

OTTAWA-CARLETON STANDARD
CONDOMINIUM CORPORATION # 769

May 16, 2019

Draft 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**

The Agenda of the May 16, 2019 Board meeting was amended to include 9.2. Update Re Mechanical Automation System, and 9.3. Progress Report on Car Wash Vacuum. On a motion by Scott McDermott and seconded by André Vinette, the Agenda was approved as amended.

MOTION CARRIED

3) **Approval of the Minutes**

3.1. **On a motion by Irmela Murphy seconded by Scott McDermott, the Minutes of the April 25, 2019 Board meeting were approved.**

MOTION CARRIED

3.2. **Decisions made between meetings**
None

4) **Business Arising from the Minutes**

4.1. Owner's Suggestion to Reverse the Air Intake and Exhaust in the Lower Garage

The air intake and exhaust system was specifically designed to accommodate CO detection. It would be very expensive to determine whether such a switch would even work.

4.2. Pest Control: Mice

Pest Control has been in. No additional mice have been found. Steve will get the perimeter sealed before the fall.

4.3. Owner's Request re Possibility of Changing the Board's Liability for Water Damages when a Flood Has Been Caused By an Owner

The Board's insurance policy was clarified. The Owner is responsible to pay the Corporation's deductible. The Corporation's insurance covers the rest. Insofar as all owners have contributed through their condo fees to pay for the Corporation's insurance, they are entitled to draw upon it as outlined above.

4.4. Owner's Suggestion That the Steam Room Be Converted Into a Dry Sauna

The Board agreed that insofar as this would be a substantial change (including a change to the Declaration), such a change requires a decision by the Owners as opposed to the Board.

Treasurer's Report

5.1. Financial Highlights to March 31, 2019

RIVERSIDE GATE II CONDOMINIUM CORPORATION OCSCC # 769

FINANCIAL HIGHLIGHTS TO MARCH 31, 2019

Summary:

(YTD) **Total Revenue** is \$3.3K under budget, at \$513.5K, while YTD **Total Expense** is \$19.9K under budget, at \$532.2K, leaving a YTD **operating deficit** of \$18.7K versus a **budgeted deficit** of \$35.3K. Many of these variances continue to be due to early year timing issues, which are being monitored closely.

As of April 30, the major favourable contributors to the expense variances were shared facilities (\$10.1K), utilities (\$8.3K), discretionary expenses (\$6.7K), window cleaning (\$4.7K), cleaning (\$4.6K), employee wages (\$4.4K), and security expenses (\$2.9K).

Unfavourable variances arose from professional fees (\$11.4K), repairs and maintenance (\$9.5K), and fire alarm/hydrant expenses (\$4.4K).

At April 30, 2019, our OCSCC 769 **Reserve Fund** is at \$1.74M (\$1.625M being held in Non-Registered GICs). Reserve expenditures YTD are \$35.6K. The **Shared Facilities Reserve Fund** is at \$106.0K, with no expenses incurred so far in 2019.

5.2. GICs

2 GICs are coming due. Scott is obtaining information from our advisor at TD and will bring recommendations back to the Board.

Action: Scott

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

6.1. 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 – Larry, Steve and Kim met with Jeffrey Little (Victaulic) and an engineer from Victaulic met on May 8th. Some couplings and a Butterfly valve which had been replaced by Victaulic a few years ago were removed in the water distribution system. The Board is awaiting an analysis from Victaulic. A number of units indicated that they had sediment after the water was turned back on.

916 Elevator Inspection – Specifications for the recommended upgrades are being prepared by Solucore.

989 Security Audit – All items within RG2's purview have been completed. Shared will address the issue of a sensor at the Gatehouse.

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

Action: Larry

1083 Balcony Glazing – The change to the glazing that did not conform to the RG2 By law will be made in the next month.

1088 Freedom Mobile – The Board is awaiting a proposal from Freedom Mobile.

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

Action: Kim

1119 Smoking – The Board has prepared a draft policy. Some issues re the exterior common elements need to be addressed with RG1. Should the Board not be able to reach agreement with RG1, it plans to proceed with those items which are within its purview.

Action: Kim

1127 Cars: EV Charging Stations – deferred

1136 Quotes (Boilers) – The review of RG2 gas costs compared to RG1 costs over the past 5 years indicates that RG2 costs are substantially higher. The Board requested Kim to obtain quotes for a high Efficiency Boiler one size bigger than has been currently quoted. **Action: Kim**

1146 Flood – Two floods have occurred recently, one estimated to cost approximately \$30,000 and the other \$ 20,000 - \$25,000. The Owners are responsible for the Corporation’s deductible of \$15,000. The difference will be covered by the Corporation. **Action: Kim**

1148 Garage Leak – Work will commence shortly.

1149 Hot Water Tank – The Hot Water Tank was relined in 2013. It will be inspected on June 11/12. Kim will send a notice to Residents as the hot water will not be available. **Action: Kim**

1151 Pictures – On a motion by Scott McDermott seconded by Rose-Marie Batley, the Board agreed to proceed to replace 13 pictures on the main floor. The Board will review the selection options. **Motion: Carried** **Action: Kim**

1153 Defibrillator Training – A date for a second session should be set soon. **Action: Kim**

1154 Gas Review – Addressed in 1136

1156 Garbage Chute Cleaning – Cleaning is scheduled for this June/July. Kim will send a notice to residents once a date is confirmed. **Action: Kim**

1157 Paint For Balcony Railings – The Reserve Fund provides for balcony railings to be painted approximately 15 years from now. The painting done by an Owner to his railing has stood up well over the winter. Should other residents wish to paint their railing, Kim will provide them with the information re the type and colour of paint that should be used. The Owner will also be advised that she/he will be responsible for any damage done and for the costs to repaint.

1158 Fire Exit – Kim cannot find any documentation that the garage exit to the barbecue area is a fire exit. She noted that if the Fire Marshall came to review the area, he/she would most likely examine the entire building. She noted that the Corporation could incur additional costs as a result.

1159 Garage Exhaust – Covered in 4.1.

1162 Cold Patch – Steve has now patched the two holes in the pavement near the Gatehouse.

7. Shared Facilities Meeting Report to OCSCC769:

None

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

Upcoming events are:

Coffee Klatch	June 3 rd	10:30 A.M.	Party Room
Happy Hour	May 17 th	5:00 P.M.	Party Room
Dinner Night	June 10 th (I Cook Persian Restaurant)		
Planting Annuals	May 21 st	Rain Date	May 28th

9. New Business

9.1. Draft Smoking Policy- Addressed under Action List 1119

9.2. Update re Mechanical Automation System

The Board has received a quote from Carmichael to:

- a) Supply and install 2 new aqua stats.
- b) Assess specific sensors.

c) reprogram the boilers with built in timers and monitor.

The Board agreed to ask Baxtec for a quote and to proceed with the Baxtec quote if it is under that of Carmichael. It was acknowledged that some reprogramming may have to be done when new boilers are installed.

Action: Kim

9.3. Update re Car Wash Vacuum

A new vacuum has been ordered and should arrive within a week. Cost is \$850.

11. Date for Next Meetings:

Next Board Meetings:	May 22th	7:00 P.M. (Update re Sediment/Black Particles)
	June 27th	7:00 P.M. AGM
		Registration begins at 6:30 P.M.

11. Adjournment

On a motion by André Vinette, the meeting was adjourned.

Irmela Murphy, Secretary

Topics Mentioned at Open Session NOT Part of the Official Minutes

1508 Cattis Esbensen – noted that residents whose cars are parked on the “P” level could use the stairs to get to the ground floor from which there are several exits.

204 Peter Mitchell – said that Cattis’s suggestions was excellent. He asked if the Board wanted to be involved in the selection of pictures for downstairs. The Board indicated that it did.

1407 Clive Wolff – made comments re the Corporation’s insurance policy and noted that the Board/ Property Manager can exercise control re the work and price in the case of damage. He indicated that the company that installed the refrigerator in his unit is not prepared to cover the damages caused by its flooding. With regard to EV Charging, he indicated that the issue is the differences in cost to Owners. He noted that the request was that the Board come up with an average cost which would be the same for all Owners. Clive questioned the difference between adding to common elements versus making a change to common elements.

207 John Murphy – noted that any substantial change to Common Elements would require 22 owners requisitioning a meeting at which 2/3 of the Owners present would have to approve the change.

204 Peter Mitchell – noted that he had picked up several cigarette butts over the past few days. He indicated that he would not be comfortable with a smoking policy which prohibited owners from smoking inside their units but allowed owners and guests to smoke on the exterior Common Elements. He acknowledged that the Board needs to get agreement from RG1.