

OTTAWA-CARLETON STANDARD  
CONDOMINIUM CORPORATION # 769

February 13, 2020

MINUTES OF MEETING

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

ABSENT: None

In Attendance: Kim Renwick, Property Manager, CMG

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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.
2. On a motion by Peter Mitchell, seconded by Rose-Marie Batley, the Agenda as amended was approved. CARRIED
3. On a motion by Peter Mitchell seconded by André Vinette, the In Camera Minutes of the meeting of December 12, 2019 were approved as amended. CARRIED  
On a motion by Rose-Marie Batley seconded by Scott McDermott, the In Camera Minutes of the meeting of December 20, 2019 were approved. CARRIED  
On a motion by André Vinette seconded by Peter Mitchell, the Minutes of the meeting of December 12, 2019 were approved as amended. CARRIED
4. **Decisions Taken Between Meetings:** On a motion by Peter Mitchell seconded by Scott McDermott, the decisions taken between Board meetings were ratified. CARRIED
  - 1) The decisions included: 1) to leave the Christmas lights on until the end of Winterlude a decision made by SFC and approved by both Boards for this year; 2) to send the Concierge Weekend Hours Survey to owners ; 3) to pay OCSCC667 \$5000 for their redundant fire alarm system parts that will fit our system; 4) to distribute the final budget to owners; 5) to pay the costs (\$1350 + tax) for damage to a Novatech vehicle caused by a garbage bin; 6) to contract with Novatech to commence repairs for damage from the flood; 7) to obtain a legal opinion regarding depreciation costs for replacement of flooring and painting related to damage from the flood; and, three additional in camera items were approved.
5. **Treasurer's Report:** (Scott)
  - 5.1 2019: The preliminary financial statements indicate our expected year-end surplus of \$20,000. Adjustments including accruals need to be assigned to these statements.
  - 5.2 2020: There are no Financial Highlights for January 2020 as yet. Preliminary January month-end results need adjustments returned to 2019 financial statements.
  - 5.3 Kim created a new General Ledger Account for expenses related to the Lar-Mex accidental flooding. Kim will submit the invoices incurred to Lar-Mex for reimbursement.

**6. Operations Report (Property Manager and Director of Operations):** (Larry Boisvert, Kim Renwick)

**6.1 ACTION LIST:**

- i) #1136 Boiler Upgrade: The Keller Report was received February 12, 2020. Kim and Board members will review. A meeting with Eugene Szutka, Kim, Steve, and available Board members will be scheduled in April.
- ii) #1157 Paint on Balcony Railings: Still seeking a company to paint the railings. ETA is spring 2020.
- iii) #1184 Shut Offs and #1185 In-Suite Shut Off Valves: Steve asked that these items be deferred to his return. The Board agreed.
- iv) #1187 Concierge Hours: 94 surveys returned, 61 in favour of status quo, 32 to return to original weekend hours, and 1 to change only Saturday hours. The Board accepted the results and the status quo will remain in place. Kim will inform the owners of the results and the decision.
- v) #1198 Shaw/Freedom Mobile: FM is now owned by Shaw. Shaw has asked permission to place additional antennae on the 769 roof. Board members, Kim, and Steve will meet in the spring to review requests.
- vi) #1208 Flood: The Lar-Mex insurance coverage allows for depreciation, specifically for hardwood flooring and painting. This differs from the coverage required through our Declaration, which covers repair/replacement to standard unit status and does not include depreciation. Our lawyer confirmed that Lar-Mex's insurance is allowed to include depreciation. Novatech has started work on the units not requiring hardwood replacement. Kim will contact the owners of the 4 units requiring hardwood replacement to acquire specifications so the hardwood can be ordered. All communication with Intact, Lar-Mex's insurance company, will be through Kim. Owners will send invoices to Kim for expenses relating to flood damage and she will forward them to Intact for consideration. Owners of those units affected will be kept current by Kim on the status of work. Insurance coverage details will be reviewed carefully in all future contracts although application of depreciation rates is common in business insurance plans.
- vii) #1209 Building Superintendent Leave: Steve will be present in the building beginning February 18.
- viii) #1213 Bilingual Elevator Messages: ThyssenKrupp has been contacted regarding this request. No response received as yet.
- ix) #1216 Balcony Glass: A broken panel of glass under a balcony railing will be replaced.
- x) #1220 Leak in Units 705 and 605: The damages caused by Lar-Mex in these two units will be repaired with reimbursement by Lar-Mex, not by Intact.

6.2 Annual Maintenance Contract for Boilers: On a motion by Peter Mitchell seconded by Scott McDermott, the Board approved the renewal of this contract with Baxtec for \$12,975 + HST, a 2% increase over the previous contract. CARRIED

6.3 Dryer Fan Repair/Replacement: Quotes from Baxtec for repair and replacement of this equipment were received: Repair - \$4358 +HST with the system shut down for 24 hours; Replacement - \$7956 +HST with the system down for 8 hours. On a motion by Peter Mitchell seconded by André Vinette, the Board approved the replacement of the system. CARRIED

6.4 Elevator Door Buffing Cabs 1 & 2: Steve will work on this when he returns.

6.5 Updated Master List of Owners: Kim will update and distribute to Board members.

**7. Shared Facilities Report:** (Rose-Marie, Peter)

7.1 The southern cliff (South end of RG1 building) has some erosion issues. The specifications for the repairs have been approved by the SFC. Kim will ask for quotes. Responses to the RFQ will come to the SFC and the Committee will make a recommendation to the two Boards.

7.2 The SFC agenda will be distributed to all Board members by Kim in advance of their meeting.

**8. Communications, Library, and Social Committee: (Peter)**

8.1 Social Committee: Twelve residents attended the February Coffee Klatch. There is a dinner at Vittoria Trattoria for residents who register; attendance is limited (contact Denise Dawson). There will be a St. Patrick's Day Happy hour on March 23 in the Party Room.

8.2 Library: Owners using the library for functions that include guests must follow the condominium rules. Guests' coats, etc., are to be left in the host owner's suite, not in the library. The library is open 24 hours to owners and cannot be booked. Any infractions of the library rules reported to Kim will be addressed with the owner involved.

**9. New Business**

9.1 Implementation of Non-smoking Rule: Both Boards have approved there is to be no smoking on the grounds. There is a bilingual sign at the Gatehouse. The RG1 Shared representatives will be asked to approve a smaller posting to be put on the guest entrance arm. Infractions of those smoking on their balconies should be reported to Kim for action.

9.2 Hot/Cold Water Balancing: The pressure release valve on the 7<sup>th</sup> floor booster has failed resulting in problems in balancing hot and cold water from the 7<sup>th</sup> floor down. The valve will be replaced February 18. The mixing valves in the mechanical systems may have sediment blockages. This will be investigated to determine if the valves need cleaning. Baxtec will change the taps in the car wash bay so that individuals can adjust the temperature of the water used.

**10. Date for Next Board Meeting:**

April 23, 2020 at 1:00 p.m.

**Adjournment:** On a motion by Rose-Marie Batley the meeting was adjourned at 2:33 p.m.

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Rose-Marie Batley, VP, Secretary

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

1601 Brian O'Driscoll – suggested including the cost for 4-hour concierge coverage to those renting the Party Room if the rental will exceed the current concierge hours.

1305 Jill Stewart – there have been enough surveys on concierge hours with the same result. Please stop.

708 D Arnoni – (representing the owner) when will the 7<sup>th</sup> floor hallways be finished? {The ceiling will be finished within a week; the locker repairs are being scheduled and depend on the owner's presence or provision of a key.}

708 D Arnoni – (representing the owner O T) asked if the Gatehouse guard could let people in when the concierge is not present at the front desk. {This is only allowed if the guard has admitted the approved guest though the entrance and the concierge has informed the gatehouse guard that s/he is not at the front desk.}

1707 Lorne Levy – supports the smoking rule and a sign placed on entrance arm

306 Fred Stalder – the incidence of smoking has reduced in the past 2 years

1408 Barry Leach – was there any increase in the cost of Christmas lights this year? {No}

602 Marian Robinson – rocks are being placed at the front exit doors from the stairwells to prop them open. Do the concierges check this on their rounds?

602 Marian Robinson – swept the garage floor at the entrance and there were several cigarette butts among the dry leaves; supports enforcement of the non-smoking rule.

602 Marian Robinson – is the list of residents needing assistance in case of fire kept current? {Yes, the concierge updates the list.}

602 Marian Robinson – wants owners to read the Handbook as rules should be followed. {They are encouraged to read it.}

1903 Diane Preston –concerned about additional antennae and possibility of increased radiation; doesn't think the revenue obtained is worth the risk. {The Board and Kim will be meeting with Shaw to answer several of their questions concerning the Shaw request and questions concerning radiation risks will be included.}

1505 Anthony Stewart – asked about information to owners on the location of the shut-off valves in their units. {Steve has completed the inventory and the information is being laminated to give to owners. The location of the shut-off valves varied from unit to unit, even among those of the same model.}

1601 Brian O'Driscoll – there are several benefits to 769 residents and others from the antennae on the roof.

502 Kay Stanley – kudos to the company doing the snow ploughing this year. She appreciates the use of smaller equipment as it has been much quieter.