

**OTTAWA-CARLETON STANDARD  
CONDOMINIUM CORPORATION # 769**

June 28, 2022

3:23 p.m.

**Minutes**

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

ABSENT: None

OTHER: Kim Renwick (Property Manager, CMG)

In Attendance: None

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1. President Larry Boisvert called the meeting of the Board of Directors to order at 3:23 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. Approval of Minutes:
  - 3.1. On a motion by Peter Mitchell, seconded by Scott McDermott, the minutes of April 28, 2022 were approved. **CARRIED**
  - 3.2. Decisions Taken Between Meetings: On motions by Scott McDermott, seconded by Peter Mitchell, the following decisions taken between meetings were officially approved:
    - The claim against Victaulic and other companies regarding the sediment was closed. **CARRIED**
    - The Board approved removal of the carpets in the Superintendent's unit to be replaced with laminated flooring. **CARRIED**
4. Treasurer's Report:
  - 4.1 Review of Financial Statements to May 31, 2022:
    - (YTD) **Total Revenue** is \$1.1K under budget, at \$772.1K, while YTD **Total Expense** is \$14.0K over budget, at \$783.9K, leaving a YTD **operating deficit** of \$11.9K versus a **budgeted surplus** of \$3.1K. Overall, we are currently \$15.0K unfavourable to our budget.
    - As of May 31, the major favourable contributors to the expense variances were Security (\$3.9K), Repairs and Maintenance (\$2.5K), Professional Fees (\$2.1K), and Cleaning (\$1.7K).
    - Unfavourable variances arose from Shared Facility (\$12.4K), Utilities (\$7.8K), Fire Alarm/Hydrant Expenses (\$1.2K), Fitness Equipment (\$1.2K), and Window Cleaning (\$1.1K).
    - Overall, while we are \$15.0K unfavourable, the Shared Facility unfavourable variance is caused by the early posting of the upcoming summer's total Landscaping costs (\$40.0K). I am expecting the Shared Facility to end the year in a surplus position similar to 2021. What I continue to keep an eye on is our Gas expense, which is \$40.6K over budget as at the end of May. This is offset somewhat by Hydro and Water being favourable by \$23.4K and \$7.9K respectively. I will be completing a more in-depth analysis of Gas costs now that our invoices are more readily available following the completion of the audit.

- At May 31, 2022, our OCSCC 769 **Reserve Fund** stands at \$2.44M (\$2.1M being held in GICs). Our 2022 reserve expenditures to date relate primarily to mechanical expenses (\$47.9K) and repairs to our boilers (\$25.8K).
  - The **Shared Facilities Reserve Fund** is at \$191.6K with 2022 reserve expenditures incurred primarily with regards to the pool (\$11.7K) and the security system (\$3.7K)
- 4.2 The Audits for 769 and Shared Facilities have been signed. At the AGM Scott will present the results and recommend a motion from the floor to authorise the Board to put out a tender for the 2022 auditing firm.
5. Director of Operations/Property Manager's Report:
- 5.1 Action List:
- Item 1136: Energy Audit –Kim will ask the Keller engineer why or whether consideration should have been given to replacing the boiler systems with new technology rather than trying to mesh new and old technology. Engineering specifications are required before any firm will provide quotes. Once a decision is made, Keller will be asked to provide timelines for each step of the project management. Scott and Kim will obtain a comparison of RG1 and RG2 total gas consumption costs to help in making a final decision.
- Item 1343: Elevator Inspection and Buffing – ThyssenKrupp was on site and will have to remove the skin from some cabs to determine why scraping continues.
- Item 1365: 07 Drop Windows – Gold Seal is determining a date to return and would like to keep the swing stage on site. Kim will confirm whether we are paying for the days the stage is idle due to the work stoppages.
- Item 1400: Garage Membrane – See item 5.4 in minutes.
- Item 1408: Large Lobby Chairs – Kim is obtaining quotes for reupholstering or replacement.
- Item 1423: Booster Boilers – specifications are required to get quotes for replacement of these interim booster boilers. Kim will get quotes for the engineering specifications (possibly from RJC, Morrison-Herschfield, and EXP).
- Item 1434: Pigeons – Abel Pest Control has suggested a live trap on the roof from April to October; the traps are checked twice each week and pigeons removed. The cost is \$650 per month. On a motion by Peter Mitchell, seconded by Scott McDermott, the Board approved using this process for 4 months (July to October) at a cost of \$2600.
- CARRIED**
- Item 1437: EV Survey – Raw data from the survey were sent to the Board. The committee has no recommendations for the Board currently. They plan to have something for the Board in August/September.
- Item 1449: AGM Report – A report on the litigation over sediment issues will be made at the AGM.
- Item 1451: Marble buffing is scheduled in the common elements for July 25 – 27.
- Item 1452: Building Superintendent's Unit – the carpets will be removed, and vinyl flooring installed. Painting will follow the floor replacement. Some appliances need replacing.
- Item 1453: Elevator Audit – has been completed by Solucore and they will send it to Thyssen-Krupp.
- Item 1459: TV system in Party Room – no decision on this item.
- Item 1460: Mirror – the location of the mirror outside the entrance to the garage was discussed and Kim will follow up.

Item 1461: Guest Suite – the heat pump (3.5 ton) in the gym leaked causing damage to the carpet in the guest suite. On a motion by Larry Boisvert, seconded by Scott McDermott, the quote to replace the heat pump (\$9194) was approved. This is a Reserve Fund Expense. **CARRIED**

Item 1462: Etching – RJC was on site to review 6 units and will send a report. The etching may be caused by water run-off from the concrete balconies coupled with wind; the solution may be to seal the balcony concrete (a costly solution).

Items Completed Since the Last Meeting: 1282, 1426, 1432, 1433, 1441, 1447, 1448, 1454, 1455, 1456, 1457, and 1458.

5.2 Keller Engineering Quote: See Action List #1136.

5.3 Litigation Wrap-Up: The litigation was dropped; the lawyer will close the file and send a final invoice.

5.4 Garage Membrane Quotes: Kim will investigate the Puma option for the membrane replacement; the product is more expensive but will cure in a few days rather than many weeks. This would mean less disruption for owners. The garage entrance to the ramp is the worst section, along with the car wash bay. The lower half of the ramp may not require sealing. Kim will get a quote to include the car wash bay.

6. Shared Facility Report:

6.1. Traffic Lights: A request has been made once again to Councillor Riley Brockington to intervene with the City to remove the maintenance costs paid by RG2, RG1, and the mall occupants. The lights have been in place for years and are used on a regular basis by many drivers outside the condo residents or mall visitors.

6.2. Landscape Repairs following the May 21 Storm: There were ~24 trees lost in the storm. No large trees will be replaced now; these will be considered in the spring. Clean-up costs were extensive. Kudos to Capitol Landscaping for their quick response on the weekend to remove the damaged trees. A quote will be obtained to remove the stumps. A second walkaround was made and the SFC approved some plant relocations. The storm damage has seriously compromised the SF budget.

6.3. On-Call Superintendent Duties: The Property Manager for RG1 has prepared a document outlining the shared spaces duties for the on-call superintendents. This has not been received by Kim for review with Steve. It will be reviewed by Boards of RG1 and RG2 prior to finalisation.

6.4. Tennis Courts: Kim will ask Capitol if there is a way to cut the grass at the edges of the courts so that grass cuttings and gravel do not come on to the court. The cuttings can be blown off; however, the gravel bits are hard on the courts and dangerous for the players.

6.5. Practice Backboard: The SF reps will take the request for a practice backboard to the committee for discussion.

7. Director of Communications Report:

7.1 Library: No report.

7.2 Social Committee: The events are posted on the bulletin boards for the July 1 celebration and the Coffee Klatsch on July 4.

7.3 Newsletter: the next issue will follow the AGM.

8. New Business:

8.1. Pool Lift: the batteries have been changed and the lift is now operational.

Date for Next Board Meeting: TBD by the new Board.

Adjournment: On a motion by Rose-Marie Batley the meeting was adjourned at 4:07 p.m.

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Rose-Marie Batley, VP, Secretary

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