

OTTAWA-CARLETON STANDARD
CONDOMINIUM CORPORATION #769

Date: December 14, 2017

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

1. **Confirmation of Quorum:** Rose-Marie Batley called the Meeting to order at 1:03 p.m. A quorum was confirmed. The attending residents were reminded that there would be an open question period, and asked for quiet during the Board's deliberations.

2. **Approval of the Agenda:** On a motion by Larry, seconded by Peter, the Agenda was approved as amended **MOTION CARRIED.**

3. **Approval of the Minutes:** On a motion by Clive, seconded by Irmela, the Minutes of the October 2017 Meeting were approved. **MOTION CARRIED.**

4. **Business Arising from the Minutes:** None

5. **Parcel Delivery and Storage:** Peter was advised by staff that the recent influx in the delivery of large parcels and the occasional tardiness in pick up by owners was resulting in a problem for space in the Office. Peter suggested that there could be a cage locker installed at the west end of the building in the move-in room on the same side as the Games Room. The Concierges would provide access. **ACTION: KIM AND PETER**

6. **Security Audit Update:** Three areas were highlighted. The Move-in Doors, they are propped open on occasion and an alarm is being suggested that would alert staff to the fact the doors are open. The second area is the Gate. The suggestion is a sensor that will alert the Guard if someone walks in while they are dealing with a vehicle. The third issue is the Pedestrian Door. The suggestion is to install a remote camera so that the Gatehouse Guard can remotely open the door to give access to Contractors, the door remains locked. The capability to unlock the door exists. The Board agreed that Kim proceed to obtain the audit, at which time the Board will decide on further action.

7. **Cluster Fly Report:** We have received the report and there are several areas that need attention. Kim is waiting for estimates on various options.

8. **Dust Study:** Larry reiterated his explanation of how the fresh air enters our building and is designed to reach units and common areas. There is one source for all units. Once the air reaches the plenum on each floor, it is circulated through the grate above the table to the two end units. There is also air supplied under the entry doors of each unit. The centre units are directly connected. Some of the air hoses are crimped and Larry has corrected this in some units as a test. It was also noted that the hall tables are not being dusted to monitor build-up. There has been no notable dust on the tables to date. Larry is suggesting that entry doors be left as they were intended to be, i.e.; without the added strips under the door. Many factors can affect dust levels such as; carpeting, pets, and poor vacuum performance. Larry has discovered no design faults. Larry also recommends that the fans be operated on auto, for most units, if there are pets, it might be better to run the fan all the time.

9. **Reframing of Lobby Art:** Peter has re-matted about seven and only one has shown improvement over several months. The rest degraded back to their original state. Given the time and effort required, Peter expressed reluctance to continue this endeavour. The Board decided to defer this to a later date.

10. **Treasurer's Report:** (Clive)

1. Riverside Gate II Condominium Corporation OCSCC # 769

FINANCIAL HIGHLIGHTS TO NOVEMBER 30TH, 2017

Summary:

(YTD) **Total Revenue** is \$2K under budget, at \$1.348 M , while **YTD Total Expense** is \$45.5K under budget, at \$1.282 M, leaving a **YTD operating surplus** of \$66.4K versus a **budgeted surplus** of \$22.9K

The major favourable contributors to the expense variances were due primarily to utilities (\$43K), security (\$7.9K), professional services (\$7.4K), and lower expenses in shared facilities (\$11.2K).

Unfavourable variances arise from maintenance repairs (\$9K), discretionary expenditures (\$11.3K), fitness equipment (\$1.8K), generator (\$6K), elevator (1.2K), fire system (1.7K), and Office expenses & miscellaneous (1.7K)

At November 30th, 2017, our OCSCC 769 **Reserve Fund** is at \$1.44M (\$1.41M being held in Non-Registered GICs). Reserve expenditures YTD are \$188K. The **Shared Facilities Reserve Fund** is at \$59K, with \$21.5K expended YTD.

Irmela asked Clive and Kim to clarify the actual figure for Shared Facilities budget. Clive stated that he was not confident with the number as it stands and that it could change significantly.

2. APPROVAL OF THE 2018 BUDGET:

Following the Budget Presentation Meeting of November 28th, we were advised by our Security Company of the increase in costs due to the increase in the minimum wage mandated by the Province. There are many ramifications to this issue. This will result in a significant cost increase. Clive explained the adjustments required to the Budget to realize these changes. The result is that the Condo Fee increase will be 2.2%. Larry added that the increase of \$2.00 per hour for our staff also impacts our costs. We took the decision to increase salaries in order to remain competitive.

On a motion by Clive, and seconded by Rose-Marie, the revised Budget for 2018 be accepted.

MOTION CARRIED

The Budget package will be delivered to Owners in the week of December 14.

Irmela asked Kim to consult with Iron Horse in regard to the very short notice that we were given about the increase in costs for the upcoming year. Kim did manage to have Iron Horse waive the retroactive increase for the three month period.

11. **Operations Report:** (Kim, Larry)

(Dust study and Cluster Flies were covered earlier.

11.1 **Decisions taken between meetings:** Motion to accept the \$854.28 decrease due to replacement value change in insurance premiums through Gifford and Associates for fiscal year 2018. Moved by Clive, seconded by Larry. On motion by Irmela, seconded by Peter, the informal decision was accepted.

MOTION CARRIED

11.2 **Action List:**

333 Urbandale deficiencies: Kim is still waiting to hear from the V.P. of Greco regarding balcony railing repairs. She will contact him in the New Year and advise the Board.

542 Sediment: Baxtec will be installing a strainer on 1704 pipe and monitor the sediment. Scheduled for December 18.

ACTION: KIM

929 Library Book Shelves: Kim was told by Deslaurier that they were unable to do the job and she is waiting for a supplier from Almonte to contact her. This work requires a specialty Cabinet Maker. Peter offered to provide Kim with a contact.

973 Computer: The computer from the Mechanical Room will be cleaned and repurposed for use by the Concierges.

974 Troughs: Steve has done a good job with the Elevator Troughs; they are about 30% complete. This should be completed by February. **ACTION: STEVE**

988 Concierge Job Descriptions: Rose-Marie and Irmela will be drafting job descriptions for consideration by the Board. This should be done by April.

ACTION IRMELA / ROSE-MARIE

990 Chairs: Rose-Marie has a quote for the reupholstering of the section at \$4525. and the repair and reupholstering of the 28 chairs at \$3,816 plus tax. It was discussed that the chairs be fully tightened and glued as needed. On a motion by Clive and seconded by Irmela that Kim proceed with having this done. **MOTION CARRIED**

991 Electric Cars: Clive is forwarding information he received on this issue. This information confirms the need for an Electrical Engineering study.

998 Leaks: There are still some leaks in the 06 stacks. This work will be done in the spring. The estimated cost for this is approximately \$50K. The Board discussed the possibility of combining the leakage work with preventative steps for the Cluster fly issue. Kim will get more information on this. Different companies cannot share a swing stage so it would be advantageous to have a single source for this work. Irmela raised the issue of booking time. Kim has Garret scheduled for spring, and thinks there will be no issue. **ACTION: KIM**

1001 Shut-Off Valves: There was a leak in a unit under the sink and the owner was unable to locate the shut off valve. The suggestion is to publish information on the location of the valves in all units. Location of the valves may vary! **ACTION: KIM/STEVE/PETER**

1102 Garage Dirt: Keller is scheduled to look at the dirt next week.

1103 Water Dispenser: There will be a water cup dispenser installed in the Gym.

1104 Mats at Garage entrances: Kim will follow up on the status of the installation.

Rose-Marie asked Kim about the following items: 632, Lighting Retrofit, the final cheque is cut and on its way; 955 Garage Pipes – status Kim will check to see if this work has been done; 975 Hardwood Floor rule – complete; 981 Smoking sign, Kim will confirm. A discussion about the Window washing ensued. Kim thought there had been a survey. There were fewer complaints this year so a survey was not warranted.

12. **Shared Facilities** (Irmela and Larry): There were major revisions to the Shared Budget as a result of the minimum wage increases and the ensuing increase in costs for Iron Horse. An \$8K expenditure for the RG1 cliff was approved. The installation of the LED lights is about 90%

complete. The Traffic light issue still exists. Rose-Marie Batley and Richard Armstrong will try to meet with Councilor Riley Brockington.

Kim and Irmela will look at the Snow Removal and Landscaping. The RG1 sensor for the Parking Lot lighting is to be rectified.

At 2:04 The Board went to Open Session from the Floor; resumed 2:18

13, 14,15: Communications, Library, and Social Committee Report:

Peter reported that he is working on the next Newsletter to come out shortly following the Minutes of this meeting.

Clive expressed thanks to the Social Committee members on behalf of the Board and the Owners for all the work they do to improve our lives. The Members of the Social Committee: Denise Dawson, Chair; Pat Wood, Co-Chair; Linda Bowering, Secretary; Roz Tabachnick, Treasurer; Hélène Azam, Margaret Ann Code, Kathryn Parchelo, and Donna Allen. Up coming events include Bingo on January 7th, January 8th is a Coffee Klatch, and a Happy Hour on January 19th and February 12 is a Valentine's Social, Dinner Club on February 26th, and St. Patrick's Day Social on March 16.

Rose-Marie had nothing to report on the Library. She thanked Larry for the donation of two Santas to festoon the Library.

16. New Business: Rose-Marie brought forward the issue of timing of the updating of the Residents' Directory. It is suggested to do this twice a year. We will try February and July. Peter will put mention of it in the Newsletter. Kim is not always apprised of change of ownership of units. This seems to be an ongoing issue and there is no ready solution. Kim will advise the Board of new owners as she becomes aware.

Date for the next meeting: March 21, 2018 at 1:00

Peter Mitchell moved to adjourn at 2:25 p.m.

Peter Mitchell, Secretary.

FROM THE FLOOR: (THIS IS NOT PART OF THE OFFICIAL MINUTES)

Donna Allen, 301: Donna supplied a sample in a small bottle of the dust from her unit. They (including the dog) were absent from the unit for five weeks. The sample provided was gathered upon their return. Larry offered to visit the unit and have a look.

Don Hall, 906: Raised the issue of dust and flies. The flies have stopped as of two weeks ago. The bedroom was shut off and there were no flies. Another visit from Larry was scheduled.

Cattis Esbensen, 1508: After five and a half years she is noticing more dust. The unit has been looked at.

Jens Skafte, 302: Wanted on record that he submitted a report on the Boiler replacement issue.

Andy de Schulthess, 1806: Is curious as to why there is a swing stage at this time of year. (window replacement was explained by Kim)

Ralph Harrison, 301: Asked about the disposal of batteries. (Newsletter)

Armand Agabab, 604: He is experiencing more than dust in the sense that there are particles, added to Larry's list!

Jens Skafte, 302: Mentioned electric vehicle charging and suggests that the technology is advancing so quickly that it might be wise to wait and see what develops.

Armand Agabab, 604: The signage in the pool is still not in place. Kim is expecting the redone sign before Christmas.

Ralph Harrison, 301: Why are we forging ahead with electric cars. Kim explained the need for learning about our capacity

Barry Leach, 1408: Suggested the supplier for the Library shelves, Simply Wood.

Cattis Esbensen, 1508: Asked about the trickle charger in the lower level. Kim explained.