

OTTAWA-CARLETON STANDARD
CONDOMINIUM CORPORATION # 769

April 25, 2019

Final MINUTES OF MEETING

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

In Attendance: Kim Renwick, Property Manager, CMG

- 1) President Rose-Marie Batley called the meeting of the Board of Directors to order at 1:00 p.m. with a quorum confirmed.
- 2) **Approval of the Agenda**
On a motion by Andre Vinette seconded by Scott McDermott, the Agenda of the April 25, 2019 Board meeting was approved. **MOTION CARRIED**
- 3) **Approval of the Minutes**
 - 3.1. On a motion by Scott McDermott seconded by Andre Vinette, the Minutes of the December 13, 2018 Board meeting were approved. **MOTION CARRIED**
 - 3.2. Decisions made March 14, 2019
 - a) On a motion by Rose-Marie Batley seconded by Irmela Murphy, the Board engaged Jim Davidson to edit the status certificate and prepare a draft letter to owners. **MOTION: CARRIED**
 - b) On a motion by Andre Vinette seconded by Irmela Murphy, the Board directed Kim to prepare specifications and oversee the replacement of the rubber connectors in the water distribution system with copper. **MOTION: CARRIED**
 - c) On a motion by Rose-Marie Batley seconded by Irmela Murphy, the Board agreed not to engage the insurance company at this time. **MOTION: CARRIED**
 - d) On a motion by Rose-Marie Batley seconded by Irmela Murphy, the Board approved Jim Davidson to commence with a statement of claim including Victaulic, Urbandale, City of Ottawa and potentially more at a cost up to \$5000. **MOTION: CARRIED**
 - e) On a motion by Andre Vinette seconded by Irmela Murphy, the Board approved to supply two other firms with the MAL and EUROFIN reports in order to obtain a second/third opinion(s) on the findings. **MOTION: CARRIED**
 - f) On a motion by Irmela Murphy seconded by Scott McDermott, the Board agreed to engage Keller to investigate the best known filtration system options specifically for our potable water system to address the black particle issue. **MOTION: CARRIED**
- 4) **Business Arising from the Minutes**
 - 4.1. Upgrading Picture in Elevator Lobbies – report not available yet.
 - 4.2. Humidity in Elevator Lobbies – Scott and Larry to meet. **Action: Scott; Larry**

4.3. Defibrillator Demonstration(s)

Kim will organize a second training session this May.

Action: Kim

4.4. Owner Request that the temperature of the pool be raised to 84 degrees.

Done. Concern was again expressed re the safety issues surrounding pools of water in the halls and elevators due to people not adequately drying off. A request will again be placed in the Newsletter.

4.5. Update re Lock Box for Keys to Party Room Cupboards

Keys are available in the lock box in the kitchen. Owners receive the combination code on day of rental. Information in this regard will be in the next Newsletter.

4.6. Owner's Request that Information re Cost for Owners to Obtain Power for a Charging Station at His/Her Parking Spot

Kim will draft a Communique to Owners.

Action: Kim

4.7. Update re Lumon's Solution for Balcony Glazing to Comply with RG2 By law

The Board approved Lumon's solution of a 6" wide fixed panel containing a 6" screen. A reminder will be placed in the next Newsletter re the process should an owner want to obtain glazing or make other changes.

Treasurer's Report

5.1. Riverside Gate II Condominium Corporation OCSCC # 769

FINANCIAL HIGHLIGHTS TO MARCH 31, 2019

Summary:

(YTD) **Total Revenue** is \$2.2K under budget, at \$385.4K, while YTD **Total Expense** is \$16.5K over budget, at \$415K, leaving a YTD **operating deficit** of \$29.6K versus a **budgeted deficit** of \$10.9K. Many of these variances are due to early year timing variances which are being monitored closely.

As of March 31, the major favourable contributors to the expense variances were discretionary expenses (\$5.0K), employee wages (\$3.6K), and window cleaning (\$3.5K).

Unfavourable variances arose from repairs and maintenance (\$18.8K), utilities (\$7.7K) and cleaning expenses (\$2.0K).

At March 31, 2019, our OCSCC 769 **Reserve Fund** is at \$1.72M (\$1.625M being held in Non-Registered GICs). Reserve expenditures YTD are \$22.1K.

It was noted that gas costs are significantly over budget. It was agreed that Kim prepare a report indicating Actual gas costs and consumption for the current year and past few years. Kim was asked to obtain information from Frank (RG1) for comparison.

Action: Kim

5.2. Update re 2018 Audit

The 2018 audit is proceeding on schedule. There are no surprises.

6. Operations Report (Property Manager and Director of Operations)

6.1. Update re Black Particle Sediment

Larry Boisvert as well as other Board members have spent considerable time researching and obtaining information. The Board developed two Plans. Plan A is a detailed plan involving additional investigative steps. Plan B provides for more immediate replacement of all rubber connections in the water distribution system. The rubber connectors are the suspected source

of the black particles in the water. In the interest of the health of Owners, the Board is proceeding with Plan B. Plan B is as follows:

- i) Hire Keller Engineering to prepare the technical specifications needed for the replacement of all rubber connectors with metal either soldered or crimped. This should also give us costing.
- ii) Obtain the "As Built" drawings of the water distribution system from the installer to confirm that all the "Butterfly" valves have been replaced.
- iii) Drain the hot water tank and inspect the liner that was installed in 2013.
- iv) Meet with and Inform Owners of progress on May 22, 2019 at 7:00 p.m.

6.2 ACTION LIST:

333 Urbandale Deficiencies & 1001 Major Inspections - There are still a few units still to be inspected by Steve. Once the inspections are complete, Kim will prepare a summary report with recommendations. **Action: Kim**

542 Sediment – Addressed in 6.1.

916 Elevator Inspection – On a motion by Andre Vinette seconded by Larry Boisvert, the Board approved to proceed this year with the four recommended elevator upgrades by Solucor.

Action: Kim

989 Security Audit – With regard to the Move In Rooms doors it was suggested the concierges check them every couple of hours as an interim measure.

Action: Kim

With regard to the gatehouse, the installation of a sensor that alerts gatehouse staff to people walking it requires RG2 Approval, and it must be referred to Shared.

Action: Kim

1034 Etched Windows – Kim will make arrangements for Larry to view the replacement window.

Action: Kim/Larry

1083 Balcony Glazing – The Board approved the Plan by Lumon

1088 Freedom Mobile – Negotiations for a new contract will begin in April. It was suggested that we ask Freedom Mobile for their proposal as a starter.

Action: Kim

1111 Signage – Once the Board has approved a smoking policy, it will proceed with appropriate signage.

Action: Kim

1119 Smoking – The Board is currently seeking legal advice and plans to develop a consultation plan later this spring.

Action: Kim

1127 Cars: EV Charging Stations – Addressed in 4.6.

1136 Quotes (Boilers) – the Board directed Kim to prepare a report identifying actual gas costs including consumption rates compared to those in RG1 over a number of years.

Action: Kim

1143 Mice – Kim indicated that one unit has been experiencing problems with mice. The Board agreed that the entire building including under the balconies on the north side be sealed.

Action: Kim

1144 2018 Audit – Addressed in 5.2.

1146 Flood – the Board agreed in principle to cover the amount in addition to the owner's deductible internally. A decision will be made once we know actual cost.

1148 Garage Leak – The garage exhaust vent near the pool is leaking and will have to be fixed.

7. Shared Facilities Meeting Report to OCSCC769:

April 10, 2019

1. SF Financial Report

- a. There was a small surplus at the end of February resulting from accruals to 2018 financial statements that were paid in 2019. The 2018 year-end surplus of \$ 14K will become a deficit of ~ \$2000. Kim has told the CMG Property Accountant not to close the year-end financials until approved by the Property Manager.

2. Property Manager's Report

- b. #4 – Neither RG1 nor RG2 has a structural issue. Options for the RG1 cliff repair will be in a proposal from the landscape architect, James Lennox, after he has had a chance to observe the drainage paths when it is raining. Planning and design can be undertaken this summer and fall; however, it is too late to have work, other than possible tree planting begin until 2020. The committee discussed the problem of insufficient volunteers for spring annual planting and decided to forego annuals for this year until the landscape plan was approved.
In discussion, dismay was expressed that annuals would not be planted this year. Irmela noted that the issue of lack of volunteers did not apply to the one day planting of annuals. Concern was expressed when it was clarified that the Landscape Architect has been hired to develop a plan for the entire property to “reduce maintenance costs” and eliminate “difficult plants”.
After the Board meeting, RG1 and RG2 Shared representatives agreed that annuals will be planted this year as in previous years.
- c. #74 – We are waiting for quotes on the deck patio repairs at RG1 and RG2.
- d. #75 – Kim will obtain quotes for painting the wrought iron fence. Hand-painting could be costed into the operating budget; sandblasting and painting would require a reserve fund expense.
- e. #96 – Pedestrian Crossing signs will be posted as a deterrent to speeding. Both 667 and 769 Boards have approved installation.
- f. #98 – Gatehouse Receiver: The position of the sensor is not the problem that causes the residents' gate not to lift. The vehicle must be at a certain spot on the pavement to activate the arm; too close or too far will not succeed. This will be communicated to owners in a newsletter.
- g. #101 – Christmas Lights: All Christmas lights will be removed this year. Some of the trees are too tall for installation of lights other than with a professional company. Charges for these companies are ~ \$29,000 for fewer trees covered. SFC does not support hiring a professional company.
- h. # 95 – The second columnar spruce at the RG2 canopy entrance is dying.
Irmela indicated that insofar as the tree's leader seems to be okay and that the tree was coming out in bud, it may survive.
- i. #103 – Draft Audit: The 2018 draft audit was accepted by SFC.
- j. #108 – True Green: The renewal of the contract for fertilization was approved for a period of three years. The grounds will be aerated this year.

3. New Business

- a. SFC decided to rotate meetings on an annual basis. 2019 meetings will be at RG2 and 2020 at RG1. The chair and recording secretary will be RG2 members in 2019, RG1 members in 2020, and will rotate annually.

- b. SFC minutes are to be posted on the websites of both 667 and 769. The Board summary prepared for RG2 will be shared with RG1 via their president.

4. **Dates for Next meeting:** June 19, 2019 1:00 p.m. at RG2

8. Communications, Library, and Social Committee (Director of Communications André Vinette)

Upcoming events are:

Coffee Klatch	May 6th th	10:30 A.M.	Party Room
Happy Hour	May 17 th	5:00 P.M.	Party Room

9. New Business

9.1. 2019 AGM

Date: June 27th at 7:00 p.m.

Registration begins at 6:30 p.m.

Action: Kim

9.2. Party Room Key

The Board agreed that when someone rents the Party Room and is paying for the whole day, they should be able to lock the door.

9.3. Owners' Handbook Revision

A Revised handbook will be available once a policy re smoking has been approved.

11. Date for Next Meetings:

Next Board Meeting: May 16th 1:00 P.M.

11. Adjournment

On a motion by André Vinette, the meeting was adjourned at 3:33 p.m.


Irmela Murphy, Secretary

Topics Mentioned at Open Session NOT Part of the Official Minutes

204 Peter Mitchell – noted that the balcony railing that he scraped and painted last year has held up beautifully. Peter asked whether the Fire Marshall had been consulted re whether the upper garage exit on the west side of RG2 was a Fire Exit.

Action: Rose-Marie

302 Jens Skafte – suggested that the motors and dampers on the lower garage floor air intake and exhaust could be reversed and thus reduce the amount of dust/dirt in the lower garage.

Action: Kim

1106 Gail McGuire – asked why the garage was so warm in the winter and why the car wash used hot water. She suggested that the Board consider a survey of Owners re a uniform blind on balcony glazing. The informal agreement with RG1 was noted. The Board will discuss this at a future meeting.

302 Jens Skafte – suggested that owners could block the sun using a blind similar to that used by hospitals.

205 Gilles Contant – noted that he had 14 mouse traps and caught 4 mice in his unit. He expressed concern re the risk of electrical fire insofar as not all ceiling cables were covered. Kim indicated that a

pest control company had been in, and Steve had inspected the ceilings in 205 a week ago. Kim will get the pest control company back in and Steve will continue to monitor.

Action: Kim

806 Linda Bowering – noted that the car wash light timer was not working. She also indicated that a lot of garbage in the big bins seems to remain in the bins even though they have been dumped into the garbage truck. Kim indicated that the bins as well as the garbage chutes are regularly cleaned. Linda also mentioned since Shared was developing a plan for the landscape of the property, would they consider a butterfly garden. Kim indicated that the goal of such a plan was a more maintenance-free landscape and that suggestions should be sent to her.

502 Kay Stanley – expressed concern re the area in front of the gatehouse on the north side that has been dug up by Bell. Kim indicated that she has been in contact with Bell. Kay also noted the pot holes just outside the property. Kim indicated that we will fix them and not wait for the City.

1407 Clive Wolff – asked if there was a way to change the Board's liability and cost when a water flood was the fault of an owner. Rose- Marie indicated that she will follow-up with Jim Davidson.

Action: Rose-Marie

Clive expressed concern that the cost to owners to have an EV charging station in their parking spot will be very unequal. With regard to balcony glazing Clive noted that there has been a recent 07 glazing that was exactly the same as the original ones. Re the renewal of the Freedom Mobile contract, Clive stated that in order to get Freedom Mobile to pay what they owed us we had agreed to renew the contract for 5 years with a 3% increase each year. With regard to security, Clive indicated that there was to be a camera mounted on the garage wall. He also expressed concern re the parking on both sides of the garage driveway that occurred on Wednesday. Clive also indicated that he had not received any follow-up from Kim re his suggestion that the steam room be converted into a dry sauna.

Action: Kim

1305 Jill Stewart – queried the length of time that the Christmas lights were up this year and indicated that she was happy that there would be a shorter period in years to come.

1505 Anthony Stewart – asked for quicker feedback regarding the unit shut off valves.

207 John Murphy – indicated that he did not recall ever getting any info re the cleaning of the garbage chutes. He suggested that since setting a pool water heater at a certain temperature does not mean that that will in fact be the temperature of the water and that a thermometer be installed in the water. It was indicated that this would have to be approved by Shared and also that thermometers have disappeared in the past.

706 Norm Slover – expressed concern re the black particle sediment. He asked if the City had tested RG2 water. Larry indicated that the water entering our building was considered to be potable by the City of Ottawa. Larry noted that the Board has approved and is proceeding with Plan B as outlined in the Minutes. Norm stressed that the Board move forward with some urgency to replace the rubber connectors. Larry indicated that the Board has scheduled an Owners' meeting on May 22nd at which time he believes that it will have the necessary information including costing to present to owners. Norm noted that 769 has never had a special assessment and that it might be appropriate in this case. It was indicated that once we have exact costs the Board will be in a position to make a decision.

801 Judy Weinstein – asked whether people can drink the water. Yes as long as you are not drinking the bath tub water. Larry indicated that the problem was not evident everywhere.

1407 Clive Wolff – indicated that the first time he has ever observed black particles in his unit was when the hot water had been turned off centrally and then turned back on.

306 Fred Stadler – asked that information re the recent water flood incident involving a washing machine be made available to residents so that others could take steps to avoid this occurring in their units. It was clarified that the resident had not heard the water sensors.

