

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

February 8, 2023

4:15 p.m.

**Minutes of Meeting**

PRESENT: Rose-Marie Batley, President, and Secretary  
Scott McDermott, Treasurer (virtually)  
Carmène Levesque, Vice-President, and Director of Communications  
Larry Boisvert, Director at Large  
Branislav Vračarić, Director of Operations (for part of the meeting)

ABSENT: None

OTHER: Kim Renwick, Property Manager, CMG

Others In Attendance: None

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1. President Rose-Marie Batley called the meeting to order at 4:15 p.m. with a quorum confirmed.
2. On a motion by Larry Boisvert, seconded by Carmène Levesque, the Agenda as amended was approved. **CARRIED**
3. Approval of Minutes:
  - 3.1 Moved by Larry Boisvert, seconded by Carmène Levesque, the Minutes of December 13, 2022 were approved. **CARRIED**
  - 3.2 Moved by Carmène Levesque, seconded by Larry Boisvert, the Minutes of January 26, 2023 were approved. **CARRIED**
  - 3.3 Decisions Taken Between Meetings: Moved by Scott McDermott, seconded by Larry Boisvert, the following decisions were formally approved: **CARRIED**
    - 1) The Baxtec Maintenance Agreement was renewed;
    - 2) Baxtec was chosen as the contractor for the water treatment to start January 1, 2023 (replacing Modern Niagara);
    - 3) Four replacement Heat Pumps were ordered, 2 Left and 2 Right, to have as spares;
    - 4) The 7<sup>th</sup> Floor Booster Boiler failed and was approved for replacement;
    - 5) Town Hall 2 Notes were distributed to owners;
    - 6) Minutes will be posted on the website for the past 7 years; and
    - 7) The staffing compensation was approved for 2023.
4. Treasurer's Report:
  - 4.1 Financial Highlights to December 31, 2022 (preliminary, unaudited statements)

**Total Revenue** is virtually consistent with our budget as we ended the year \$55 under budget, at \$1.857M, while YTD **Total Expense** is \$22.7K under budget, at \$1.814M, leaving a YTD **operating surplus** of \$42.9K versus a **budgeted surplus** of \$20.3K. Overall, our preliminary, unaudited results show we are currently \$22.6K favourable to our budget.

As of December 31, the major favourable contributors to the expense variances were Utilities (\$30.0K), Shared Facility (\$10.3K), Employee Wages (\$4.5K), Professional Fees (\$4.4K), and Security (\$2.2K).

Unfavourable variances arose from Repairs and Maintenance (\$16.5K), Generator expenses (\$6.5K), Pest Control/Plants (\$3.9K), and Elevator expenses (\$3.1K).

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. With this in mind, there will still be a number of 2022 invoices that will only be paid in early 2023 and still need to be accounted for in the 2022 year through the accrual process. Only when our auditors complete their work will our results be considered final. I remain optimistic that once all adjustments are completed it is likely that we will end 2022 with an operating surplus between \$0K and \$20K versus our budgeted surplus of \$20.3K.

At December 31, 2022, our **OCSCC 769 Reserve Fund** stands at \$2.6M (\$2.3M being held in GICs). Our 2022 reserve expenditures to date total \$154.7K and relate primarily to boilers (\$41.5K), windows (\$35.4K), mechanical expenses (\$35.4K), and heat pump replacements (\$23.0K).

The **Shared Facilities Reserve Fund** is at \$231.9K with 2022 reserve expenditures incurred primarily with regards to the pool (\$11.7K) and the security system (\$3.7K)

- 4.2 GICs: Currently ~\$270K is in a cash account. The Reserve Fund receives ~\$40K each month from the condominium fees collected that are deposited in the cash account. Scott and our financial advisor at TD Wealth investigated possibilities for GICs. Our GIC investments are all in CDIC insured institutions. At this time, there are no Canadian CDIC insured institutions in which OCSCC769 has not maxed its \$100,000 investment. The choices are to leave all the cash funds as they are now or invest in a firm that does not have CDIC insurance coverage for the GICs. The Board asked Scott to discuss options with our TDW advisor and bring options with a recommendation to the Board for a possible GIC of \$100,000 in one of these institutions.

## 5. Director of Operations Report:

### 5.1 Action List:

Item 1136: Boiler Upgrades – Keller is preparing specs for tendering for boiler upgrades and VFDs. Kim will forward the email received from an owner regarding VFDs to Keller for consideration.

Item 1343: Elevator Inspection and Buffing – Given the expense of the buffing (~\$5000), ThyssenKrupp (TK) was asked to check the elevator door once more prior to our repairing the scratches. Because of the vibration in the elevators, TK cannot guarantee there will not be some movement of parts inside the door panels. However, TK will train the Building Superintendent to remove the panel and investigate possible loose parts as soon as scratching is reported to the Property Manager.

Item 1400: Garage Membrane – Two quotes have been received for epoxy coatings: Ital Crete with two grades, Epoxy Grey Coat at \$106,500 with warranties of 1 year on labour and 3 years on materials and a second, Agregetts, at \$68,890 with warranties of 1 year on labour and 5 years on materials; and Focus Flooring using BASF 2500 at \$27,300 with a warranty of 5 years on both parts and labour. The Board discussed the two epoxy company quotes and compared these with the Puma and Vulkem quotes received previously. Given the discrepancy in costs and warranties and that Focus Flooring required cars out of the garage for the fewest number of days (4), the Board deemed this our best option. On a motion by Larry Boisvert, seconded by Scott McDermott, the Board approved granting the contract to Focus Flooring to replace the garage membrane in the high traffic areas on the first level of the garage and the car wash bay. The work will be booked in May/June. **CARRIED**

Item 1408: Lobby Chairs: action in winter/spring item. This item is neither an emergency nor urgent and given the number of mechanical issues/projects ongoing at this time, this item will be addressed in the future.

Item 1423: Booster Boilers – The Board has not received the report from RJC as to whether the booster boilers on the 7<sup>th</sup> and 13<sup>th</sup> floor are appropriate for the purpose, need replacing, or have some life expectancy remaining and can continue to serve as long as they are operational. In the meantime, the 7<sup>th</sup> floor booster boiler had to be replaced as it expired.

Item 1462: Window Etching – deferred as windows are not clean at this time of year so etching is not visible.

Item 1488: Emergency Preparedness – T&M report was received as well as a report from the EP committee. The Board thanks both T&M and the Committee for the comprehensive reports and

consideration of this initiative. All parts of the reports were reviewed. The EP Committee requested that two additional quotes be obtained for putting the Party Room panel on emergency power (\$17,496.00 + HST quoted by T&M). Additional quotes can be obtained; however, this could take considerable time and delay action on the preparedness items. T&M have a contract with OCSCC 769 and know the building well. New contractors would require time to review building details and prepare a quote. There would be a charge for this time. In the interests of time and ensuring a contractor that knows the site, the Board opted to consider T&M's proposal for the Party Room. On a motion by Larry Boisvert, seconded by Scott McDermott, and subject to input from the Building Superintendent on whether the quote was reasonable and the contractor's experience and reliability, the Board authorised the approval of putting the Party Room panel on emergency power, enabling use of the entire room in a power outage. The Board will receive input from the Building Superintendent prior to proceeding with the work. **CARRIED**

The Board authorised the following additional work from T&M: the basement CO panel will be put on emergency at \$405 + HST. Given the Party Room will be completely powered, the Board did not approve additional work in the west foyer or Library quoted in the T&M report. The BBQ outlet is already on emergency power.

Item 1516: CPR/Defib Training – this training has been delayed as the three staff members enrolled in the training are extremely busy with various urgent mechanical issues now; they will be replaced for 2 consecutive days with Iron Horse staff when the training is scheduled.

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 has filed both forms with the City and is waiting for approval.

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. This will be considered at a future meeting.

Item 1528: French Language Signs – six signs have been ordered for the garage entrances and should arrive soon. Nothing should be placed on top of the garbage bins at the garage entrances to the building.

Item 1537: Shut-off Valves in Units – There are two types of shut-off valves in the units: main shut-off valves that are the responsibility of the corporation, and individual shut-off valves for various water taps. These are smaller valves and are the owner's responsibility. The Building Superintendent will check the main shut-off valves when he changes the heat pump filters. If an individual shut-off valve is difficult to turn, it should not be forced as you may compromise the connection causing a leak. Owners should call a plumber to inspect these valves if there is any resistance.

Item 1539: Harassment Policy – The Board is in receipt of policies used by other condominium corporations; the Director of Communications will draft a policy for the Board to consider.

Item 1541: Building tour(s) will be scheduled in the spring for interested owners.

Item 1544: Handicap Button: On a motion by Larry Boisvert, seconded by Branislav Vračarić, handicap buttons will be installed on the door entering the gym corridor and the exercise room. **CARRIED**

Item 1545: Green Bins: Our contact with the City is no longer working there; someone from the City is to contact Kim.

Item 1546: Pool Sign: A sign for the pool indicating a maximum of 10 people in the pool area will be posted on its arrival.

Item 1547: Balcony Railings: A contractor will be hired to paint the peeling railings. Paint will be supplied. Owners should inform Kim if they need their railings painted.

Item 1548: Generator Contract: On a motion by Larry Boisvert, seconded by Scott McDermott, the Gal Power generator contract renewal was approved at a cost of \$3400 + HST. **CARRIED**

Item 1549: Backflow: The backflow for the heating/cooling system has been replaced at a cost of \$2400.

Item 1550: Exhaust Fan #9: This fan failed and has been replaced.

Item 1551: Boiler #1 – the ignitor failed and has been replaced.

Item 1552: Annual Generator Test: Completed. All good.

Item 1553: Makeup Air Unit: The controller failed and was replaced.

Item 1554: Printer: A new printer for the office was purchased.

Item 1555: CMG Contract: The Board received a revised contract for consideration. Rose-Marie and the Property Manager will review and bring recommendations to the Board.

Item 1556: Superintendent's Fence: The gate was blown off in a storm and will be repaired in the spring.

Item 1557: Marble Master: On a motion by Branislav Vračarić, seconded by Larry Boisvert, the Board approved Marble Master at a cost of \$3400 + HST to renew the surfaces in the main lobby, the vestibule, the 2 mail rooms, 2 elevator lobby floors, 2 sitting areas, and the 4 elevator floors. Two elevator lobby floors are restored each year in a cycle. **CARRIED**

Item 1558: Contracts: An updated contract summary will be sent to the Board in February.

Item 1559: Spring Cleaning: Quotes will be obtained for garage cleaning in the spring. The window washing is scheduled for April 26 at a cost of \$7500 + HST.

6. Shared Facilities Report:

6.1 Pool: There may be an alternative to replacing the Dectron equipment that would allow for replacement of some parts rather than replacing the unit. Cool Wave provided a quote to the SFC to do this at a cost of \$21,413.50 including HST. Cool Wave indicated a Dectron unit should last for 25 – 30 years. The SF members will discuss this at their next meeting. Kim will inform the SF representatives from RG1 that the RG2 Board supports the Cool Wave option.

7. Communications Report:

7.1 Library Committee: The Committee would like a new bulletin board to replace the board currently in the Library. Carmène will work with the Committee to get this done.

7.2 Social Committee: There will not be an event on Valentine's Day this year; attendance in the past has been low. They held a Speaker's Corner and will plan for another. Coffee events will continue. Watch for the events posted on the entrance bulletin boards.

7.3 Communications Plan Update: Rose-Marie and Carmène will meet and review the draft. Carmène will bring a final draft to the Board for consideration.

7.4 Winter 2023 Newsletter: This is due in December 2023. The next newsletter will be distributed in the spring.

8. New Business:

8.1 Town Hall Assessment Plan: Rose-Marie will draft an assessment model for the Town Halls. The Board will review, and a final plan will be in place.

8.2 Date for Town Hall 3: April 13, 7 pm – 9 pm.

8.3 Master Owners Directory: Hard copies will be provided to Board members.

8.4 Unit Balcony Glass: A panel of glass on one of the balconies shattered. Gold Seal will replace. It was a panel belonging to the original balcony, not a panel of glazing glass from an enclosure.

8.5 Recycling Request: There will be an item in the spring newsletter. In the meantime, owners and tenants are asked to adhere to the recycling rules for the City. There is a diagram in each garbage room indicating what goes where.

Date for Next Meetings:

Board Meeting – March 30, 2023 at 12 noon

Adjournment: On a motion by Rose-Marie Batley, the meeting was adjourned at 6:26 p.m.

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Rose-Marie Batley, Recording Secretary