

OTTAWA-CARLETON STANDARD
CONDOMINIUM CORPORATION # 769

July 9, 2020

Minutes of Meeting

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

OTHER: Kim Renwick (Property Manager, CMG)

In Attendance: None

1. President André Vinette called the meeting of the Board of Directors to order at 1:00 p.m. with a quorum confirmed.
2. On a motion by Peter Mitchell, seconded by Scott McDermott, the Agenda as amended was approved. CARRIED
3. Decisions Taken Between Meetings: On a motion by André Vinette seconded by Scott McDermott, the following decisions taken between meetings were approved:
 - 3.1 Marble Master was approved for the restoration of the main floor and elevator floors. We are waiting to be scheduled for service.
 - 3.2 A letter was sent to all owners regarding the rescheduling of the AGM.
 - 3.3 A letter was sent to all owners regarding the opening of amenities.
 - 3.4 An interim report on the gasket removal was sent to all owners.
 - 3.5 The smoking sign at the Gatehouse was relocated. CARRIED
4. Treasurer's Report: Financial Highlights to May 31, 2020
(YTD) **Total Revenue** is \$3.7K under budget (Guest Suite revenue down), at \$660.1K, while YTD **Total Expense** is \$20.4K over budget, at \$703.8K, leaving a YTD **operating deficit** of \$42.9K versus a **budgeted deficit** of \$18.9K.

As of May 31, the major favourable contributors to the expense variances were Shared Facility expenses (\$8.1K), Window Cleaning (\$6.0K), Employee Benefits (\$3.4K) and Professional expenses (\$1.3K). Please note that as of the end of May, we have a benefit of \$3,086 as a result of the Temporary Wage Subsidy for Employers (Federal Covid-19 Assistance Program).

Unfavourable variances arose from Utilities (\$17.0K), Repairs and Maintenance (\$12.2K), Elevator expenses (\$5.5K), Cleaning expenses (\$3.6K), Generator expenses (\$2.5K), and Fire Alarm/Hydrant expenses (\$2.2K).

I remain comfortable with our financial position. While our Operating Deficit overall is well over our budget (\$24.1K over), our gas expense remains the primary driver (\$21.3K over budget) and is the result of a budget issue. Our actual gas usage for the first 5 months of 2020 is actually lower than the same period in 2019.

At May 31, 2020, our OCSCC 769 **Reserve Fund** stands at \$1.73M (\$1.6M being held in GICs). Reserve expenditures YTD are \$285.9K composed primarily of Mechanical (Sediment Project - \$168.2K), Elevator Expenses (\$55.7K), Heating Pumps (\$25.0K), Windows (\$20.6K), and Boiler Repairs (\$13.1K).

5. Director of Operations/Property Manager's Report

5.1 Action List:

Item 1136: Boiler Quotes – A meeting with Baxtec, the Board, Steve, and Kim will be scheduled once the emergency orders are rescinded to review the boiler renewal options.

Item 1157: Balcony Railing Painting – An engineer will be engaged for a recommendation once the emergency orders are rescinded. Possible completion in Spring 2021.

Item 1184: Ramp for Shut-off in garage ramp – Universal was approved for the installation of this ramp and will complete as soon as possible.

Item 1185: In-Suite Shut-offs – We hope to be able to complete the inspection of the suites and finalization of shut-off locations in September.

Item 1198: Shaw/Freedom Mobile Contract and Roof Request – a roof inspection and review will be undertaken prior to making a decision regarding the roof requests. Shaw is honouring the agreed rental conditions. Kim will inquire when the white satellite dishes on both buildings will be painted to match the antennae and be less visible.

Item 1208: Flood Repairs – Kim is scheduling these repairs while consulting with owners as owners will need to relocate from their units during the floor repairs.

Item 1213: Bilingual Elevator Voice Messages – As the item is not considered urgent, installation will not occur until after the cancellation of the emergency orders.

Item 1227: Insurance Appraisal – The insurance appraisal quote for both buildings and the shared facilities has been approved and the appraisal is underway.

Item 1249: Sediment – Steve checked the main strainers and no sediment was evident. This is a change from previous checks and good news. It will take some time for the debris to flush throughout the building.

Item 1258: Tennis Court Visitors – The SFC representatives will approach the RG1 reps to consider this request.

Item 1259: Glazing Insurance – The Board confirmed the requirement (as outlined in By-law 6) that owners with balcony glazing must carry liability insurance (minimum \$2,000,000). Proof of such insurance must be provided to the Property Manager annually.

Item 1260: Fence at garage entrance to RG2 - This fence will be replaced with a PVC fence. Moved by Peter Mitchell, seconded by Scott McDermott to approve the Regional quote of \$5750 + HST for the materials and installation of said fence. CARRIED

5.2 Opening Amenities: The City inspector gave approval to open the pool at this time. The locker rooms and gym are to remain closed as per City directions. In order to open the locker rooms, they would require cleaning every ½ hour. A communiqué will be sent to all owners.

5.3 Masks: Most condominiums are encouraging residents to wear masks in the common areas. Legal advice is to encourage this practice. A communiqué will be sent to owners encouraging the wearing of masks.

6. Shared Facility Report:

6.1 The Shared Committee is considering acquisition of a chemical feeder for the pool that will balance chemicals automatically. A recommendation will come to both Boards for approval.

6.2 RG1 Cliff – Kim will check with the landscape architect whether the mulch on the cliff is likely to be washed away in a heavy rain and if a covering mesh may be required.

- 6.3 RG2 bed at garage entrance – this bed will need to be attended to as it has a propensity to wash away and water leaks into the garage stairwell. Kim is following up.
- 6.4 Tree at RG2 entrance – the tree at the exit of the driveway in front of RG2 is a safety hazard that has been brought to the attention of the Board more than once. Kim will get a quote to remove the trees and a recommendation for replacement; this will be taken to the SFC for consideration.
- 7. Director of Communications Report:
 - 7.1 Library: Peter will speak with Marian regarding a request for library bins for return and donation of books and bring a recommendation to the Board.
 - 7.2 Social Committee: no functions are planned at this time.
 - 7.3 Newsletter Items: P-trap checks will be added to the newsletter that Peter is preparing for distribution later in the summer. Additional items should be sent to Peter.
- 8. New Business:
 - 8.1 Patio Furnishings: Several residents are using the patios at the BBQ area and by times there is insufficient table seating to accommodate physical distancing. On a motion by Peter Mitchell, seconded by Scott McDermott, the Board approved the purchase of an additional table, six chairs, and cushions similar to the garden furniture on site, not to exceed \$2500. CARRIED
- 9. Date for Next Board Meeting: August 20, 2020 at 10:00 a.m.

Adjournment: On a motion by Rose-Marie Batley the meeting was adjourned at 3:32 p.m.

Rose-Marie Batley, VP, Secretary

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

During the state of emergency there will be no open meetings.