

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

October 28, 2021

1:00 p.m.

Minutes of Meeting (held via Zoom)

PRESENT: André Vinette, President  
Rose-Marie Batley, Vice President and Secretary  
Scott McDermott, Treasurer  
Larry Boisvert, Director of Operations  
Peter Mitchell, Director of Communications

ABSENT: None

OTHER: Kim Renwick (Property Manager, CMG)

In Attendance: 19 Owner Observers via Zoom

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1. President André Vinette called the meeting of the Board of Directors to order at 1:00 p.m. with a quorum confirmed; Board members, the Property Manager, and 19 Owner observers attended via Zoom. President Vinette welcomed the owners who signed into the Zoom meeting and indicated there would be an open question period chaired by Kim at the end of the agenda; each owner could ask one question without follow up. If time permitted, second questions from any owner could be asked. Owners were asked to mute their microphones on Zoom during the formal meeting as it causes feedback if many microphones are open, and discussion cannot be heard. While speaking during the question period, the speaker will be asked to unmute the microphone.
2. On a motion by Peter Mitchell, seconded by Scott McDermott, the Agenda as amended was approved. **CARRIED**
3. Approval of Minutes:
  - 3.1. On a motion by Rose-Marie Batley, seconded Scott McDermott, the minutes of September 30, 2021 were approved. **CARRIED**
  - 3.2. Decisions Taken Between Meetings: On a motion by Scott McDermott, seconded by André Viinette, the following decisions taken between meetings were officially approved:
    - As required by the Condominium Act, a notice regarding the Statement of Claim with respect to the sediment project was sent to all owners.
    - The Board discussed the possibility of hosting a flu vaccine clinic in the building. Such a clinic would create difficulties ensuring the Ottawa Public Health Covid requirements could be met. The Board agreed not to hold such a clinic in the building this year. **CARRIED**
4. Treasurer's Report:

Financial Highlights to September 30, 2021: (YTD) **Total Revenue** is \$1.9K under budget, at \$1.35M, while YTD **Total Expense** is \$31.2K under budget, at \$1.27M, leaving a YTD **operating surplus** of \$81.1K versus a **budgeted surplus** of \$51.8K. Overall, we are currently \$29.2K favourable to our budget.

As of September 30, the major favourable contributors to the expense variances were Utilities (\$29.6K), Shared Facility (\$13.9K), Discretionary Expenses (\$4.6K), Fire Alarm/Hydrant (\$4.1K), Window Cleaning (\$3.7K), Security (\$1.9K), and Professional Fees (\$1.5K).

Unfavourable variances arose from Repairs and Maintenance (\$14.9K), Management Fees (\$4.0K), Generator Expenses (\$3.1K), Employee Wages (\$2.6K), and Elevator Expenses (\$2.2K).

Our results continue to meet our expectations with no issues to highlight.

At September 30, 2021, our OCSCC 769 **Reserve Fund** stands at \$2.21M (\$1.7M being held in GICs). Our 2021 expenditures relate primarily to window replacement (\$30.4K), heat pumps (\$28.8K) and door replacement (\$8.9K). The Reserve Fund balance of \$2.21M is up significantly from the \$2.02M balance at the end of August 2021. This is due primarily to the deposit of the cheque from Intact Insurance reimbursing for the costs incurred from the flood associated with our sediment project. Action is already underway to assess the purchase of additional GIC's to ensure we are maximizing the amount of interest earned.

The **Shared Facilities Reserve Fund** is at \$175.1K with \$17.6K of pool expenditures and \$4.5K related to door replacement incurred in 2021.

In regards to the 2022 draft Budget, the work is underway using the September 2021 actuals as a guide. The PM and Treasurer will meet in the first 10 days of November to finalize a first draft. Once the October financials are published, a further review will be completed resulting in a second version of the draft budget. This second version will be presented to the Board during the third week of November with any changes then reflected in a third version. This third version will then be presented to Owners with any required changes being made before the budget is then ultimately approved by the Board in early December.

## 5. Director of Operations/Property Manager's Report

### 5.1 Action List:

Item 1136: Energy Audit – Keller is expected to provide the report within the week. Kim has informed the Keller engineering owners that the Board is not satisfied with the attention to both our energy and CRFS reports. Keller did provide a technical report on the Geothermal Heat Pump System; this technical report will be interpreted by the Keller engineers and included in their reports.

Item 1278: Comprehensive Reserve Fund Study – Keller is to provide a draft of both the SF and 769 studies to the Board by Friday this week. The Board will review the drafts in detail. The information is critical to the 2022 budget preparation.

Item 1282: Statement of Claim – The Statement of Claim has been prepared and the Board has received a draft letter of notice to the defendants. The goal is to settle out of court. The lawyer for the Corporation is Melinda Andrews of DHA. Owners will be updated when there is more information.

Item 1343: Elevator Inspection and Buffing – two long bolts were found to be rubbing against the cab doorways and causing the damage. The bolts have been shortened. Kim will ask Elevator Car Renovations (ECR) for an update to the March 2021 quote provided. The Board requested a quote for both skin replacement where needed and buffing where possible.

Item 1365: 07 Drop Windows – An engineer has been engaged to investigate the cause of the etching.

Item 1400: Garage Membrane – The membrane may require more repairs. It is not known if vehicles will have to be removed. The repairs will not be done until July or August 2022 as it is key to have a dry floor. Kim will monitor over the winter for possible damage caused by salt, etc.

Item 1403: Window Leak – There is a small leak in a window in one unit in the 07 drop; this is not related to the etching issues. A swing stage is required to repair this leak. These are difficult to obtain and expensive. Kim has requested a date for this fall and will keep the owner informed.

- 5.2 Lobby Chairs: The two foyer chairs in the window areas need to be reupholstered or replaced. Kim is obtaining fabric samples. The Board will be involved in the decision as to how best to proceed.
  - 5.3 Sheers: The sheers have been cleaned and will be rehung on return. The drapes will be removed and cleaned.
  - 5.4 Update on Amenities: Changes to Covid protocols were released this week by the Ontario Government. Protocols for our amenities remain status quo. No guests/visitors/family are permitted to use the amenities; social distancing, and mask requirements remain in place. Should we change the parameters at this time, it would be required that each user's proof of vaccine be checked each time s/he entered an amenity. There is insufficient person power to implement these checks. The Corporation is required to follow Ottawa Public Health and Provincial requirements as they are stated. The Board agreed not to allow all three elliptical machines in the gym to be open for use. This would contravene the social distancing requirement. Kim will check whether one of the two treadmills at the window is taped to indicate no usage. On Monday, October 25 a user removed the tape from all machines. It has been replaced. Gym users are not to remove the yellow tape from the machines.
6. Shared Facility Report:
    - 6.1. RG1 is following the same protocol with respect to use of the pool as followed by RG2.
    - 6.2. There was a walk around with John, who installs the festive lights, on Thursday morning. While we recognise that there are varying opinions on how and where lights should be installed, in general the lighting in 2020/2021 was well accepted. Consideration is being given to whether any lighting can be done behind the RG2 building. There is no readily available power source there. Cost is always a consideration. The lights will be on from December 1, 2021 to January 15, 2022.
7. Director of Communications Report:
    - 7.1 Library: The Library shelves have been reorganised and are clearly labelled. Residents are encouraged to visit and use the space. It is replete with books, magazines, etc.
    - 7.2 Social Committee: many events are planned: Speaker's Corner; Coffee Klatch; Bingo; Happy Hour; Tuesday Tunes; Book Club; and the lobbies will be decorated in early December. Watch for notices coming to you as events are close.
8. New Business:
    - 8.1. Protocol for Owner/Resident Requests/Concerns: Issues related to the staff or condominium matters go to Kim, preferably in writing. There is no need to cc Board members as Kim keeps Directors informed as needed. Issues with respect to the performance of the Property Manager come to the Board, preferably in writing. This protocol is outlined in the Owners' Handbook. The next newsletter will include reference to this protocol.
9. Date for Next Board Meeting:
    - Board Meeting: TBD
    - 2021 Budget Meeting: to be scheduled in mid to late November as soon as the draft budget is prepared.

Adjournment: On a motion by Rose-Marie Batley the meeting was adjourned at 2:12 p.m.

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Rose-Marie Batley, VP, Secretary

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**Topics Mentioned at Open Session are NOT Part of any Official Record (1:56pm – 2:11pm)**

During the state of emergency there will be no open meetings. The October 28 meeting was held on Zoom with 17 units represented excluding the Board members and the Property Manager. The Property Manager hosted the Zoom meeting and managed the speakers during the question period.

D Allan (301): Will the steam room remain closed? [ Yes – Kim is waiting for an update from the City as to whether it can be open if only used by owners/residents.]

T Kirby (206): What are the consequences for the person who removed the tape from the machines in the gym? [Should it reoccur, the Board will consider excluding the individual from using the amenity. There could be legal costs involved.]

M Goldstein (1203): Is the note at the close of each of Kim’s emails a policy of CMG? [Yes]

T Kirby (206): How does one address incorrect comments in the open session notes? Could Scott tell us what he is saying he will do with respect to the financial entries regarding performance recognition/incentives? [The open session is not an official record. It is not meant to replicate an AGM but to offer opportunities for owners to raise concerns with the Property Manager or the Board. There is no requirement to keep or publish notes. However, the Board believes that many owners, particularly those who cannot attend the meetings, like to see the queries. The notes are succinct, recording the topic/issue/concern and a response when available.]

F Stadler (306): Cautioned the Board when investing in GICs that it does not tie up the funds, as increased rates are coming. [The Treasurer is carefully following interest rates. Most of our GICs will come due in the spring/summer of 2023. When a GIC comes due, Scott brings the options to the Board and the Board has an opportunity to comment before deciding to invest in any option.]

C Wolff (1407): There was a five-year staggered ladder in the past for GICs. Is this still in place? [The investment ladder is in place. It has been skewed recently closer to a 2-year horizon as the Board did not want funds in long-term investments at 0.6% while missing a rate increase.]