

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

April 28, 2022

1:00 p.m. (by Zoom)

Minutes

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: 30 Owner Observers via Zoom

1. President André Vinette called the meeting of the Board of Directors to order at 1:01 p.m. with a quorum confirmed. Five Board members, the Property Manager, and 30 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. Owners were reminded 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 Larry Boisvert, the Agenda as amended was approved. **CARRIED**
3. Approval of Minutes:
 - 3.1. On a motion by Scott McDermott, seconded by Peter Mitchell, the minutes of February 22, 2022 were approved. **CARRIED**
 - 3.2. Decisions Taken Between Meetings: On a motion by Scott McDermott, seconded by Peter Mitchell, the following decisions taken between meetings were officially approved:
 - The maintenance contract with Baxtec was renewed.
 - The RG1 and RG2 Boards agreed to no visitors in the pool at this time. **CARRIED**
4. Treasurer's Report:
 - 4.1 Review of Financial Statements
 - (YTD) **Total Revenue** is \$1.2K under budget, at \$462.6K, while YTD **Total Expense** is \$3.0K over budget, at \$455.3K, leaving a YTD **operating surplus** of \$7.4K versus a **budgeted surplus** of \$11.5K. Overall, we are currently \$4.2K unfavourable to our budget.
 - As of March 31, the major favourable contributors to the expense variances were Security (\$5.4K), Window Cleaning (\$4.1K), Shared Facility (\$2.1K), Professional Fees (\$1.3K), Cleaning (\$1.0), and Employee Wages(\$0.9K).
 - The only unfavourable variance of note to the end of March relates to our Utilities expense (\$18.1K) but this is due to a budgeting issue regarding Gas expense which is being corrected before the end of April.
 - Overall, I am comfortable with our financial position as at the end of March 2022 and the results continue to meet our expectations.

- At March 31, 2022, our OCSCC 769 **Reserve Fund** stands at \$2.35M (\$1.9M being held in GICs). Our 2022 expenditures to date relate primarily to mechanical expenses (\$46.2K) and repairs to our boilers (\$14.5K).
- The **Shared Facilities Reserve Fund** is at \$196.5K with no reserve expenditures incurred so far in 2022.

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

5.1 Action List:

Item 1136: Energy Audit –Keller has been sent two questions that were not covered in their energy audit report; following receipt of responses, the Board will be in a position to make a decision regarding replacement of the boilers.

Item 1282: Statement of Claim re Sediment – Legal counsel is meeting with the Board and Kim on Monday, May 2 to discuss next steps.

Item 1343: Elevator Inspection and Buffing – Two elevator doors are scraping again. Kim has asked ThyssenKrupp to check all four doors before contracting for any buffing.

Item 1365: 07 Drop Windows – Kim has contacted an engineer with experience in this issue. The problem may be rain hitting the concrete and causing the etching. If this is the problem, the concrete will need to be sealed.

Item 1400: Garage Membrane – The membrane requires more repairs. All vehicles will have to be out of the garage for the duration of the repairs. The repairs will be done in summer 2022 as it is essential to have a dry floor; repairs will take ~2 weeks to complete. Kim will communicate with the City and RG1 re parking for the RG2 vehicles during the work. Owners will be given ~1 month notice prior to the work being done. Cars that are not needed for the duration of the repairs can remain in the garage. There can be no moves or deliveries scheduled through the garage. The Building Superintendent will manage the garbage and recycling.

Item 1408: Large Lobby Chairs – Kim is obtaining quotes for reupholstering or replacement.

Item 1423: Booster Boilers – there is an issue with the boiler boosters on floors 7 and 13 as they are not designed to function as needed. Kim is seeking quotes from 2 reliable large plumbing companies to look at the system and make recommendations. A third quote is being sought. If needed, an engineer will be engaged.

Item 1426: Electrical Panel Cleaning and Torquing – Divcor Electrical quoted \$2950 + HST and was approved to perform this maintenance, required every 5 years. Kim is scheduling the work.

Item 1432: Window Cleaning – May 2 - 6, weather permitting.

Item 1433: Garage Cleaning – May 24 and 25; cars will need to be removed, one parking level on each day.

Item 1434: Pigeons – If you notice a neighbour who is away for a period of time, please let Kim know as pigeons may be congregating on the balcony. Abel Pest Control has tried a chemical seed on the roof of a building experiencing pigeon problems and believes it is having some success. Kim will follow up. Without participation of RG1, the action is unlikely to be successful.

Item 1437: EV Survey – Two members (Kim Dawson and Lorne Levy) of the committee investigating options for accommodation of EVs met with the Board members and Kim in mid-April for an update on information they have acquired. It was agreed to move forward with a survey of owners before any other research or recommendations.

Item 1442: Repairs to Exterior – Kim is seeking a quote from Restoration to repair the exterior of the building and some failed IGUs on one drop.

Items Completed Since the Last Meeting: 1403, 1427, 1428, 1429, 1430, 1431,1435, 1436, 1438, 1440, 1442,1443,1444,1445,1446,1447.

6. Shared Facility Report:
 - 6.1. Festive Lights: The lights have been removed and stored.
 - 6.2. Spring Landscape Walkaround: this will be scheduled soon to update the landscaping plan.
 - 6.3. Pool: currently no visitors in the pool; the maximum capacity by Ontario Regulation 565 is 10.
 - 6.4. Tennis Courts: will be professionally cleaned this year.
7. Director of Communications Report:
 - 7.1 Library: No report.
 - 7.2 Social Committee: The committee is looking for additional members. They thanked Peter Mitchell and Robert Boisvert for their help in communication of the events.
8. New Business:
 - 8.1. TV in the Party Room: there was a request to replace the screen in the Party Room with a large TV. If the HDMI cable in a laptop is not strong enough, the connection will not work well. Kim will determine if there is a charge to have a professional AV company review the system and make recommendations.
 - 8.2. Speeding in the Garage and in Front of the Building: Excess speed is creating a danger in both areas. On the lower level, there is a long stretch that makes acceleration more likely to occur. It was also noted that residents stopping at entrance doors to unload packages need to move well to one side so as not to impede traffic or cause additional danger to themselves and others. Peter will include this in the next newsletter.
 - 8.3. Carwash Bay: There was an issue with vehicle repairs taking place in the carwash bay. The bay was cleaned, and the invoice sent to the owner involved. Please clean the bay after use. During the winter, a flushing of the bay will be added to the Building Superintendent's regular work schedule.
 - 8.4. AGM Preparation and Update: The preliminary notice for the AGM (tentatively scheduled for June 29) must be sent to owners 35 days prior to the AGM date. This notice will include instructions on how to attend and how to apply for a position on the Board. There are two 3-year positions open. Peter will not be seeking re-election of his 3-year term. André is planning on resigning from the Board effective immediately after the AGM creating a 1-year position (balance of his term) open for election.
 - 8.5. Visitors Sign on Gate Arm: the sign has been replaced.
 - 8.6. Garage Entrance: It is difficult to exit or enter the garage when vehicles are parked in the loading zone and/or the recycle/garbage bins are out. Kim will investigate installation of a mirror at the entrance to help remediate this situation. Peter will include a reminder in the next newsletter that the vehicle exiting the garage has the right-of-way, similar to people exiting an elevator.
 - 8.7. Marble Restoration: On a motion by Rose-Marie Batley, seconded by André Vinette, Marble Master will be on site to restore the main floor common areas (\$3245) and two elevator floor lobbies (\$2662). Floors 2 and 3 were previous done; floors 4 and 5 will be restored this year.

CARRIED

9. Date for Next Board Meeting: The AGM is tentatively scheduled for June 29, 2022.

Adjournment: On a motion by Rose-Marie Batley the meeting was adjourned at 2:38 p.m.

Rose-Marie Batley, VP, Secretary