

OTTAWA-CARLETON STANDARD
CONDOMINIUM CORPORATION # 769

December 2, 2015

MINUTES OF MEETING

PRESENT: Rose-Marie Batley, President
Andy de Schulthess, Vice President
Clive Wolff, Treasurer
Irmela Murphy, Secretary

IN ATTENDANCE: Kim Renwick, Property Manager, CMG

- 1) President Rose-Marie Batley called the meeting of the Board of Directors to order at 3:00 p.m. with a quorum confirmed. Observers were reminded to remain in listen mode only while the meeting is being conducted as they will have an opportunity to make comments or ask questions at a specified time during the informal open session.

2) **Approval of the Agenda**

On a motion by Andy de Schulthess and seconded by Clive Wolff, the Agenda of the December 2, 2015 Board meeting was approved as amended. MOTION CARRIED

3) **Approval of the Minutes**

On a motion by Irmela Murphy and seconded by Clive Wolff, the Minutes of the October 27, 2015 Board meeting was approved as amended. MOTION CARRIED

On a motion by Andy de Schulthess seconded by Clive Wolff, the Electronic Minutes of November 13, 2015 were approved. MOTION CARRIED

Rose-Marie Batley accepted the Draft Minutes of the Special General Meeting of November 25, 2015 and noted that they will be posted on the website as Draft Minutes.

The Board received the summary of the decisions made electronically between meetings. Those not on the December 2, 2015 Agenda are: Hire an engineer for failed flexible connectors; Reserve Fund Study changes; Open House Protocol; Continue the existing process re Owner Directories; Property Manager's Performance Review; Neighbour parking issues to be resolved between neighbours; Budget presentation format, and no Fall window cleaning.

4) **Business Arising from the Minutes were included on the Agenda or Action List**

- i) **9. (ii) Previous Decisions to Restrict the Use of Amenities to Residents**
While early legal opinions indicates that the Board can restrict the use of amenities through a regulation, the Board is in the process of obtaining additional legal advice.
- ii) **No Fall Window Cleaning**
Irmela asked Kim to arrange for an early cleaning in Spring. **Action: Kim**

5) Treasurer's Report

i) Financial Highlights to 30 November, 2015

They are not yet available

ii) Approval of the 2016 Draft Budget

On a motion by Clive seconded by Andy, the 2016 Budget was approved as presented to Owners on November 25, 2015.

Motion: Carried

Clive to meet with Kim re letter accompanying the Budget. The Budget to be posted on the web-site.

Action: Clive, Kim

With regard to the discrepancy between the figures in the Reserve Fund Study and the Board's projected year end, Clive noted that in addition to a number of Buchan Lawton's assumptions being incorrect such as the interest earned on investments, the numbers in the RFS can be equated to those in a Budget while the Board's end year projections are actual. Owners are welcome to see Kim should they want additional information.

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

Action List Items

#169 Suite Entrance Doors – a number of doors are now completed and look great. **Action: Kim**
#315 Windows – 3 drops (07, 06, 01) report the majority of the leaks. For one 07 suite, the windows in the den are now repaired and successfully water tested. In response to Rose-Marie's question re how long into the winter Garrett would be able to work, Kim clarified that they can do everything needed throughout the winter except for water testing. It was noted that productivity levels would be low in the cold weather. Clive proposed since Garrett is only on the second drop for the 07 dens, that when they are finished this current drop, work stop over the winter. Kim noted that if this were to be the case, the swing stage may not have to be completely removed from site as the winter rental costs may be less than the cost for its removal and re-installation. Kim was asked to determine the better option in terms of costs - removing the swing stage completely or storing it on site over the winter. Rose-Marie asked are there any badly leaking suites in the 01 or 06 drops. Kim was asked to identify those suites in the other drops for which badly leaking windows could be an issue over the winter. The Board agreed that all the holes should be filled with steel screws. Andy requested and it was agreed that Kim inform Roger Tuttle re the situation when she meets with him next week. **Action: Kim**
#333 Urbandale Deficiencies – Andy, Irmela, and Kim met with Roger Tuttle. 6 items have been completed. 2 remain namely, the chipping of paint on balcony railings and continuing sediment issues in some units **Action: Kim**

358 & # 453 will be done when swing stage is up

#401 Reserve Fund Study – concerns identified under New Business vii) **Action Kim**

#453 07 Suites Balcony – drainage issues will be repaired when the swing stage is up. Garrett is currently investigating whether to chisel or cut out the blocking concrete. Clive said that they can't actually do it from the swing stage but will need to be on the balcony for this work. Andy noted that since the drainage issue had been identified on the original Deficiency List, that Kim track the cost of repairs and let Roger Tuttle know. **Action: Kim**

#454 Hydro Room Ventilation – Kim has received 2 quotes and is waiting for a 3rd. It was agreed that failing to receive a 3rd quote by end of week, Kim should proceed with Maximum Heating and Cooling. **Action: Kim**

#529 Spreadsheets – Master Contract list is done. The Annual Maintenance Schedule is almost done. Upon its completion, Kim and Steve will develop a Monthly Maintenance Schedule. Target f

or completion is April 22nd.

Action: Kim

#535 Insurance – a quote has received from Andy Swant, Cohen and Lord Insurance. Kim noted that we cannot have 2 brokers at the same time. The Board approve the insurance as quoted. Kim will arrange for the Board to meet with other brokers to discuss potential savings in policies specific to condominiums.

Action: Kim

#542 Labour Reimbursement – Kim has held the letter to Victaulic since a few units still have some sediment issues. Roger Tuttle and Baxtec are trying to identify a solutions. Kim noted that there is a 2-year time limit in terms of sending the letter. The cause of the sediment is believed to be rubber from the old valves that has adhered to the inside of some pipes.

Action: Kim

#559 Insulation – Kim has received 2 quotes. It was agreed to proceed with the quote from G&L.

Action: Kim

#565 Security Cameras – Kim, Frank, Steve, and Mike have met and determined that RG2 needs to have the same cameras as RG1. 13 new cameras will have to be purchased. 2 quotes have been received and Kim is waiting for a 3rd from Detorex. The Board asked Kim to purchase another monitor for RG2's portable cameras.

Action: Kim

#585 Elevator Scratched – Board to examine scratches in cab 3 and let Kim know how it wishes to proceed.

587 Stairwell Leak – To date there has been no further leaking since the repair.

591, # 595 – see Action List.

#605 – Drape Cleaning – Browns picking up the drapes Friday.

#611 Failing Flexible Connectors – awaiting report from BLP.

615 Chimney Leak – some leaking into the mechanical room. Covertite will check and repair.

#616 Sediment in Water – see comments in #542

#617 Boilers – boilers are inefficient. A feasibility study re costs saved through their replacement will be done over the winter months. Report in April.

Action: Kim

#618 13th Floor – concerns re soldering. Kim and Steve to investigate.

Action: Kim

#619 Magnetic Door Closers – Kim to provide more information.

Action: Kim

#622 Superintendent's Performance Review – completed

#623 Elevator 3 Shaking – The roller needs to be changed; to be fixed with the next few days.

#624 Elevator 3 Lights – Rose-Marie noted that there was also a problem in elevator 2. Thyssen will replace the transformer on top of elevator 3 cab.

7. Shared Facilities Report (Rose, Irmela)

i) 2016 SFC Budget

On a motion by Irmela seconded by Rose-Marie, the SFC 2016 budget was approved.

Irmela noted that the new irrigation system is intended to be installed prior to the normal Spring start-up. As a result, that cost was eliminated in the 2016 SFC budget.

ii) SFC Report

Landscaping - it is expected that the soil top for the garden bed will have to take place in the Spring. Forestell- is requesting the holdback of funds. SFC is sending a letter.

Security System - specifications for an RFP re the replacement of the Winpak system are to be completed in December.

Fire Alarm Panel – specifications for an RFP for an engineering firm to advise and manage the process should be completed in January.

Traffic Lights – SFC has confirmed that the agreement between Urbandale and both condominiums and the plaza were registered on title and as such, they are the Successor to Urbandale and responsible for all obligations. The Board asked Andy to again contact our City Councillor, Riley

Brockington, with regard to turning the lights over to the City and requesting that the City install a No Entry sign by the left exit lane.

Action: Andy

Installation of the Loop to Slow Down Incoming Vehicles – has been deferred until Spring.
SFC Insurance Premiums – there is a slight increase as the value of the link building (pool) was increased mid-last year. Performance Appraisal for Moctar – completed

8. Communications, Library, and Social Committee (Irmela, Rose, Clive)

Communications -Irmela indicated that the Newsletter will come out shortly.

Library - Rose-Marie stated that the Library has recently lost a lot of books. Also, books have been moved to different shelves and shelf labels have been torn off. A reminder to owners re Library rules will be in the newsletter.

Social Committee – Clive highlighted the food donation boxes have been located in each lobby near the Christmas trees. Those residents who wish to make a financial donation, should make cheques out to Pavilion Food Banks and deposited in a sealed envelope in the PM mail slot.

9. New Business

- i) Ensuring that All Remotes and Fobs of a Previous Owner Are Disabled When a Unit is Sold
Kim confirmed that the Gatehouse will immediately deactivate all remotes upon confirmation that the sale of a unit has closed. This also deactivates any car-installed remotes. The protocol whereby Kim meets with all new owners within days of their arrival is working well. At that time she is able to confirm what fobs the new owner has received and deactivate any others. In response to a questions re why not deactivate the fobs as well, it was agreed that given some logistic concerns in this regard, we would continue with the current and monitor. **Action: Kim**
- ii) Washing Machine Hoses
Andy and Irmela both recently replaced their washing machines and were advised to use braided steel hoses as opposed to rubber hoses to connect to the hot and cold water pipes. Rose-Marie noted that it is advisable that rubber pipes be replaced every 5 years. Clive mentioned that it is also important that the hose connecting to the drain pipe be firmly secured. Andy noted that owners are responsible for the condominium's deductible for water damage which is currently \$25,000. It was agreed that information re the above be in the up-coming newsletter. **Action: Irmela**
- iii) Free Presentation re Proper Use of Fitness Equipment in Fitness Room
The Board approved the request of a resident to bring in an instructor for an information session re the proper use of fitness equipment provided that the instructor does not hand out business cards or other advertising and that there is no soliciting. Kim to meet with the resident. **Action: Kim**
- iv) Covering the Absences of the Treasurer and Director of Operations
Procedures have been worked out and pilot-tested to enable Rose-Marie to fill in behind the Treasurer and sign cheques in accordance with previously approved protocol and banking resolution.. Year-end information is not normally finalized until mid-February and will be available all Board members then via email. Rose will also receive the necessary backup from Jean Guy Seguin re SFC cheques that she may need to sign and will maintain a log of cheques signed.. The Board received and accepted the resignation of the Director of Operations, Winnie Skafte on December 1st. The Board thanked Winnie for her service and wished her and Jens well on their up-coming world cruise. Rose will carry out the responsibilities of Director of Operations until mid-March. All directors will continue to receive information via emails.
- v) Update re The Plan to Evaluate the Cost Efficiency of Replacing Common Element Lighting with LED

Kim confirmed that all common element lighting will be included. The plan will identify the initial investment required and estimates re savings. Andy asked that she get input from hydro as well as information re government rebates. **Action: Kim**

- vi) Evaluation of the Cost Effectiveness of Upgrading our Mechanical Room Boilers
This will be another winter project. **Action: Kim**
- vii) Concerns re BLP's Performance in Conducting the Comprehensive Reserve Fund Study
Rose-Marie indicated concerns as follows: accuracy; the process; timeliness, and spelling and grammar. Clive indicated that the baseline was wrong insofar as BLP used incorrect March 31st figures. It was agreed that the Board would examine alternative firms for the next study.
- viii) Proposal by Resident re Seminar in Party Room re Funeral and Internment/Cremation issues and Options
The Board approved the request provided that this is an information session and there be no advertising or soliciting.
- ix) Corporate Records
Rose-Marie and Kim will draft a plan to be presented at the April Board meeting.

Action: Rose-Marie, Kim

10. Date for Next Meetings:

Board Meetings

April 22, 2016 2:00 p.m.

May 18, 2016 2:00 p.m.

Annual General Meeting (AGM) June 22, 2016 7:00 p.m.

Moved by Irmela, the meeting was adjourned.

Irmela Murphy: Secretary

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

307 – Robert Boisvert – asked whether the numerous missing screws in the window flashing represented a hidden deficiency. The Board is seeking legal advice. Robert also asked whether the skirt at the bottom of the garage door has been repaired. It has been repaired.

604- Armand Agabab – suggested that future Budget presentations add an additional column to show previous year end actual figures.

506 -Yves Fortin –with regard to restricting the use of amenities, Yves asked how many residents were non-owners and if there was a limit to the number of non-resident owners. While there are only a few tenants currently, the Board has not passed a BY Law to limit the number.

806 – Linda Bowering – asked whether a By-Law could be put in place to limit the number of tenants. Yes if there is a need.

307 –Robert Boisvert – asked if we could legally have such a By-Law under the Condo Act. Yes

1907 – Larry Boisvert – asked the reason behind the previous questions and comments. Concern has been expressed re potential excessive pressure on amenities.

302 –Jens Skafte – with regard to the current window repair, Jens expressed concerns re the potential over torqueing of the screws and stainless steel aluminum connections. Jens noted that in the RFS the number and make of the boilers is incorrect. Jens asked if we have a minimum length of term for a tenant lease. No we do not.

1705 – Larry Hershorn –asked whether the Board has established a protocol for real estate agents with regard to leasing. No. Rental arrangements are usually made by the owner and the potential tenant who signs a lease. Owners are responsible to ensure that tenants know and follow the rules and regulations.

1907 – Larry Boisvert – queried whether Garrett has an up-to-date list re balconies that have drainage problems. Yes but the Property Manager will review it to ensure that it is up to date.

1907 – Larry Boisvert – indicated that he was willing to organize, if there was sufficient interest, an information session in June re planning for “End of Life” issues such as funeral and interment/cremation arrangements

506 – Yves Fortin – asked whether the above would be a cost to the budget. The answer is no.

302 –Jens Skafte – with regard to washing machine hoses, suggested that the Board be proactive and pass a rule that would stipulate that hoses be braided metal as opposed to rubber. Jens asked if Steve could check the hoses when he replaces the filters in the HVAC. The answer is yes.

806 – Linda Bowering – spoke about her meeting as a new owner with Kim. She noted that the Open Board meetings provide her with an opportunity to know what is going on and to ask questions.