

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

October 30, 2023

3:00 p.m.

**Minutes of Board Meeting**

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: 25

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1. President Rose-Marie Batley called the meeting to order at 3:00 p.m. with a quorum confirmed. Audience members were reminded there would be a 30-minute open session following the Board meeting; everyone was asked to maintain decorum during the meeting and the open session. Inappropriate comments contravene the *Violence and Harassment in the Workplace Policy* in place.
2. On a motion by Carmène Levesque, seconded by Branislav Vračarić, the Agenda as amended was approved. **CARRIED**
3. Approval of Minutes:
  - 3.1 Moved by Branislav Vračarić, seconded by Carmène Levesque, the Minutes of September 26, 2023 were approved. **CARRIED**
  - 3.2 Decision Taken Between Meetings: On a motion by Scott McDermott, seconded by Carmène Levesque, the Board formally approved the decision not to pay one party's legal fees incurred in the sediment claim against Victaulic and others. **CARRIED**
4. Treasurer's Report:
  - 4.1 Financial Highlights to September 30, 2023:

(YTD) **Total Revenue** is \$3.8K over budget, at \$1,516.1K, while YTD **Total Expense** is \$59.1K over budget, at \$1,529.6K, leaving a YTD **operating deficit** of \$13.5K versus a **budgeted surplus** of \$41.8K. Overall, we are currently \$55.3K unfavourable to our 2023 budget.

As of September 30, the major favourable contributors to the expense variances were Utilities (\$23.2K), Shared Facility (\$9.6K), Window Cleaning (\$4.0K), Generator expenses (\$2.8K), Employee Wages (\$1.7K), and Professional expenses (\$1.3K).

Unfavourable variances arose from Repairs and Maintenance (\$87.6K), Elevator expenses (\$10.9K), Pest Control (\$2.8K – due to additional money spent on our pigeon issue), Fire Alarm/Hydrant expenses (\$1.6K), and Security (\$1.4K).

A posting error in September in the amount of \$13.4K was found and will be corrected in October. While this is positive news, we also had a flood that impacted a number of rooms in our building including our gym and some locker areas to name a few. The cost to deal with the water, dry the impacted areas and, restore the rooms is estimated to be in the \$13 - \$15K range. These costs will be seen in our financial statements in the October or November statements depending on when the invoices are received and paid. Taking all this into account, our expenses are \$55.3K over budget at the end of September. This is

now due to three main factors, 1) the upgrade to the electrical capabilities of our Party Room (\$20K), 2) numerous Mechanical repairs throughout the first half of 2023 exceeding our budget in this area by over \$25K, and 3) the unexpected and unbudgeted flood as discussed above (\$13 – \$15K). Close management of our spending for the remainder of 2023 should be maintained.

At September 30, 2023, our OCSCC 769 **Reserve Fund** stands at \$2.57M (\$2.1M being held in GICs) with \$460.5K spent so far this year related to boiler repairs (\$389.3K), heat pumps (\$33.5K), repairs to the parking garage membrane (\$30.8K), and window expenses (\$6.9K). The **Shared Facilities Reserve Fund** is at \$260.5K with \$33.8K spent so far this year related to the Pool (Dectron unit repairs - \$20.4K), and Mechanical expenses of \$13.4K (Guard House air conditioning unit).

When asked if there was any information on the possibility of increasing our CDIC opportunities for investment, Scott said he had heard nothing definite at this time.

## 5. Director of Operations Report:

### 5.1 Action List:

Item 1136: **Boiler Replacement** – The installation went smoothly and is almost complete. An advantage of the new equipment is that either Baxtec or Yves can control the new system if they are offsite.

Item 1343: **Elevator Buffing** – The door on Cab 1 requires a skin replacement and has been approved; the repairs will be scheduled by MAD, the company doing the work.

Item 1408: **Lobby Chairs** – The furniture is out for reupholstering. Yves will pick the items up as soon as upholstering is completed.

Item 1462: **Window Etching** – Larry & Branislav will visit units in the 07 and 02 drops as they are most affected to document how many windows are affected. Visits should be done when the sun is shining on the windows involved. Replacement of an etched window did not resolve the situation as the new window became etched. The engineering report received indicated the building envelope was not sealed properly.

Item 1541: **Building Tours** – Yves will schedule tours (one in the evening and one in the afternoon) for interested owners. Additional tours will be scheduled if needed. The tours will be scheduled when the boiler work is complete so that owners can see the new boilers.

Item 1545: **Green Bins** – The city staff will be contacting Kim with a confirmed date for the visit. Yves has investigated possible locations for the green bins and for pick up, all to be confirmed with the city.

Item 1547: **Mass Inspection of Suites** – Yves completed his report on the inspections, which Kim will enter on a spread sheet for action where needed and follow up. The report will be sent to the Directors. A legend will be included to designate the deficiencies recorded. There are 40-50 units with chipped balcony railings; any chipped railings where the owner has installed glazing can only be painted if the glazing is removed, which would be an owner expense.

Item 1564: **Pool Dectron Unit** – The coil for the Dectron unit is custom made and is expected to be on site by year end.

Item 1572: **EV Chargers** – see New Business item.

Item 1577: **Booster Boilers** – The booster boiler on the 7<sup>th</sup> floor failed and was replaced at a cost of ~\$10k. Both boilers (7<sup>th</sup> and 13<sup>th</sup> floors) are now functioning. The Board will consider options for replacement suggested by RJC engineering in the case of future failures. This item will be moved to the deferred Action List at this time.

Item 1578: **Fire Panel** – The fire panel needs repair or replacement. The current system is Siemens, our parts inventory is diminishing, and no new parts are being made. Siemens also holds the maintenance contract as the system is proprietary. Siemens provided an estimate to get the panel functioning (\$100K - \$300K) but required an engineering report. Quotes have been received from engineering firms Keller (\$29,100), WSP (\$34,400), and RJC (\$10,000) to provide specifications for the repair/replacement. Siemens' annual maintenance contract is ~\$27,000 pa, significantly more than fire panel maintenance contracts in other condominiums. Kim will follow up with RJC to review whether their quote is for the same work as the other two received. The Board is interested in considering non-proprietary systems for a replacement. The Board will review the quotes in detail as the ultimate project is large and expensive,

both short and long term. Siemens has requested a 5-year term for renewal of the maintenance contract. Given the status of the panel, this should be a contract renewed annually.

Item 1582: **End Unit Stacks** – The Candor report indicated the end unit stacks should be addressed in the next 1-2 years including cleaning, installing cleanouts, augmenting, and flushing, and repeating the camera inspection. These lines should be cleaned about every 4-5 years while the 2” stacks in the inner units should be cleaned every 12 – 18 months. This item will be added to the Action List. Kim will get a quote to install the end unit cleanouts.

Item 1584: **Basement Booster Pumps** – The basement booster pumps draw water from the city into the building to be boosted to the roof. The city requires a backflow preventer valve. Quotes are expected from Baxtec, Modern Niagara, and Carmichael. Any quote should clearly specify warranty parameters.

Item 1590: **Garbage Signs at Garage Entrances** – English signs have been ordered.

Item 1598: **Exterior Seating at Front Entrance** – Two chairs will be ordered and one bench to place at the front entrance. This item is deferred until spring 2024.

Item 1600: **Gatehouse Security** – Iron Horse performance is being monitored carefully, following the conversation between the Property Manager and Iron Horse contact. Performance has improved somewhat since the conversation took place. The performance will be assessed over a few months and then reassess.

Item 1605: **Progress on Solucor Elevator Inspection Report** – Solucor will be inspecting the ThyssenKrupp repairs, and a report will be provided to the Board.

Item 1606: **Balcony Door Rollers** – Rollers are needed to repair faulty balcony doors. Paramount can provide the right sizes, but the rollers must be purchased in bulk. The Board approved a bulk purchase and is waiting for the price.

Item 1622: **Party Room Table Glass Tops** – Two glass tops have been ordered to replace damaged tops.

Item 1625: **Sound System** – Two quotes were received. Scott and Rose-Marie will meet soon with Kim Dawson and Lorne Levy to review the equipment, the prices, and the best solution for short- and long-term upgrading.

Item 1626: **Annual Fire Alarm Contract** – The annual inspection is done in October by Siemens, who currently holds our inspection contract. The Board will tender for the annual inspection contract as the Siemens contract is expiring. Quotes will be requested from Siemens, Pyron Fire Protection Services, and Professional Fire Protection.

Item 1629: **Victaulic Claim** – See decision taken between meetings.

Item 1635: **Garage Walls** – during the winter season, cleaning/dusting of the garage walls will be added to Yves’ schedule if possible.

Item 1637: **Gym Flood** – The emergency repairs are complete, and the gym is open and functional. Kim will ask Service Master if their quote for the additional repairs could be honoured if the work is deferred to January 2024.

Item 1639: **Gazebo Staining** – This will be undertaken in spring 2024.

Item 1640: **Carpet Replacement** – The Board agreed to look at carpet replacement options; this is a Reserve Fund expense.

Item 1643: **Water Alarms** in the gym and locker rooms – Water sensors in these areas require a WI-FI system as they are out of range of hearing for many hours of the day. These are expensive systems.

Item 1644: **Spot Cleaning Contract** – deferred to New Business.

5.2 Marble Master: OCSCC769 was offered a discount if we agreed to amend our plan and have all floor elevator lobbies completed this year rather than over a period of years (\$21,600 vs. \$26,000). Given the current budget overage and the fact that Marble Master has already completed the planned buffing and cleaning for 2023, it did not make sense for the Board to accept this offer at this time.

## 6. Shared Facilities Report:

6.1 Dectron Update: The SFC will ask Roger Tuttle at Urbandale if there was a plan for replacing the Dectron unit, given there is no door large enough to remove or install a unit. Access to the space would require cutting a ‘door’ in the exterior wall, at great expense.

- 6.2 Landscape Plan Update: The committee considers all suggestions/recommendations from owners. The storm damage has been extensive and unexpected. The tree beside the tennis court must be removed; the committee is waiting for a scheduled date. The goal of the plan is to keep the landscaping manageable, requiring low maintenance, yet remain appealing.
  - 6.4 Posting Draft SFC Minutes: The draft minutes of the SFC meetings will be posted on our website following review by the members of the committee.
  - 6.5 SFC Agenda to Board Members: The RG2 Board members do not receive the SFC agenda prior to the meeting. The SFC agenda is not detailed; the SF Action List might be more useful to the directors. In the future Kim will send the RG2 Board members the Action List prior to the SFC meeting so that questions or comments can be provided to the RG2 representatives.
7. Communications Report:
    - 7.1 Library Committee: Barbara de Schulthess has retired from the committee and Claire Harrison has joined. We thank Barbara for her many years working in the library.
    - 7.2 Social Committee: Future activities are posted on the bulletin boards.
    - 7.3 Newsletter: The expected distribution date is November 11.
  8. New Business:
    - 8.1 EV Meeting with Metrosphere: On behalf of the Board Scott thanked the members of the EV Committee for their outstanding research and efforts looking at solutions for RG2. Board members met virtually with a Metrosphere representative; Metrosphere has equipped several similar condominiums. There remain several details to ensure we fully understand the costing and be aware of any hidden or future costs. The next step is an owners' meeting to present the proposed solution, the cost, any incentives that might be available, exactly what owners would be getting, and how many are interested in this solution. A date and time will be set for this meeting.
    - 8.2 Spot Cleaning: Our contract with Spot Cleaning is coming forward for renewal. Spot is requesting a 10% increase for January 1, 2024. Spot was awarded a 10% increase last year as their 2022 increase was 0%. Hiring our own staff would be a cost saving but there could be complications with vacation, sickness, and the weekend half-days. A more comprehensive analysis with respect to financial components is needed. Other cleaning contracts in Kim's condos are asking 3 - 4 %; the Board agreed to have Kim return to Spot Cleaning with a 4% offer for 2024. (Subsequent to the meeting, the Board approved a 5% increase for 2024 as per the 2023 contract.)

Date for Next Meetings: TBD

Owners Budget Meeting: December 6, 7:00 p.m. by Zoom

Adjournment: On a motion by Rose-Marie Batley, the meeting was adjourned at 4:45 p.m. and the room was opened to owners for questions/comments for 30 minutes.

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*Rose-Marie Batley*

Rose-Marie Batley, Recording Secretary