

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

February 22, 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: 28 Owner Observers via Zoom

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1. President André Vinette called the meeting of the Board of Directors to order at 1:03 p.m. with a quorum confirmed. Five Board members, the Property Manager, and 28 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 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 Scott McDermott, seconded by Peter Mitchell, the Agenda as amended was approved. **CARRIED**
  
3. Approval of Minutes:
  - 3.1. On a motion by Rose-Marie Batley, seconded by André Vinette, the minutes of December 9, 2021 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:
    - Statement of Claim Update: The Board has heard from all parties except Urbandale and issued a letter to Urbandale. Until Urbandale responds the Board will not move forward.
    - The Board approved the revised Status Certificate.
    - The annual performance review meetings with staff were held.
    - The 2021 Reserve Fund Study was approved.
    - The garage heater was replaced. **CARRIED**
  
4. Treasurer's Report:
  - 4.1 Review of Financial Statements
    - The Treasurer stated that the January 2022 financial statements would not be discussed in detail but that the results were in line with expectations with no issues to report. January is a month that sees a mix of 2021 and 2022 invoices being paid and it is important to ensure

they are accounted for in the correct year, which is the role of our CMG Accounting team as well as our Auditors.

- The Treasurer then discussed the 2021 year-end preliminary financial statements, which have not yet undergone the audit process.
- For the 2021 year, our revenue ended the year under budget by \$3.9K and this was primarily due to the closure of our guest suite due to Covid.
- Our 2021 expenses are currently under budget by \$5.0K in total. Account level detail was not reviewed at this time as there remain accruals and adjustments required to finalize the 2021 statements.
- Currently it appears we are \$1.1K favourable to our 2021 budget and our current Operating Equity stands at \$36,700.
- Based on the preliminary analysis, once the audit is finalized, it is expected that our Operating Equity at the end of 2021 will be approximately \$30K, which is close to the amount that was forecast during our recent budget process.
- In terms of our Reserve Fund, we ended 2021 at \$2.3M of which \$2.0M is invested in GICs. We have several GICs coming due this year and are anticipating that the Bank of Canada will raise interest rates in early March. This could provide us with better investment rates.

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

### 5.1 Action List:

Item 1136: Energy Audit – The Keller Engineering report was received. The report did not address the specific questions posed to Keller. Kim will reply to the Keller team noting once again our disappointment with their tardiness and inattention to our questions. The Board does not have the information required to determine action with respect to the boilers.

Item 1282: Statement of Claim – Legal counsel is preparing the next letter to go to the companies involved. The letter will be reviewed by the Board prior to distribution.

Item 1343: Elevator Inspection and Buffing – Elevator Car Renovations (ECR) reviewed all four cabs and will prepare a quote for one cab that may require replacement of the skin.

Item 1365: 07 Drop Windows – An engineer (not Keller) will be engaged in the spring to investigate the cause of the etching.

Item 1400: Garage Membrane – The membrane requires more repairs. All vehicles will have to be out of the garage as the membrane needs several days to cure. The repairs will be done in summer 2022 as it is essential to have a dry floor; they will take ~2 weeks to complete. Kim will communicate with the City and RG1 re parking for the RG2 vehicles during the work.

Item 1403: Window Leak – The small leak in a window in one 07 unit is not related to the etching issues. A swing stage is required to repair this leak. Kim was unable to obtain a date for this past fall; work will be scheduled with the swing stage presence in the spring.

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

Item 1423: Booster Boilers – there is an issue with the boiler on the 7<sup>th</sup> floor and the boiler boosters on floors 7 and 14 as they are not designed to function as needed. Kim will ask 2-3 reliable plumbing companies to look at the system and make recommendations. If needed, an engineer will be engaged.

Item 1426: Electrical Panel Cleaning and Torquing – Divcor Electrical quoted \$2950 + HST to perform this maintenance, which is required every 5 years. On a motion by Rose-Marie Batley, seconded by Peter Mitchell, the quote was approved. **CARRIED**

Item 1427: AGM Draft Minutes – Board members should send any corrections to Kim and if they are accepted, the draft minutes will be posted and distributed to the owners.

6. Shared Facility Report:
    - 6.1. Festive Lights: The cost to install and remove the lights is ~6000. The installer must hold a \$2M insurance. There is some additional cost relating to replacing some lights. We investigated other companies; however, the cost was ~\$25,000 and we had to supply the lights.
    - 6.2. Sharing the Party Rooms: Residents from RG2 and RG1 are interested in opening their respective party rooms only to residents of either building for shared activities such as bridge, movie nights, etc. Kim will prepare a protocol for this use to go to all owners in each building. No visitors will be allowed in the first stages.
  7. Director of Communications Report:
    - 7.1 Library: Running well. Looks great.
    - 7.2 Social Committee: Events will be posted on the bulletin boards and by email. The committee requested a meeting with the Board; this will be held when we are able to meet in person.
  8. New Business:
    - 8.1. Pigeons: Three pest control companies were consulted. Steve installed a trap on the roof to no avail. Kim asked other property managers for any successful strategies. There is some risk of disease from the droppings. Peter has had success trapping the pigeons when they are held hostage in enclosed balconies.
    - 8.2. Electric Charger Rebate & Charging Station Committee: A committee (Scott McDermott, Mac Jewett, Kim Dawson, John Murphy, and Lorne Levy [chair]) is investigating the many changing factors affecting a Board decision on addressing EV charging stations. A preliminary information meeting will be scheduled with the Board in the coming weeks.
    - 8.3. City of Ottawa Composting in Multi-unit Residences: The City is coordinating mandatory composting in condominiums; however, the timing is not yet confirmed. Kim recommended waiting for the City's information and direction likely available in May. RG1 has provided owners with compost containers; Kim will inquire how the project is working.
    - 8.4. Pool Update: City inspections of our pool are held without notice. On the most recent inspection it was noted that our signage needed correcting to specifically state the maximum number of bathers to be 10 according to City regulations. The maximum depends on the size of the pool and whether there is a lifeguard. Water activities with a licensed instructor or coach can have a maximum of 25 bathers.
    - 8.5. Baxtec renewal: On a motion by Rose-Marie Batley, seconded by André Vinette, the Board approved the renewal of the Baxtec contract with OCSCC 769 at \$15458 (including HST), an increase of 2.8%. **CARRIED**
    - 8.6. Guest Suite Opening: The Guest Suite will open to owners with expectations re vaccinations and masks (to be worn in all common element areas). It is the responsibility of the owners renting the guest suite to ensure guests are fully vaccinated. Extra time will be needed to clean and sanitize between bookings so availability may be reduced. Should a guest test positive for Covid, s/he must quarantine in the suite. Owners renting the suite must agree to the additional protocols. Contact the front desk on or after March 1 to make a booking.
  9. Date for Next Board Meeting: TBD April 28 at 1:00 pm, in the Party Room if possible.
- Adjournment: On a motion by Rose-Marie Batley the meeting was adjourned at 2:35 p.m.

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Rose-Marie Batley, VP, Secretary