

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

December 13, 2022

4:15 p.m.

Minutes of Meeting (Zoom)

PRESENT: Rose-Marie Batley, President, and Secretary
Scott McDermott, Treasurer
Carmène Levesque, Vice-President, and Director of Communications
Larry Boisvert, Director at Large
Branislav Vračarić, Director of Operations

ABSENT: None

OTHER: Kim Renwick, Property Manager, CMG

Others In Attendance: None

1. President Rose-Marie Batley called the meeting to order at 4:18 p.m. with a quorum confirmed.
2. On a motion by Branislav Vračarić, seconded by Scott McDermott, the Agenda as amended was approved. **CARRIED**
3. Approval of Minutes:
 - 3.1 On a motion by Larry Boisvert, seconded by Scott McDermott, the in-camera minutes of October 17, 2022 were approved. **CARRIED**
 - 3.2 On a motion by Branislav Vračarić, seconded by Scott McDermott, the minutes of October 17, 2022 were approved. **CARRIED**
 - 3.3 On a motion by Scott McDermott, seconded by Carmène Levesque, the minutes of November 23, 2022 (public and in-camera meetings) were improved. **CARRIED**
 - 3.4 Decision Taken Between Meetings: On a motion by Scott McDermott, seconded by Larry Boisvert, the following confirmation was officially noted and will be distributed to owners for information:
 - The deductible for the 2022 flood insurance is \$25,000 and remains the same for 2023 insurance coverage. **CARRIED**

4. Treasurer's Report:

4.1 **Financial Highlights to November 30, 2022:**

(YTD) **Total Revenue** is under budget by \$1.1K, at \$1.7M, while YTD **Total Expense** is \$41.9K under budget, at \$1.63M, leaving a YTD **operating surplus** of \$74.2K versus a **budgeted surplus** of \$33.4K. Overall, we are currently \$40.9K favourable to our budget.

As of November 30, the major favourable contributors to the expense variances were Utilities (\$35.1K), Cleaning expenses (\$11.2K), Shared Facility (\$8.7K), Employee Wages (\$6.1K), Professional Fees (\$4.0K), and Security (\$2.4K).

Unfavourable variances arose from Repairs and Maintenance (\$7.7K), Generator expenses (\$6.8K), Pest Control/Plants (\$3.8K), Elevator expenses (\$3.2K), Fire Safety expenses (\$2.7K), and Insurance (\$1.1K).

As a continued reminder, our accounting system is primarily cash based. This means that we expense our invoices, for the most part, when we pay them and not when the work is completed. This creates a time lag that is most noticeable at our year-end (December 31) as we work towards

matching all of our 2022 revenues with our 2022 expenses in order to properly close our books. While we currently have an operating surplus (revenues greater than expenses) of \$74.2K, my experience tells me that accounting for this time lag in expense posting, it is likely we will end 2022 with an operating surplus between \$0K and \$30K versus our budgeted surplus of \$20.3K.

At November 30, 2022, our **OCSCC 769 Reserve Fund** stands at \$2.57M (\$2.2M being held in GICs). Our 2022 reserve expenditures to date total \$139K and relate primarily to windows (\$35.4K), mechanical expenses (\$35.4K), repairs to our boilers (\$25.8K), and heat pump replacements (\$23.0K).

The **Shared Facilities Reserve Fund** is at \$225.8K with 2022 reserve expenditures incurred primarily with regards to the pool (\$11.7K) and the security system (\$3.7K)

4.2 In the first quarter of 2023, Scott will prepare a summary of actual Reserve Fund expenditures for 2022 versus the Reserve Fund Study to go to owners.

5. Director of Operations Report:

5.1 Action List:

Item 1136: Boiler Upgrades – Kim sent an electronic copy of the report to all Board members for review. There remains some information yet to come. A call may be required with the engineer when we have all the information to field any outstanding questions.

Item 1343: Elevator Inspection and Buffing – we will receive a Solucor report on the elevators in the spring. Given the expense of the buffing, we will not move forward until after receiving the Solucor report and a follow up with ThyssenKrupp.

Item 1400: Garage Membrane – On investigation of a Puma installation here in Ottawa, the surface did not appear to be sufficiently robust given the cost. Patches were already needing repair after a recent installation. Larry mentioned another product (available in Ottawa) that uses a 3-stage process to put an epoxy coating on the existing floor and requires less time for installation. Pricing depends on the square footage of the surface covered. Kim will follow up with this company for a quote. Branislav will investigate the possibility of adding 1" - 3" of concrete to the floor to ensure there can be no leakage. He will determine if there is an Ottawa supplier. The Board wants to make a final decision in the next two months.

Item 1408: Lobby Chairs: action in winter/spring item.

Item 1423: Booster Boilers – RJC has been engaged at a cost of \$4950 + HST to review drawings and recommend options regarding booster boilers on the 7th and 13th floors. Plumbers require this review prior to quoting on any project. A meeting will be held with RJC, Kim, Yves, and any interested Board members. On a motion by Larry Boisvert, seconded by Scott McDermott, the Board approved the quote from RJC to review the booster boilers and prepare a recommendation. **CARRIED**

Item 1462: Window Etching – Kim will check to determine if the etching is visible during the cold weather before scheduling visits for Larry to review.

Item 1488: Emergency Preparedness – T&M were scheduled to visit on the morning of December 13. An owner interested in acquiring an EV outlet in the garage parking spot, scheduled a visit with T&M to determine requirements and specifications for the outlet at the same time. Two electricians from T&M arrived at 8:30 a.m. for the EV review. The electrician for the EP review was delayed by emergencies and arrived in the afternoon after the emergencies had been resolved. This electrician had all the EP questions provided with him and will prepare a report for the Board, which will be shared with the EP committee. The Building Superintendent was present on both visits; however, due to previous commitments, neither Kim nor Larry could wait for the delayed EP visit.

Item 1516: CPR/Defib Training – this training is scheduled for January 2023 for our staff (two concierges and the building superintendent). The training is 2 days in duration; staff will then be certified for 3 years.

Item 1517: Fire Safety Plan – our FSP has been updated and sent to the City. This plan requires updating any time there is a change (including staff) at RG2. There are two versions: the version for the City and a

staff version, both of which are kept on site here and at the City. The plan must be in electronic form. Kim will be in contact with the City regarding any additional changes.

Item 1522: Gas Plan – Enbridge has no fixed payment plan for commercial buildings (RG2 is designated commercial). There is a company (Onterra Energy Advisors) that professes to get reduced rates. Kim will forward the information to the Board to determine if we wish to pursue.

Item 1524: Domestic H₂O treatment – quotes will be coming for water treatment from Baxtec.

Item 1528: French Language Signs – six signs have been ordered for the garage entrances.

Item 1536: Pet Rules – an owner requested that two sections on Pet Rules in the Handbook should be removed as they “are unenforceable”. The Handbook was last updated in 2019 for a third version.

Updating is an onerous task and all rules will be reviewed at the next update.

Item 1537: Shut-off Valves in Units – The shut-off valves should be exercised by opening and closing regularly to ensure they are not locked. This is the responsibility of the owner. The main shut-off valves belong to the corporation and should only be handled by the Building Superintendent or a plumber. Floor plans for each unit were distributed to the owners indicating the location of shut-off valves. These will be reprinted and distributed. Yves will check the main shut-off valves.

Item 1538: Elevator Key – There are individual MDF key switches for each of our elevators. Solucor recommends replacing the obsolete MDF key switches with a single, code-compliant FEO-K1 key switch to cover all elevators. This allows for use of one key for the entire fire recall operation process. This change is an upgrade and covered as a RF expense. On a motion by Larry Boisvert, seconded by Carmène Levesque, the Board approved replacement of the MDF key switches with FEO-K1 key switches at a cost of \$4557.50 + tax. **CARRIED**

Item 1539: Harassment Policy – The Board is in receipt of three policies used by other condominium corporations and will be drafting a policy for RG2.

5.2 Heat Pumps: Kim will be receiving a quote (from Baxtec) for additional heat pumps to replenish the supply we normally keep on site. We generally retain 2 of each heat pump size for both left and right heat pump installations. This is a known expense and is covered in the RF.

6. Shared Facility Report: The committee and the landscaper are drafting a plan for replacement of trees and removal of stumps. The Christmas lights were scheduled to come on December 8, 2022 in keeping with the lights on Parliament Hill.

7. Communications Report:

7.1 Library Committee: There is a sign in the library indicating masks are required. Carmène will determine if this is new.

7.2 Social Committee:

- Coffee Klatch: January 2 at 10:30 a.m. (no charge)
- Speakers’ Corner: Alzheimer’s Society of Ottawa and Renfrew County (date to be determined)

7.3 Communications Plan Update: will be available soon. The use of “owners and tenants” will be replaced with “owners” in the official plan. The responsibility to inform the tenant and monitor compliance rests with the owner of the rented unit. This change does not alter the rights of the tenants or their participation.

7.4 Use of Public Announcement System: There are pros and cons regarding use of the public announcement system for reasons other than emergencies. It was installed initially as an ‘enunciation emergency system’ and hence was intended for emergency use. The Board agreed to follow the current protocol and use the system for its intended purpose unless there is something urgent. If the use is determined necessary, Kim will inform the Board.

8. New Business:

8.1 Tours of the Building: in the past, the Board arranged for the Building Superintendent to take small groups of owners on a tour of the building to indicate various areas and their use. The Board plans to offer this again once Yves has had sufficient time to complete needed tasks in the building.

- 8.2 Microsoft 365: Branislav will provide a demonstration of Microsoft 365 in the spring for all Board members. The Board will determine if there are aspects of the software that would enhance administration.
- 8.3 Ad Hoc Committees: The Board determines the ad hoc committees in place. Currently, there are three in place: EV Committee (liaison Scott); Emergency Preparedness Committee (liaison Rose-Marie); and Housekeeping Committee (liaison Rose-Marie); with a fourth yet to be active, Composting Committee (liaison Carmène Levesque). These committees report through the Board liaison to the Board.

Date for Next Meetings:

Board meeting re Town Hall questions received – January 4, 1:00 p.m. (Party Room)
Town Hall 2 – January 9, 4 p.m. to 6 p.m. (Party Room and Zoom)
Board Meeting – February 8, 4:15 p.m. (Zoom)
EV Committee presentation – tbd
Microsoft 365 Board Meeting – May 2023 tbd

Adjournment: On a motion by Carmène Levesque, the meeting was adjourned at 6:58 p.m.

Rose-Marie Batley, Recording Secretary