplus** of \$49.2K. Overall, we are currently \$15.5K favourable to our budget. While revenue is under budget by \$9.3K, an accounting adjustment has been processed in September to correct a posting error of \$7.8K. Taking this adjustment into account, our revenue is unfavourable to our budget by only \$1.5K.

As of August 31, the major favourable contributors to the expense variances were Utilities (\$22.4K), Shared Facility (\$18.1K), Discretionary Expenses (\$4.2K), Fire Alarm/Hydrant (\$3.7K), Security (\$2.9K) and Window Cleaning (\$2.4K).

Unfavourable variances arose from Repairs and Maintenance (\$17.7K), Management Fees (\$4.0K), Generator Expenses (\$3.2K), Elevator Expenses (\$2.1K), and Employee Wages (\$1.9K).

Our results continue to meet our expectations with no issues to highlight.

At August 31, 2021, our OCSCC 769 **Reserve Fund** stands at \$2.02M (\$1.7M being held in GICs) with \$78.6K of total expenditures incurred so far in 2021 related primarily to Window replacement and Heat Pumps. The **Shared Facilities Reserve Fund** is at \$174.7K with \$17.6K of pool expenditures incurred in 2021.

5. Director of Operations/Property Manager's Report

5.1 Action List:

Item 1136: Energy Audit – Keller is expected to present the report within the next two weeks.

Item 1198: Shaw/Freedom Mobile Contract and Roof Request – FM is rejigging some of its equipment on the roof and has agreed to a new contract, which will result in a little more revenue for 769. Hydro Ottawa will not allow two accounts at the same condo; FM is installing a smart meter to measure their hydro costs.

Item 1278: Comprehensive Reserve Fund Study – Keller expects to provide a draft to the Board within 2 weeks. The Board will review the draft in detail and use the final data for the 2022 budget preparation.

Item 1282: Victaulic follow-up – The Board consulted with legal counsel and agreed to file a Statement of Claim to investigate recovering some of the expenses incurred during the sediment project, including the replacement of the rubber gaskets, the labour to install the large gaskets supplied by Victaulic, resulting plumbing in units, and legal and professional costs. A cap at \$20,000 was put on the legal and professional costs for the initial investigation and following negotiations. The Statement of Claim (estimated at ~\$350,000) will be sent within the next few weeks. While we are confident the gasket replacement fixed the sediment problem, it is important to understand it can take 2 years for all the rubber particles to be flushed from the system. There has been a significant improvement. As per legal advice, there are several parties mentioned in the statement of claim. We hope to have an Owner Update within one month.

Item 1325: Fire Alarm Inspections – Siemens will be providing an updated deficiency list.

Item 1343: Elevator Cab Buffing – Kim will send a demand letter to ThyssenKrupp to move quickly on determining the source of the scraping on the elevator doors and to repair the problems.

Item 1365: 07 Drop Windows – On a motion by Larry Boisvert, seconded by Peter Mitchell, the Board approved the hiring of an engineering firm to investigate on site for sources of the etching problems in the 07 drop with a limit of \$5000 to begin the investigation. **CARRIED**

Item 1389: Staff Vacation – In keeping with commitments given to Julie and Nick when they were hired as RG2 staff from Iron Horse, they both may take the Christmas break week holidays. At other times of the year, their holidays will not overlap. Either the Building Superintendent for RG1 or RG2 is on call at any given time.

Item 1390: Flood Update – Owners received a report on the flood update following receipt of the final figures. Repairs should be completed by the end of 2021.

Item 1391: Hot Water Tank Inspection – the large hot water tanks must be inspected every 5 years by a specialist. A report has been received and Kim will ask for a quote to complete the work. Improvements were made after the last inspection, and they appear to have served us well.

Item 1387: Pigeons – All suggestions by owners and two pest control companies have been tried. We will continue to try any new suggestions.

- 5.2 PM Schedule During Step 3: Kim will be working remotely next week. Since the start of the pandemic, she has been receiving an excessive number of emails (300 – 400 per day) and these take considerable time to read and prepare a response. After next week, she will ease into office hours, and these will be posted on the office door.

6. Shared Facility Report:

- 6.1. Protocol for Mike and Steve covering in the other’s building: This will be discussed at the next SFC meeting; Board members may provide input to Peter and Rose-Marie prior to our October meeting.

7. Director of Communications Report:

- 7.1 Library: The Library Committee has had a change in membership; a revised list will be posted.
7.2 Social Committee: Denise is on a course; Linda Bowering is the chair at this time.

8. New Business: None

9. Date for Next Board Meeting:

Board Meeting: October 28, 2021 at 1:00 p.m.
2021 Budget Meeting: TBD in November

Adjournment: On a motion by Rose-Marie Batley the meeting was adjourned at 2:11 p.m.

Rose-Marie Batley, VP, Secretary

Topics Mentioned at Open Session are NOT Part of the Official Minutes (1:37pm – 2:09pm)

During the state of emergency there will be no open meetings. The September 30 meeting was held on Zoom with 16 units represented excluding the Board members and the Property Manager. The Property Manager hosted the Zoom meeting and managed the speakers during the question period.

R Boisvert (307): Does the Vaccination Policy apply to cleaners and contractors in the building? [No – we cannot require anyone to be vaccinated. Outside contractors must abide by the vaccination policy in place from their employer. The cleaners have informed us that they are fully vaccinated. Some owners/residents have asked inappropriate questions or made inappropriate remarks to staff and contractors. This must stop as 3580 is their place of work and such behaviour is considered harassment. Kim indicated she is fully vaccinated. Given the current pandemic restrictions, the amenities can remain open only to owners/residents; guests and visitors are not allowed to use the amenities.]

J Stewart (1305): Expressed concern about some areas of the building that needed more care (e.g., elevator tracks, drapes). [The elevator tracks are cleaned once per year; Kim will investigate if this needs to be done more often. Parliament has been asked to clean the drapes professionally. They will come to remove them for cleaning and Kim will advise when Parliament schedules the work.]

T Kirby (206): Commented on the delay in getting the source of the elevator scrape discovered and indicated Scott had committed to making any performance incentive award clear in the budget documents.

C Wolff (1407): The etching on the 07 drop windows is not a colour hue but a scratch. He would like the engineer to look at all 07 units.

C Wolff (1407): Will FM/Shaw have a meter on the roof that is billed directly to them? [No – Hydro Ottawa will not allow this.]

C Wolff (1407): Flood Update Costs – Are the plumbing fees included in the costs for the Statement of Claim? [These will be included. The claim will be in the order of \$350,000.]

J Stewart (1305): There are 100s of flies in the light fixtures at the exit doors on both sides.

M McCoubrey (805): Are all the staff vaccinated and wearing masks? [It is not appropriate to ask anyone for personal health information. All staff are wearing masks; Steve is following the approved vaccination policy (the start date for this policy is September 30, 2021).]

T Kirby (206): Another query about private information of staff. [It was made clear to all in attendance that these questions and comments are inappropriate and must stop.]

T Kirby (206): What is different now with respect to the amenities? Why couldn't they be open previously? [Our legal advice is that a condominium is exempt from requiring proof of vaccination if the indoor amenities are used only by owners/residents. Previously, during the lockdown, the indoor amenities were mandated closed to all. The requirements change often, and we must abide by whatever is in place at the time.]

J Stewart (1305): This input was curtailed because of inappropriate comments as mentioned earlier.

C Wolff (1407): Could fully vaccinated residents of RG1 come to the RG2 Party Room for bridge? [RG1 is a sister corporation. The only indoor amenity we share is the pool. RG1 are allowing guests/visitors and does not currently have a vaccination policy in place. Hence, we are not opening indoor amenities at this time to any outside guests/visitors.]

C Wolff (1407): If legal advice is that we cannot ask contractors if they are vaccinated, can we ask Iron Horse and Spot to only send vaccinated staff? [We could state a preference, but we cannot ensure compliance nor can we ask if the staff sent are vaccinated.]