

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

June 29, 2021

1:00 p.m.

Minutes of Meeting (on Zoom)

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

ABSENT: Nil

OTHER: Kim Renwick (Property Manager, CMG)

In Attendance: 17 Owner Observers via Zoom

1. President André Vinette called the meeting of the Board of Directors to order at 1:02 p.m. with a quorum confirmed; Board members, the Property Manager, and 17 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. Kim asked owners 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 Peter Mitchell, seconded by Rose-Marie Batley, the Agenda as amended was approved. **CARRIED**
3. Approval of Minutes:
 - 3.1. On a motion by Peter Mitchell, seconded by Scott McDermott, the minutes of May 27, 2021 were approved. **CARRIED**
 - 3.2. Decisions Taken Between Meetings: On a motion by Rose-Marie Batley, seconded by André Vinette, the following decisions taken between meetings were officially approved:
 - The Board approved the replacement of two joints that failed on the plumbing system.
 - The spring newsletter was distributed.
 - A letter was sent to all owners regarding inappropriate activity relating to staff performance.
 - The number of users per tennis court was increased to 5 per court. **CARRIED**
4. Treasurer's Report:
 - 4.1. Financial Highlights to May 31, 2021: (YTD) **Total Revenue** is \$3.0K under budget, at \$777.2K, while YTD **Total Expense** is \$6.2K under budget, at \$739.7K, leaving a YTD **operating surplus** of \$37.5K versus a **budgeted surplus** of \$34.3K. Overall, we are currently \$3.2K favourable to our budget.
As of May 31, the major favourable contributors to the expense variances were Shared Facility (\$15.8K), Utilities (\$15.7K), and Discretionary Expenses (\$2.9K).

Unfavourable variances arose from Cleaning (\$7.9K), Elevator Expenses (\$6.0K), Generator Expenses (\$3.4K), Fitness Equipment (\$2.3K), Fire Alarm/Hydrant Expenses (\$1.9K), Repairs and Maintenance (\$1.7K) and Security (\$1.6K).

As Treasurer, I remain comfortable with our current financial position. The majority of our unfavourable expense variances are due to the fact that our final 2020 accruals have not yet been processed. These transactions should be processed in July following the approval of the audit of our 2020 financial statements.

At May 31, 2021, our OCSCC 769 **Reserve Fund** stands at \$1.97M (\$1.7M being held in GICs) with \$20.8K of total expenditures incurred so far in 2021. The **Shared Facilities Reserve Fund** is at \$170.1 K with \$7.5K of pool expenditures incurred in 2021 so far.

- 4.2. The 2020 draft audit statements were received; the Treasurer has asked for a couple of changes/clarifications. Once the final audit statements are received and signed, the CMG accounting staff will post the accruals from the 2021 books. The final audit statements, along with a summary from the Treasurer, will come to the Board of Directors and the information will be included in the AGM package to owners.

5. Director of Operations/Property Manager's Report

5.1 Action List:

Item 1136: Boiler Quotes – The Board is awaiting the energy audit from Keller; a decision re boiler replacement will be made following receipt.

Item 1198: Shaw/Freedom Mobile Contract and Roof Request – The Board has been working with a consulting firm representing FM and results have been slow and unacceptable. The Board has made an offer and asked to meet with FM senior staff if the offer is rejected.

Item 1208: Flood Repairs – One unit remains outstanding for restoration. The Board accepted the final offer from Intact for compensation for damages to flooring, less depreciation, that occurred during the flood. Kim is preparing a summary of all expenses relating to the sediment project; the Board will review the data and determine if a follow-up with Victaulic is the next step. Monies received from Intact will go directly to the Reserve Fund.

Item 1278: Reserve Fund Study – Keller is completing the review and the Board is waiting for the first draft. A comprehensive review is a more complex study and the process takes considerable time.

Item 1282: Victaulic follow-up – the Board will consider any follow-up when all costs are tabulated. If necessary, a legal opinion will be obtained.

Item 1325: Fire Deficiencies – The October Fire Alarm inspection by Siemens documented deficiencies requiring a significant expense. The Board asked for and received additional details from Siemens. Given that the system is currently functioning well, and we have spare parts for repairs, Larry, Steve, and Kim (along with other interested Board members if numbers allow) will meet in person with Siemens staff, when such meetings are allowed, before determining what changes (if any) are required.

Item 1330: Minor Drywall Repairs – Minor repairs/touch-ups will be addressed as time allows.

Item 1343: Elevator Cab Buffing – Buffing of scratches on stainless cab doors is expensive. ThyssenKrupp suggested replacing the skin rather than attempting buffing, which can only remove light scratches. Nothing will be replaced/repared until the source of the scraping is found and repaired.

Item 1354: Financial Audit – See Treasurer's Report.

Item 1355: Pigeons – There may be some attraction on the roof for the food that Steve is putting out for the pigeons. There is a balcony on RG1, 19th floor, that has 7 pigeons possibly nesting on it. Rose-Marie & Peter will bring this to the attention of the SFC at the next meeting in two weeks. Kim will speak with Frank if necessary.

Item 1365: 07 Drop: Steve will check all the 07 units to determine if there are etched windows. One such window was replaced in the 07 drop, and we are waiting to see if the etching returns on that window prior to any additional replacements.

Item 1368: Condominium Authority Tribunal – In 2016 an owner requested to use the outdoor amenities while the tenants in her unit used the interior amenities. At the time the Board sought legal advice and was advised that this was a reasonable arrangement if the agreement were included in the legal lease. The said owner and the tenant made this arrangement. In 2018, the Board determined that if an owner were to rent her/his unit, the use of all common amenities would be available only to the tenant. At that time, the Board grandfathered the single owner/tenant lease agreement as the only exception to this rule as long as the current tenant rented the unit. No new agreements will be made. An owner in RG2 has challenged this decision made by the 2018 Board and wants the owner/tenant agreement rescinded and determined to be null and void leaving only the tenant with access to amenities. This owner has taken the request to the Condominium Authority Tribunal (CAT) and requested that the current Board votes unanimously on a motion he submitted to them approving his request. The Board fully considered his request and the motion; his motion was defeated unanimously. The concerned owner now will decide if he wishes to proceed to the CAT for a ruling. The Board has received legal advice that the CAT may not rule on such a request as it may not be within their jurisdiction.

Item 1371: Defective Joints in the Mechanical Room – two defective joints have been replaced. Six additional joints may need replacement. This is preventive maintenance as if a joint fails, serious and costly damage can result in the building. The Board is getting a final costing.

Item 1348: Garage Cleaning – Everline did a better job cleaning the garage, particularly on the P level.

6. Shared Facility Report: There will be a meeting July 16, 2021. SFC representatives and Kim as the Shared PM conducted a thorough walkaround with the landscape horticulturalist and prepared a summary of tasks to be completed (with costs) to fill in bare spots and cull overcrowded areas while keeping the property beautiful and reducing excess maintenance. Trimming will be done as needed.
7. Director of Communications Report:
 - 7.1 Library: The Library Committee (Marian, Joan, and Ted) have resigned. The Board thanks them on behalf of residents for the work they have done and the benefits to the library during their time spent there. Marian and Joan reorganised the library when the new shelving was received and kept the books properly stamped and shelved; Ted has made countless trips with culled books to charities for recycling. Peter has been their Board liaison and has maintained regular contact with the Committee. The Board is seeking volunteers for new Library Committee members. Interested residents should contact Peter or Kim.
 - 7.2 Social Committee: The Committee has planned some events for the summer. Please see the Bulletin Boards for dates, times, and events. Events are on Zoom at this time.
8. New Business:
 - 8.1 Pigeons: Pigeons are going to the RG2 roof top to eat the seed that Steve is putting out for them. The pigeons are active on the 19th floor of RG1. Some owners wonder if there is much use trying to control the pests here if RG1 does not address the situation at their building?
 - 8.2 AGM: The AGM is scheduled for August 11 at 7 pm. There is one director position open. The preliminary notice will be sent to owners on July 8 and the formal package will follow around July 20. Kim will host the meeting on her Zoom account. Voting will be by proxy or by email for any vote. Only 100 participants can be accommodated. Last year 57 owners attended the AGM.

- 8.3 BBQ: Kim will send a reminder to owners/residents to make certain both the tank and the BBQ are turned off when finished using a BBQ. When the tank is not turned off, additional propane is wasted.

9. Date for Next Board Meeting:

Board Meeting: July 29, 2021 at 1:00 p.m. on Zoom

2021 AGM Meeting: August 11, 2021 at 7:00 p.m. on Zoom

Adjournment: On a motion by Rose-Marie Batley the meeting was adjourned at 2:04 p.m.

Rose-Marie Batley, VP, Secretary

Topics Mentioned at Open Session are NOT Part of the Official Minutes (1:47 – 2:02)

During the state of emergency there will be no open meetings. The June 29 meeting was held on Zoom with 17 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.

N Slover (706): Requested a report on the status of the sediment project. [Kim will distribute a report to owners once she has all the information required. Information from Intact Insurance was only received 2 days ago and has not been confirmed as yet.]

C Wolff (1407): Asked why the accruals from 2021 were not posted earlier by the CMG accountants and if the Board had permission to hold the AGM later this year. [Kim noted that there is permission for a late AGM this year again during the pandemic. She further noted that there were several ill staff at our audit firm; this delayed the receipt of the audit with accruals confirmed. Over the past 3 years, the accruals have been made following confirmation by the auditor; the Property Manager and Treasurer give a list of accruals to the auditors at the outset for consideration during the audit.]

R Boisvert (307): Requested confirmation of the date for the AGM [August 11, 2021 at 7 p.m.]

J Stewart (1305): Noted that she and Joan Hillary were willing to volunteer for the Library Committee.

K Stanley (502): Which amenities can be opened in Step 2? She understands some residents are using the pool. [The Games Room, the Hobby Room, and the Library can be reopened. Neither the gym nor the pool can be opened in Step 2. Only outdoor pools can be opened at this time. Residents who present a medical form signed by a doctor that they need only water therapy to function are eligible for a 1-hour time slot in the pool. The slots are limited and all filled at the moment as cleaning needs to take place between each user.]