

OTTAWA-CARLETON STANDARD
CONDOMINIUM CORPORATION # 769
December 13, 2018
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 1:02 p.m. with a quorum confirmed.

- 2) **Approval of the Agenda**
The Agenda was amended to include 9.5. Code of Ethics. On a motion by Scott McDermott and seconded by André Vinette, the Agenda of the December 13, 2018 Board meeting was approved. **MOTION CARRIED**

- 3) **Approval of the Minutes**
On a motion by André Vinette seconded by Larry Boisvert, the Minutes of the October 10, 2018 Board meeting were approved. **MOTION CARRIED**
Decisions made between Board Meetings
 - a) **Approval of the Shared Facilities 2019 Budget**
On a motion by Rose-Marie Batley seconded by Larry Boisvert, the Shared Facilities 2019 Budget was approved. **MOTION: CARRIED**
 - b) **Approval of Existing Concierge Hours**
On a motion by Rose-Marie Batley seconded by Scott McDermott, the Board approved continuation of the existing Concierge Hours. **MOTION: CARRIED**
 - c) **Year End Staff Incentives**
On a motion by Larry Boisvert seconded by André Vinette, the Board approved the Year end Staff Incentives. **MOTION: CARRIED**

- 4) **Business Arising from the Minutes**
 - 4.1. Update from Lumon re their Solution for Balcony Glazing that complies with the RG2 By Law.
A Response from Lumon has not been received to date.
 - 4.2. Humidity in Elevator Lobbies
Scott and Larry will meet in this regard in early January. **Action: Scott; Larry**
 - 4.3. Charging Stations for EVs and Hybrids
It was confirmed that RG1 Owners are able at their expense to have 110 v charging at their individual parking spots. It was noted that RG2 has the electrical capacity for Owners to have 110 v – 120 v charging as well.
 - 4.4. Solucore Recommended Upgrades

Kim indicated that two mandatory items re the elevators are still outstanding namely, the Replacement of the Car Top Railing, and the Emergency Power testing required by the TSSA. On a motion by Rose-Marie Batley seconded by Scott McDermott, the Board approved the replacement of the 4 Car Top Rails. **MOTION: CARRIED**

Emergency Power testing will be done in January/February and will require that elevators be shut down (one at a time). Residents will be notified in advance. **Action: Kim**

4.5. Acceptance of the Sieman's Investigation Report of the BAS and Gas Consumption

The Board accepted the Report. The Board agreed with the finding that the Board cannot recover extra gas consumption costs from Carmichael. On a motion by Larry Boisvert seconded by Scott McDermott, the Board agreed that the item is closed and approved payment. **MOTION: CARRIED**

4.6. Acceptance of Keller's Report re the Balcony Railing System

The supports for the Balcony Railing System will be included in the items to be checked by Steve.

Treasurer's Report

5.1. Financial Highlights to November 30, 2018

Summary:

(YTD) **Total Revenue** is \$14.4K over budget, at \$1.39M, while YTD **Total Expense** is \$31.2K over budget, at \$1.43M, leaving a YTD **operating deficit** of \$35.6K versus a **budgeted deficit** of \$18.8K. The major favourable contributors to the expense variances were shared expenses (\$13.1K), utilities (\$11.1K), and fire alarm/hydrant expenses (\$4.1K).

Unfavourable variances arose from repairs and maintenance (\$48.4K), cleaning (\$6.6K), and elevator expenses (\$4.3K). The large unfavourable variance in repairs and maintenance is due primarily to a pending transfer of the garage membrane repair expense to the reserve fund (\$28.6k) as well as a one-time flooring repair (\$9.4k) incurred in November.

At November 30, 2018, our OCSCC 769 **Reserve Fund** is at \$1.66M (\$1.53M being held in Non-Registered GICs). Reserve expenditures YTD are \$74.6K. The **Shared Facilities Reserve Fund** is at \$88.0K, with \$10.0K in expenses YTD.

5.2. Approval of the 2019 Budget

On a motion by Scott McDermott seconded by Larry Boisvert, the Board approved the 2019 Budget with a 2.9% increase in condominium fees. **MOTION: CARRIED**

5.3. Modification of GIC Investment Protocol

Scott McDermott made a motion seconded by Larry Boisvert to amend the existing protocol to enable RG2 to invest in GICs at low-risk banks as advised by TDW." Irmela Murphy made an amendment to the motion which was seconded by Larry Boisvert that the names of the "Big 5 Banks" be listed in the motion. **AMENDMENT: CARRIED**

Scott withdrew his motion and it was replaced: on a motion by Irmela Murphy seconded by Larry Boisvert, the RG2 Investment Protocol is amended to allow investments over the \$100,000 CIDC insured limit at Toronto Dominion Bank, Royal Bank of Canada, Bank of Montreal, Scotiabank, and Canadian Imperial Bank of Commerce. **MOTION; CARRIED**

5.4. Investment of New GIC

On a motion by André Vinette seconded by Scott McDermott, the Board approved the investment of a new \$100,000 GIC for 5 years at the Scotiabank at 3.2%. Rate to be confirmed. **MOTION: CARRIED**

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

i) **ACTION LIST:**

333 Urbandale Deficiencies – Balcony railings addressed under Business Arising

- 542 Sediment** – The Board is reviewing the conclusions and recommendations. Recommendations will have to be costed. **Action: Kim**
- 916 Elevator Inspection** – Mandatory requirements are addressed under Business Arising. Once these are done, the Board will consider the Recommendations re Upgrades.
- 973 Automation System** – Addressed under Business Arising.
- 989 Security Audit** – December 18th has been scheduled for Kodiak to install.
- 1001 Shut Off Valves** – Steve will inspect these as well as a number of other items during the winter. **Action: Steve**
- 1034 Etched Windows** – Kim will make arrangements for Larry to view the replacement window. **Action: Kim/Larry**
- 1064 Reserve Fund Study** – On a motion by Scott McDermott seconded by André, the Board approved the 2018 Reserve Fund Study. **MOTION: CARRIED**
- 1088 Freedom Mobile** – Negotiations for a new contract will begin in April. **Action: Kim**
- 1107 Contract Listing** – Kim is awaiting 2 additional contracts. **Action: Kim**
- 1111 Signage** – CMG’s Compliance Officer is preparing a list re where signage is required by the July 2018 Smoke Free Ontario Act. **Action: Kim**
- 1113 Microphone** – The Board approved the purchase of a second microphone. **Action: Kim**
- 1119 Smoking** – The Board will consult with Owners in Spring.
- 1108 Boiler** – The Board directed Kim to obtain additional quotes re the replacement of a boiler with a high efficiency one. **Action: Kim**
- 1115 Concierge Hours** -The Concierge Survey Results were 52 Residents in favour of keeping the current hours, 34 in favour of a return to the previous hours, 11 in favour of the extension of hours on Saturdays, and 4 in favour of extension of the hours to 24/7. 43 owners did not respond. The Board will monitor and consult with Owners once more next fall. **Action: Kim**

7. Shared Facilities Meeting Report to OCSCC769:

December 6, 2018

1. **SF Financial Report**
 - a. Expenses to October 31, 2018 totalled \$37.2k vs. a budget of \$38.4k
 - b. The current surplus is \$12.3k.
 - c. Water costs were higher than expected this year, partially owing to the long, dry summer. Landscaping costs were higher as a result of storm damages.
 - d. A locust tree has lost its head during one of the storms. The SFC agreed to leave this until spring to assess damage and repairs.
 - e. Moved by Jean-Guy and seconded by Rose-Marie, the 2019 budget was approved as accepted by 667 and 769 Boards.
 - f. The Shared Facility Reserve Fund Study has been approved by both boards.
2. **Property Manager’s Report**
 - c. #4 - Keller has confirmed that the repair of the cliffs is not as large a job as first determined. They would need to start with some test cutting to confirm tier repairs. The podium deck replacement is in the distant future in the RFS items. Keller indicated that the cliff repair was aesthetic, not structural. Larry asked that the item be presented to both 667 and 769 Boards; the anticipated cost of the test cutting to be between \$5 – \$10k.
 - d. #74 – The deck patio repairs are structural and will be addressed in the spring.
 - e. #75 – Kim will obtain quotes for painting the wrought iron fence.

- f. #96 – Larry suggested we start with Pedestrian Crossing signs as a deterrent to speeding. This suggestion is to be taken to both 667 and 769 Boards.
- g. #98 – Gatehouse Receiver: options for a different position of the sensor were discussed. The position of the sensor for ease of access using the handheld remotes will be clearly marked. A 'POINT REMOTE HERE' sign will be posted.
- h. #101 – Christmas Lights: This usually takes 3-4 weeks to complete and normally is initiated in late October / early November. One week was lost to freezing weather and a few other days to freezing rain, etc. While there are fewer trees, the trees have grown considerably and are getting harder to light and require more lights. Each year several light strings need to be replaced owing to damage from the squirrels and the wind. The lights are scheduled to be on from December 1 to January 8. Larry suggested starting the installation in October – this might give more time for the squirrels to attack. A professional contract to install the lights would cost ~\$20,000+. Larry suggested a walk around in order to provide some guidance for the 2109 installation. Kim noted that some other condos are purchasing large, lighted decorations (e.g., wrapped presents, deer, etc.) in place of purchasing as many tree lights.
- i. #95 – Columnar Spruce in front of RG2: Manotick Tree indicated trimming the tree would result in the tree's death. They recommended leaving it for the winter and possible relocating (estimated cost \$450). This item will be brought forward in the spring when the landscape architect is engaged to following receipt of proposals.
- j. #102 – Dectron Unit: The water switch failed and was replaced. Modern Niagara recommends the unit be rebuilt or replaced. The main pool pump has never been refurbished since installation. Kim will obtain a quote for refurbishment of the pump.
- k. The following items have been completed: Reserve Fund Study update, Light Sensor photocells; pool deck cleaning.

3. **Dates for Next Meeting:** April 10, 2019 1:00 pm at RG2

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

André noted that the Library is always open – it cannot be booked.

Social Events

Coffee Klatch	January 7 th	10:30 A.M.	Party Room
A Talk	January 18 th	7:30 P.M.	Party Room
Happy Hour	January 25 th	5:00 P.M.	Party Room

9. New Business

9.1. Clearing of the Path in the Winter

Concern was expressed re liability. Kim will check the requirements of the Fire Safety Plan.

Action: Kim

9.2. Upgrading Pictures in the Elevator Lobbies

The Board thanked Peter Mitchell for his work. Two issues emerged namely, upgrading the remaining pictures in the elevator lobbies, and replacing damaged pictures in the main lobby, library, and party room. The Board agreed that the damaged pictures on the main floor should be the priority, and asked Peter to develop a plan with options for the Board's consideration at its meeting in April.

9.3. Defibrillator Demonstration for Residents

Kim will organize two demonstration sessions, one in January and another in late Spring.

Action: Kim

9.4. Emergency calls when Elevators are out of Service

On a motion by Larry Boisvert seconded by Irmela Murphy, the Board approved that whenever a second elevator goes out of service, an emergency call would be placed.

MOTION: CARRIED

9.5. Code of Ethics

On a motion by Rose-Marie Batley seconded by André Vinette, the Board approved a Code of Ethics.

MOTION: CARRIED

9.6 Mandatory Director Training: Rose-Marie noted that the three directors elected in June 2018 have all completed successfully the Condominium Authority's mandatory directory training.

11. Date for Next Meetings:

Next Board Meeting:

April 25th

1:00 P.M.

11. Adjournment

On a motion by André Vinette, the meeting was adjourned at 3:10 p.m.


Irmela Murphy, Secretary

Topics Mentioned at Open Session NOT Part of the Official Minutes

703 Pat Wood – asked that the temperature of the pool be raised to 84 degrees. The Board agreed that the temperature should be raised. As the pool is a Shared item, Rose-Marie will speak with Richard and Kim will send an email re this request to Frank. **Action: Rose-Marie; Kim**

604 Armand Agabab – referred to his no cost proposal re modification of concierge hours that would result in a concierge on duty on Saturdays until 11:00, noted the closeness of the survey results, asked if the Board had considered the security implications of the current hours, and asked if the Board would agree to conduct another survey. The Board has agreed to consult owners in the Fall.

204 Peter Mitchell – noted that the current concierge hours are a substantial change to those when most people bought. He also noted the closeness of the results.

1407 Clive Wolff – indicated that in the past, canisters were not recorded as an expense item. In response to the different rates quoted by Kim and Scott re non GIC funds, that the cash account at RBC earns 2.2% and the unvested funds at T.D. earn 1.6%. Clive also noted that he believed 2 or 3 GICs were coming due in January. Clive asked what the driver was that required the significant increase in the contributions to the Reserve Fund. Scott and Kim replied that replacement of windows coming at the end of the 30 year window are what is driving the increased contributions. Clive also asked whether the Board had received the report from the engineer re electrical capacity as it related to EV charging. It has. Clive reviewed a recent incident where a number of residents noted a gas/fuel smell in the building. Mike from RG1 investigated and said that it was not coming from inside the building. Clive suggested that the Fire Department be called and was told by Mike to call the Fire Department himself.

1405 Mac Jewitt – indicated that he too had smelled the gas/fuel. Mac stated that deposit insurance is per individual account and one can have a number of different accounts at a financial institution. Scott agreed to investigate.

1508 Peter Laberge – asked what the term Year End Staff Incentives means, was it performance-based and was it a blanket award. It was clarified that the intent is to motivate staff, and that it is not a blanket award.

703 Pat Wood – asked whether the Board could indicate on the Party Room Rental form that the Owners are responsible for the behaviour of the guests, and include a picture of how the room should be set up at the end of the rental.

207 John Murphy – asked if the Board had made provisions for residents to access the cupboards in the Party Room given the concierge hours. Kim replied that the Board has agreed to purchase a lockbox in which the key will be stored and the code will be given to the owner prior to the commencement of the rental.

1806 Andy deSchulthess – asked how the Minutes are distributed. It was clarified that owners will receive draft electronic minutes after Board meetings. Final Minutes only will be posted on the website. Minutes will no longer be placed in the Board binder in the Library. Andy also indicated that there should be some information provided to owners, perhaps in the newsletter, re cost for an owner to obtain power for a charging station at his/her parking spot.