

OTTAWA-CARLETON STANDARD  
CONDOMINIUM CORPORATION # 769

May 25, 2017

**DRAFT** MINUTES OF MEETING

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

In Attendance: Kim Renwick, Property Manager, CMG

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- 1) President Rose-Marie Batley called the meeting of the Board of Directors to order at 12:00 p.m. with a quorum confirmed. Rose reminded Residents that while the Board is meeting there should be no talking.
- 2) **Approval of the Agenda**  
**On a motion by Andy de Schulthess and seconded by Irmela Murphy, the Agenda of the May 25, 2017 Board meeting was approved as amended. MOTION CARRIED**
- 3) **Approval of the Minutes**  
**On a motion by Clive Wolff seconded by Larry Boisvert, the Minutes of the April 25, 2017 Board meeting were approved as amended. MOTION CARRIED**
- 4) **Business Arising from the Minutes**
  - i) Clarification re Unit Smoke Detectors  
Addressed in the Director of Operations and Property Manager's report.
  - ii) Proposed Amendment to the Balcony Glazing By Law  
Addressed in the Director of Operations and Property Manager's report
  - iii) Update re Umbrella for barbecue patio  
Andy indicated that the umbrella that the Board had purchased and tried out was not stable in even moderate wind. He noted that when the gazebo is full or booked there is a need for an additional shady area. This occurs primarily in the late afternoon and early evening. Andy mentioned the alternative suggested by Irmela that the Board create a patio area using identical pavers as those in the existing patio in the area immediately adjacent to the west side of the garage exit leading to the barbecues. A path would be created between the two tall Amur Maples. These provide shade and the area is large enough to accommodate a large table. Irmela asked what the Board needs to do vis-à-vis SFC given that the grounds are a common amenity. Andy indicated that we should inform SFC of our plans, noting that all costs will be paid by RG2, and ask if SFC have any concerns. It was agreed that Irmela would communicate with SFC, and that Kim should get quotes, after defining the size.

**Action: Kim; Irmela**

- iv) Update re Reframing of Elevator Lobby Pictures

The Board agreed to proceed with the offer made by Peter Mitchell to re-frame the pictures.

- v) Update re Purchase of New Sectional for Party Room  
The Board agreed that Rose-Marie would get costing for preferably two good quality couches, with a preference for leather. **Action: Rose-Marie**

## 5) Treasurer's Report

- i) Financial Report

### FINANCIAL HIGHLIGHTS TO APRIL 30<sup>th</sup>, 2017

#### Summary:

Year-to-Date (YTD) **Total Revenue** is \$2.9K under budget, at \$488K – while YTD **Total Expense** is \$5.3K under budget, at \$495K – leaving a YTD **operating deficit** of \$7.2K versus a budgeted **deficit** of \$9.6K.

The major favorable contributors to the expense variances were due primarily to utilities (\$11.1K), window cleaning (\$4.8K), security (\$3K), professional services (\$3K), and lower expenses in shared facilities (\$10.5K).

Unfavourable variances arise from maintenance repairs (\$9.5k), building improvements (\$11.6K), fire systems (\$4K), fitness equipment (\$2.5K), and generator (\$6.1K).

At April 30<sup>th</sup>, 2017, our OCSCC 769 **Reserve Fund** is at \$1.439K (\$1,385K being held in Non Registered GICs). Reserve expenditures YTD are \$6.4K. The **Shared Facilities Reserve Fund** is at \$57K, with \$2K expended YTD.

- ii) Review of Investment Protocol  
Clive indicated that the 5 major banks' ratings have been downgraded to A1. Consequently, the reference in the protocol "... with a minimum Moody's AA3 (or equivalent) rating..." needs to be revised. The Board approved Clive's recommendation on a motion by Larry Boisvert, seconded by Andy de Schulthess, that section b) of the protocol "AA3" be changed to "A1".  
Although all investments to date are fully consistent with the investment protocol, as approved in July 2015, Irmela stated that, going forward, we should invest only up to the CDIC insured limit. A lengthy discussion ensued regarding the appropriate assumption of risk, as well as the practicality of Irmela's suggestion. Following Rose-Marie's suggestion, Clive was asked to get an opinion in writing from our TD advisor regarding the practicality. Clive confirmed that our next GIC will come due in September. This item will be placed on the August Board Agenda for decision. **Action: Clive**
- iii) Recommendations re Auditor Renewal  
Clive indicated that he, Kim, and the CMG accountant found their experience with the current auditor frustrating and unduly time-consuming. The first draft for both 769 and RGSF did not correspond to our financials without any explanation provided. Following further communications and an hour long conference call, revised drafts were issued, which were found to be acceptable. Clive noted that RG1 has indicated that they will continue with the current auditor. The Board agreed that Kim should get quotes for a

new auditor, and a separate set of quotes for RGSF. The recommendations will be provided to Owners at the AGM. **Action: Kim**

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

### i) **ACTION LIST:**

**315 Windows** – Kim noted that there are 2 active leaks in the 07 stack. Garrett is currently working to identify and resolve the problem. Irmela indicated that she was aware of a leaking window in the 06 stack as well. She also mentioned that Garrett had said that they are preparing a detailed report re how to proceed for Kim. Kim noted that Garrett may need to move on and get other windows repaired while continuing to monitor those that have been leaking.

**Action: Kim**

**333 Urbandale Deficiencies** – We continue to be unsuccessful in getting the peeling balcony railings resolved. Previously, Irmela and Larry stated that these railings fixed now by Urbandale even if they have to use using contractor. Rose-Marie had the balcony railing in her unit repaired by Urbandale using a different contractor (while Urbandale was still on site) and the repair has not deteriorated. Rose will call Roger Tuttle again.

**Action: Rose-Marie**

**415 Toilet Valves** – Andy mentioned that Steve had demonstrated how one can tell if there is a leak without using dye. Kim indicated that Steve, by private arrangement with the owner, has inspected and repaired those valves which were known to leak. There are 70 original valves that are not leaking. Larry stated that since water leaks are an issue for all of us, the Board should have a supply of the valves on hand. The Board agreed that Kim will send a notice to the 70 owners, in units where the valves that Steve has not replaced, indicating that the Board will have a valves on hand for purchase should the need arise.

**Action: Kim**

**542 Labour Reimbursement** – Kim indicated that she knows of two other buildings in the Ottawa area that use the same valves as 769, and are now experiencing sediment issues. She asked if we wanted to pursue legal action. Larry, Andy, and Rose-Marie all noted that this would take years and be very expensive. Andy stated that our priority should be to determine the root cause and get it fixed. Larry stated that, in order to move forward, we need to proceed with the questionnaire to Residents which was approved in the April Board meeting.

**Action: Kim; Rose-Marie**

**632 Lighting Retrofit** - We should receive the rebate soon.

**689 Damaged Windows** – Installation of the one trial window will occur shortly.

**719 Weekend Concierges** – Kim indicated that she has received 23 applications to date. The posting closes May 31<sup>st</sup>. Kim will review the applications and forward the top 5 to the Board for decisions.

**741 Improvement List** – It was agreed that insofar as these are on-going this item should be moved to the Deferred/Ongoing list.

**742 Glazing** – Andy noted that he believes an amendment to the current By Law, which the Board is considering proposing, is not needed. He stated that the wording in SCHEDULE 2 of the current By Law provides both the necessary parameters and the flexibility that the Board needs to make decisions re modified Glazing requests. Rose stated that she was concerned that the wording in the current By Law provided too many opportunities for a Board to be overly subjective in its decision re approval of a glazing request. Clive indicated that he was concerned about the reference to RG1 in the SCHEDULE 2.

Andy spoke regarding the concern that the glazing be visually similar. Irmela and Larry both highlighted the word in Schedule 2 c) "...is visually similar to..." as providing the flexibility needed to enable the Board to approve requests. Rose indicated that she did not entirely agree

that this was sufficient wording to ensure unbiased consideration. On a motion by Irmela, seconded by Rose-Marie, the Board decided to proceed with the current By Law and directed Kim to inform the owner who has requested to install glazing that the Board has approved the request.

**Action: Kim**

**765 Mechanical Automation System** – Kim stated that she has been unable to get a third quote since RG1 has approved Carmichael. She noted that Carmichael is willing to give both Boards a %age discount if they are awarded both contracts. Kim also indicated that our building is totally automated (as opposed to RG1), consequently, our costs will be higher. It was agreed that the Board would await Larry's recommendation.

**Action: Larry**

**773 Picture Framing** – Peter Mitchell has volunteered to reframe the 18 pictures. The Board will pay the cost of supplies.

**892 Fire and Garage Side Doors** – Kim noted that at the request of a Board member she has determined that the RG1 side door stays locked 24/7 and is opened on request by the concierge. Clive noted that the garage door has been open repeatedly with no one in the vicinity. Larry suggested that perhaps we should ask a security company to make suggestions. It was agreed that Andy would chair a meeting of those Directors who are able to attend to identify what is needed. In the interim, the Board directed Kim that the door should be locked.

**Action: Kim**

**898 Dust Study** – The Board agreed to proceed with the questionnaire approved in the April meeting.

**Action: Kim; Rose-Marie**

**906 Elevator Mats** – Kim will purchase new elevator mats with the RG2 logo. In response to a question from Irmela re the removal of elevator pads, Kim will follow up re whose responsibility it is to ensure that they are taken down in a timely manner.

**Action: Kim**

**916 Elevator Inspection** – On a motion by Irmela, seconded by Rose-Marie, the Board approved the ThyssenKrupp quote to conduct the latest mandatory TSSA Category 5- Full Load, Full Speed Buffer Test.

**Motion: Carried**

**918 Cluster Flies** – Larry indicated that there is an easy solution to this problem, and should Residents need help, they should contact him directly. Irmela will put this in the Newsletter.

**Action: Irmela**

**919 PRVs** – On a motion by Larry, seconded by Andy, the Board approved the installation of 3-way valves.

**Motion: Carried**

Clive had a number of questions and it was agreed that Clive would send them to Kim who would forward them to Carmichael.

**Action: Clive; Kim**

**921 Cleaning Specifications** – It was agreed that Rose-Marie and Kim will prepare a revised draft to be forwarded to members of the Board for input.

**Action: Rose-Marie; Kim**

**923 Couch** – It was agreed that Rose-Marie will obtain costing for 2 good quality couches for the party room. A preference for leather was stated by Irmela.

**Action: Rose-Marie**

**924 Audit** – Addressed under the Treasurer's Report

**926 Owners' Survey** – Kim and Rose-Marie to prepare.

**Action: Rose-Marie; Kim**

**928 Smoke Detectors** –Awaiting additional quotes.

**Action: Kim**

**929 Book Shelf** – Larry suggested Deslaurier as a good firm to approach for a quote. **Action: Kim**

## **7. Shared Facilities Report (Larry, Irmela)**

The SFC met on May 17, 2017. A number of issues were addressed.

- i) Resurfacing of Tennis Courts  
The tennis courts will be re-surfaced in June. Resurfacing will take approximately a week. A notice will be sent to Owners.
- ii) Upgrade to LED Lighting for Shared  
SFC is awaiting a quote from Litron.
- iii) Decision re Pool Defibrillator  
Given the proximity of the defibrillator in the RG1 Library and in the location of a

defibrillator in the RG2 library, SFC decided not to proceed at this time. (Note in view of the comments made by Residents in Open Session, Irmela will take their concerns back to SFC and ask that this decision be reviewed.)

- iv) Discussion re Shuffleboard on Pool patio  
SFC has indicated that it needs to have some sense in the level of interest in this activity. The Board agreed that a poster with room for signatures could be posted and that Kim could send an email to Residents indicating such. Irmela will ask that this also be done at RG1.
- v) Update re Landscaping  
Andy acknowledged the efforts by the gardening volunteers. Irmela indicated that she and Kim had met with landscape firm, Capital, and clearly stated the concerns and issues. These will be closely monitored this summer.
- vi) Controlling the timing of lights in Common areas. Work on the automated control system needs to be done first before this can be addressed.

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

- i) Communications – Irmela indicated that in order to facilitate communications, those Residents for whom Kim does not have an email address will be asked to give her one for her list only, not to be shared via the voluntary Residents’ Directory.
- ii) Library Additional Shelving Requirements – Addressed in the Director of Operations and Property Manager’s Report.
- iii) Social Committee - Clive noted that the following events have been planned.

Dinner Club	June 6 <sup>th</sup>
Unveiling of The Birds In Flight (sculpture)	June 20 <sup>th</sup> ; Rain Day June 21 <sup>st</sup>
Canada Day Pot Luck	July 1 <sup>st</sup>

#### **9. New Business**

- i) Location of Smoke Box  
It was been moved to wall on the opposite side of the Driveway.
- ii) Stop Sign at the end of the RG2 Driveway lane  
Andy indicated that the difficulty that RG2 Residents have turning into the RG2 Driveway after coming through the gate was examined some years ago. The request to widen the driveway was not approved given the cost, the landscape, and the issue of City approvals. More recently, technology has been installed in the safety loop under the gate so that the arm will not come down on a vehicle. There have been no incidents since this technology was installed. Kim will inform the owner who asked about the possibility of the arm hitting a car on entry.

**Action: Kim**
- iii) Traffic Light Cost  
Rose-Marie indicated that RG1 will sign a joint letter to the City. Andy suggested that Rose contact our councillor, Riley Brockington, to determine if he has suggestions for proceeding. Larry indicated that it would be useful to include information re the amount of taxes generated for the City by Residents in RG1 and RG2 in any correspondence. Rose-Marie indicated that this point was included in her discussions with the RG1 President.

**Action: Rose-Marie**
- iv) Short Term Leases; Airbnb  
Rose-Marie indicated that RG1 has established a protocol for short-term leases. The new Condominium Act, due to come out in the fall, may contain a proviso to assist Condominiums in this regard. In principle, the Board is not in favour of short term leases.

Rose-Marie stated that once the Board has gathered the necessary information, it will develop a protocol/Policy for RG2.

**10. Date for Next Meeting:**

To be determined by the Board elected at the AGM.

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Irmela Murphy, Secretary

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

1305 – Jill Stewart – stated that Clive has examined her front door and confirmed that it needed to be replaced. She asked when this will happen. Kim will follow up. **Action: Kim**

- noted that the tiles in the P level elevator lobby have dirt ingrained in the tiles; the ridge on the bottom of the elevator door closures are dirty, and that she had replaced the smoke detector last year herself. Rose-Marie will follow up with Kim re the items related to cleaning.

**Action: Rose-Marie**

1408 – Marjorie Leach- asked if Residents could be asked for a deposit to use the hobby room. Rose-Marie will ask Kim if this is allowed.

**Action: Rose-Marie**

1207 – Harvey Kardish – indicated that SFC has requested information re the level of interest in shuffleboard. He asked that the Board approve an email blast out to RG2 residents asking them to sign the poster for shuffleboard if they are interested in the activity. The Board agreed. **Action; Kim**

602 - Ted Robinson –stated that he has seen the current cleaner frequently chatting for extended periods at the front desk. He suggested that when the cleaner has a break that this should not be in the main entrance.

**Action: Kim**

302 – Jens Skaftø – asked what is the Mechanical Automated System?

- indicated that he had reviewed the Keller Report re the Upgrade of the Boilers. He noted that he did not agree with the findings and that he would prepare a report for the Board to consider.

301 - Donna Allen – said that the car wash bay was dirty. Rose-Marie indicated this is one of Steve’s responsibilities. Rose-Marie will follow up with Kim.

**Action: Rose-Marie; Kim**

1508 - Cattis Esbensen – said that she hopes that the Board will not install an electronic bulletin Board (“never, never, never”) as part of the initiative to move to paperless communication. The Board assured her that was not our plan.

1801 – Andre Vinette; 302 – Jens Skaftø; 1207 – Harvey Kardish – expressed concerns that the SFC had decided not to install a defibrillator in the pool area and asked why RG1 had not approved this request. Irmela reported RG1 was concerned about the cost. Irmela agreed to take the issue back to SFC for further consideration.

**Action: Irmela**

204 – Peter Mitchell – asked if training is required to use a defibrillator.