

December 15, 2016

DRAFT Minutes of Meeting

PRESENT: Rose-Marie Batley, President
Andy de Schulthess, Vice President
Clive Wolff, Treasurer
Larry Boisvert, Director of Operations

ABSENT: Irmela Murphy, Secretary

In Attendance: Kim Renwick, Property Manager, CMG
Julie Seguin, Recording Secretary

of Observers: 7

- 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 there should be no talking and that a question/comment period would occur at the end of the meeting.
- 2) Amendments, Additions, and Approval of the Agenda
Clive Wolff added an addition to the Agenda stating that the December 5, 2016 GIC Renewal was approved.
On a motion by Andy de Schulthess and seconded by Larry Boisvert, the Agenda of the December 15, 2016 Board meeting was approved as amended. MOTION CARRIED
- 3) **Approval of the Minutes**
 - i) **On a motion by Larry Boisvert and seconded by Clive Wolff, the Minutes of the October 19, 2016 Board meeting were approved as amended.**
 - ii) **On a motion by Larry Boisvert and seconded by Andy de Schulthess, the following Board decisions between meetings were approved:**
 - a. 12 chairs were purchased for the Library and the remaining library chairs were removed for use in the Party Room;
 - b. A replacement for the circulating pump was approved;
 - c. The revised final fee for the work by TM Electric was approved;
 - d. The location of the garden sculpture was determined;
 - e. Lumon was requested to submit the original specifications for balcony glazing to determine if they would be approved;
 - f. A GIC was renewed on December 5, 2016.
- 4) **Business Arising from the Minutes**
 - i) Update re Weekend Concierge Services
Kim Renwick had prepared a Weekend Concierge Job Description and presented it to the Board requesting they review and make notes and voice concerns before being finalized for placement as a job posting to the public.
Andy de Schulthess voiced concern that the Job Description was too comprehensive and specifics didn't need to be included and should be omitted at this time. Rose-Marie Batley

will sit down with Kim to review. The Board suggested a three-month trial should be given to the new weekend staff before adding some of the responsibilities. Clive questioned who would cover the week day position if a sick day was required, followed by Andy questioning if it was realistic to find a person(s) with weekend availability for a 12 hour shift as well as being on call. Kim noted that Iron Horse would still be available for back up if required.

Action: Kim/Rose-Marie

5) Treasurer's Report

- i) Financial Highlights to November 30th, 2016
Summary: Year-to-date (YTD) **Total Revenue** is \$1.5K over budget, at \$1,350K – while YTD **Total Expense** is \$26.4K under budget, at \$1,337K – leaving a YTD operating surplus of \$13K versus a budgeted deficit of \$14.8K.

The major favourable contributors to the expense variances were due primarily to utilities (\$47.9K), security (\$6.2K), building improvements (\$1.6K), and lower expenses in shared facilities (\$2.1K).

Unfavourable variances arise from fitness equipment (\$4K), professional fees (3.2K), maintenance expenses – mainly the LED project (\$22.5K), office expenses (1.8K), fire safety (1.2K), and employee benefits (2.6K).

At November 30th, 2016, our OCSCC 769 **Reserve Fund** is at \$1,332K (\$1,226K being held in Non-Registered GICs). Reserve Expenditures YTD are \$139.3K. The **Shared Facilities Reserve Fund** is at \$84K, with YTD expenditures of \$4.7K.

Rose-Marie requested Clive send an electronic copy of financials to the Board.

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

- i) Action List
- 315 Windows** – Kim confirmed that the repairs would be deferred to the spring. Two of the windows leaking are inside; however, one is leaking from the outside and a swing stage is required. Kim confirmed that the window repairs could not be coordinated with the window washing for insurance purposes, as there is a difference in insurance for a swing stage for window cleaning and a swing stage for window repairs. **Action: Kim**
- 333 Urbandale Deficiencies** – Urbandale is still taking responsibility and is awaiting response from balcony railing supplier. Ongoing. **Action: Kim**
- 542 Labour Reimbursement** – Victaulic has conducted further testing and a report is on the way. Once the final report is received, Kim will draft a letter on our letterhead advising that we are still looking at recovering the labour costs and if no response is received from Victaulic, then a Legal Letter will be sent. **Action: Kim**
- 617 Boilers** – There was some confusion with the Keller engineering report, which will be revised and submitted by December 22. Clive had requested the specific costs of the equipment be included and an estimate on the cost of the installation as well as the benefits for the reduced consumption. Keller is also to provide costs for their engineering services in preparing tender specs and subsequent contract administration, if the job were to proceed. The Board agreed that it is an operating expense subject to the work being done; however after Kim explained account information, it could also be a Reserve Expense and placed under Professional Fees. **Action: Kim**

632 Lighting Retrofit – Move to Outstanding on Action List. 55 Lights were on back order and were recently received; T&M will begin installation of these lights next week. Steve is finished installing the new LED lighting on the top level of the garage and is a quarter of the way finished installing the new LED lighting on the second level of the garage. He is on track to finish in January and will replace the cages after a short period of time to ensure the lights are functioning properly. **Action: Steve**

689 Damaged Windows - Awaiting Swing Stage; ETA – spring 2017 **Action: Kim**

710 Condo Locker – The four lockers will be moved to their new location, which is the locker room directly opposite the elevator, lockers to be moved one at a time. Steve will complete once lighting project is complete. Kim confirmed that we have access to the lockers and arrangements would be made with owners during winter months. **Action: Kim**

711 Marble Floors – The Board has approved Marble Polishing for the Common Lobbies on each floor. This will be scheduled for January/February. The company will be on site three days a week (Tuesday to Thursday) and will complete one floor a day. Kim confirmed that residents will be able to enter and exit their suites. A notice will be sent out. **Action: Kim**

719 Weekend Concierges – See minutes. **Action: Kim**

723 Suite Doors – Nick completed a list of suite doors that require minor touch ups. Kim will contact MP Furniture Repairs (Maxime Periard). Rose-Marie mentioned that there is a bubble in the veneer believed to be Elevator No. 1. **Action: Kim**

743 Glazing – Still awaiting specifications from Lumon. Kim confirmed that the resident is aware that the glazing has not yet been approved. Lumon is addressing complaints from other owners and will include alterations to their specifications. Homeowner tried to get her money back; however, Lumon refused. **Action: Kim**

752 Garage Door – The Garage Door Panel will be replaced this month. It will look a bit different. **Action: Kim**

753 Change Room – The Board approved the hiring of a contractor to grout and seal the tiles in the shower rooms and steam room, as there is skill involved. Obtain quote. **Action: Kim**

758 Steam Room – The Steam Room is functioning properly. The steam room is not used regularly so it is slow at warming up. It was confirmed that Nick shuts the steam room off Monday nights so that it may be cleaned the next morning. Steve turns the steam room back on Tuesday at noon. It was suggested that a sign be made to indicate when the steam room is closed. **Action: Kim**

759 New Owners - Rose-Marie asked for a new owners list, as there are many changes required. A new Board directory will be issued every month to ensure it is up to date. **Action: Kim**

763 Hantom Holdings – Still awaiting ruling from Hantom regarding HST. Eight emails have been sent with no response. Cheques will be cut excluding the HST until they respond re a CRA ruling. **Action: Kim**

765 Mechanical Automation System – Kim to obtain quote to bring system up-to-date and obtain two quotes to replace the entire system. Larry is attempting to co-ordinate with Phase I. **Action: Kim/Larry**

776 Carpet – Paul and Leah have spot-treated areas in the Party Room and have been successful at removing stains. It will cost \$220.00 to clean the entire Party Room. The Board approved the cost to clean the carpet. The Board agreed to defer carpet replacement until the effectiveness of this cleaning can be assessed. **Action: Kim**

778 P1 Carpet – Parliament is attempting to clean the stained mats this week. If the stains cannot be removed, they will replace the mats. **Action: Kim**

725 Filter Replacement – Steve has replaced filters and has checked for the proper hose connections on Washing Machines. There was a discussion regarding dye being used in toilets – Larry was informed by his neighbour that dye had been used in testing his toilet for leaks. Kim confirmed no dye had been used. The Board then questioned how a toilet could be checked for leaks without using dye – Andy made a suggestion that Kim should check with a plumber to confirm the answer. **Action: Kim**

745 Cages on Lights – Steve will place the cages back on the lights after the retro-fit is completed – this is to save time while ensuring the ballasts don't burn out on the new lightings and need to be replaced. **Action: Kim/Steve**

756 Shared Insurance – There is an insurance policy for the shared facilities; Kim is to provide it to the Board. **Action: Kim**

766 Sump Pump – The ball float was replaced two months ago for \$350.00. Kim went ahead and had it completed because it was under \$1000.

146 Communication Binder – Kim and Julie to update communication binder during winter months. Rose-Marie suggested that the Binder should be reviewed more often and that a sign should be placed indicating that minutes should not be removed. **Action: Kim**

223 Traffic Count – We believe an electronic traffic count was recently completed by the City – Andy will ask Councilor Riley Brockington. **Action: Andy**

631 Leasing Rule – This item has been deferred to the spring. Kim confirmed that the new Condominium Act will include articles on use of condo suites for Air BnB and Short-Term Leasing. **Action Kim**

773 Picture Framing – Nick has conducted a review of all the pictures in the building and has determined that eighteen (18) pictures will need to be reframed. Kim confirmed that it would cost \$375.00 per picture that needs to be stretched. This item has been deferred for now. **Action: Kim**

880 Improvements - Rose-Marie added that the interior entrance bench (a wish list item) has been addressed. The Board approved grab bars for the Guest Suite but did not approve a hair dryer, as this would require electrical wiring. Rose-Marie to review minor improvements with Kim. **Action: Rose-Marie & Kim**

- ii) Update Re Installation of LED Lighting: This was previously discussed under Action Items.
- iii) Status of Potential Boiler Upgrade: This was previously discussed under Action items.
- iv) Decision regarding building improvements: Garage Door Replacement – top panel will be replaced. **Action: Kim**
- v) The Board will not add Rubber Speed Bumps in the Garage.
- vi) The Board discussed the current issue of the Fire Rated Garage Doors (Move-in Bay) being left unlocked or propped open. The Board asked Kim to investigate options and get quotes on a sensor that will communicate to the Front Desk when these doors have been propped open and quotes to automatically lock these doors. **Action Kim**
- vii) The Board has deferred a decision on the BBQ Cushions and Umbrella until the spring.
- viii) A decision on the Party Room Chairs “restuffing” will be deferred to the spring.
- ix) A decision on the new sectional for the Party Room will be deferred until the spring.
- x) Investigation of Shared Gas Meters: Clive and Larry discussed the Dectron review. The report will be included in the Shared Facilities Report.
- xi) Investigation of Pool Circulation Pump for Hydro: see Shared Facilities Report.
- xii) Shared Budget: the proposed budget was approved by both RG1 and RG2 Boards. Kim to review the Shared contributions. January 2017 to November 2017 will be placed on PAP.
- xiii) The Board approved the new insurance Premium for the 2017 fiscal year.

7) Shared Facilities Report (Larry)

- i) Dectron Update: There has been no update on the Dectron. Kim will get quotes from a few suppliers to replace Dectron unit in the event it needs to be replaced. Because our pool is salt water, it will deteriorate more quickly. Larry explained that the cost of the Dectron system is split 50/50 between both buildings. Larry was asked how the Dectron system measured gas consumption. He said he would look at his notes and advise. Larry will provide the Board members with a summary of the Shared Facilities investigation of this area.
- ii) Larry indicated he was unwilling to revisit the issue of hydro consumption by the pool circulating pumps.
- iii) Exterior Lights: Exterior Lights refers to the Parking Lot Lights (Pillar Post Lights). It was confirmed that the exterior lights are on a shared meter. There is a photo of the aerial view, which someone has clearly marked the posts associated with RG1 or RG2. The first issue is that the SFC is out of time to upgrade these lights to high efficiency as we are awaiting a third quote. We are looking at commencing with the retrofit in spring.
- iv) The second issue is that the exterior lights are on separate sensors for each building and therefore they are not synchronized. We are looking at options to sync the 2 sensors with timers or possibly rewiring. This will be reviewed in spring as well.

8) Communications, Library, and Social Committee Report (Rose-Marie, Clive)

Communications: Due to Irmela being absent this was not discussed. Deferred to spring.

Library: Rose-Marie announced that the Library has received twelve new chairs; six with arms and six without arms.

Social Committee: Clive indicated that other than the upcoming events posted in the recent newsletter, there was nothing new to report.

9) New Business

- i) Sculpture Location: This was discussed previously and announced in the newsletter.
- ii) Electronic Billboard: Larry discussed the recent purchase and implementation of an electronic billboard that RG1 has recently purchased from a company called Building Link. Larry explained that RG1 has recently placed a desktop screen by their front desk that electronically displays various announcements normally advertised on their bulletin boards. RG1 is planning to go paperless and wireless by replacing their regular bulletin boards with this new system where information can be displayed and updated immediately without having to print items and have them approved before posting. Larry indicated he is awaiting cost information and this is definitely something worth looking into. Larry suggested everyone should take a look in RG1 if they have not already see this system.

10) Date for Next Meeting:

Thursday, April 20, 2017

1:00 p.m. Board Meeting

Party Room

The Board meeting was adjourned at 2:35 p.m.

Rose-Marie Batley, President

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

204 – Peter Mitchell said that he loved the Bench. He also indicated that he regularly closes the Garage Door and Fire Doors. **Action: Kim**

1801 – Andre Vinette indicated that the elevator licenses in elevators 1 and 3 are out of date. He also indicated that he understands it is the owner’s responsibility to have marble polished in their suite bathrooms but was wondering if Kim could facilitate in finding a trusted contractor. Clive noted there is a section on the website where residents could find information regarding contractors suggested by the residents. **Action: Kim**

502 – Kay Stanley asked if the Board knew if our snow removal contractors had plowed the NCC land north of the building. Kim confirmed that our snow removal company did not plow this area.

602 – Marian Robinson thanked the Board for the new library chairs.

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