

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

March 30, 2023

12:00 p.m.

Minutes of Board Meeting

PRESENT: Rose-Marie Batley, President, and Secretary
Scott McDermott, Treasurer (by phone)
Carmène Levesque, Vice-President, and Director of Communications
Larry Boisvert, Director at Large

ABSENT: Branislav Vračarić, Director of Operations

OTHER: Kim Renwick, Property Manager, CMG

Others In Attendance: None

1. President Rose-Marie Batley called the meeting to order at 11:59 a.m. with a quorum confirmed.
2. On a motion by Larry Boisvert, seconded by Scott McDermott, the Agenda as amended was approved. **CARRIED**
3. Approval of Minutes:
 - 3.1 Moved by Larry Boisvert, seconded by Carmène Levesque, the Minutes of February 8, 2023 were approved. **CARRIED**
 - 3.3 Decisions Taken Between Meetings: Moved by Carmène Levesque, seconded by Scott McDermott, the following decisions were formally approved: **CARRIED**
 - 3.1 Three of the four Board directors present approved the quote from Focus Flooring (~\$27,000 + HST) to repair the garage membrane. The fifth director was not present at the time. Repairs will take place the first week of June weather permitting. Owners will be informed in advance that cars will need to be out of the garage or remain in the garage throughout the period of repair, expected to last ~ 1 week. Alternative membrane solutions will be considered if and when information is available should repairs or replacement be needed.
 - 3.2 Communication and Mission/Vision Statements were distributed to owners. The feedback the Board received is being considered in conjunction with the Violence and Harassment Policy in preparation.
4. Treasurer's Report:
 - 4.1 Financial Highlights to February 28, 2023: As at the end of February 2023, our financial position remains normal for early in the new fiscal year with no issues to report.
Given we use a cash-basis for our accounting, we continue to receive invoices related to 2022. These payments will be adjusted back into the 2022 year through the accrual processes used by our auditors.
As at the end of February, 2023, our revenue is consistent with our budget. On the expense side, we have had a number of early year Mechanical Repair expenses and are therefore over budget in this category at this time. Other than this, there are no other expense issues worth mentioning.
Just as information, our 2023 monthly gas budget reflects the seasonal nature of our expenses. The colder the external temperature, the more gas we utilize therefore our monthly gas budget is much higher in January or February than it is in July or August.

4.2 Discrepancies in Unit Condo Fees: Some similar unit owners noticed a discrepancy of a few pennies in the monthly condominium fee in the Budget document and the actual charge each month. The Declaration prepared by Urbandale allocated percentages (to 4 decimal places) of condo fees per individual unit based on square footage of each of the unit, the parking spaces, and lockers. The total of these allocations must add to 100%. This explains the discrepancies, generally a 2-3 cents/month. The fees reflect the square footage of the components (unit, lockers, parking allocation) relating to an individual unit. Thank you to the owners who drew this to our attention. It was an interesting puzzle. The Board will consider how best to present condo fees for the next budget presentation.

5. Director of Operations Report:

5.1 Action List:

Item 1136: **Boiler Upgrades** – Keller received four quotes for consideration and summarised these for the Board. For the most part the quotes responded to categories in the RFQ. However, the Board had questions about the equipment being considered and the insurance coverage relating to possible depreciated/replacement coverage payouts for each of the four quotes. Kim will forward the questions to Keller for responses.

Item 1343: **Elevator Inspection and Buffing** – ECR came to the building to review the damage and will provide a quote. There is no guarantee the doors will not be damaged in the future as the door is a moving entity. Yves has been shown how to remove the skin and detect early unusual movement within the doors that could lead to scratches. Kim is investigating another type of skin that would not scrape as easily. Kim will ask Solucor, who provides the independent elevator inspections, for comments.

Item 1400: **Garage Membrane** – Focus Flooring using BASF 2500 materials at \$27,300 + HST with a warranty of 5 years on both parts and labour was approved between meetings by the Board and will begin work the first Monday in June, weather permitting. Vehicles will have to be either out **or** in the garage for the duration of the work, expected to last ~1 week. Kim will confirm dates with Focus Flooring in time to give sufficient notice to owners. Once the work begins, cars will not be able to exit or enter the garage.

Item 1408: **Lobby Chairs** – We are waiting for fabric options and the Board will make a decision. When the foyers are being refurbished completely through the Reserve Fund, colour boards could be posted for owner comments/input.

Item 1462: **Window Etching** – After the window cleaning, Larry & Branislav will visit a unit to observe the etching.

Item 1516: **CPR/Defib Training** – Yves, Nick, and Pierre were trained March 30-31.

Item 1517: **Fire Safety Plan** – We are waiting for a City official to contact Kim regarding the latest submission.

Item 1522: **Onterra Gas Proposal** – This item will be deferred until after the Boiler decisions and installation are completed.

Item 1537: **Main Shut-off Valves in Units** – These valves are the responsibility of the Corporation. Yves will schedule a week in May/June when he can check all the main shut-off valves. A communiqué will be sent to owners when the schedule is known.

Item 1539: **Violence and Harassment Policy** – The Director of Communications is working on a Violence and Harassment Policy and will bring it to the Board for consideration in May.

Item 1541: **Building Tour(s)** – Yves will schedule tours (one in the evening and one in the afternoon) in the spring for interested owners. Additional tours will be scheduled if needed. The tours will take place when Yves can fit them into his schedule.

Item 1545: **Green Bins** – We are in the queue for a visit from the City, and are moving up the line.

Item 1547: **Balcony Railings** – There are ~ 10-12 units on the list. Kim will get a quote for the cost of paint and labour to repair the railings. The units requiring painting will be limited to those with chipping or peeling. Faded railings do not qualify for repair. Kim will give the owners a deadline to let her know if you believe your balcony railing qualifies.

Item 1555: **CMG Contract** – Rose-Marie and Kim reviewed the contract and CMG is preparing a revised contract to address the concerns that can be accommodated. It will come to the Board for approval.

Item 1556: **Superintendent's Fence** – The gate was blown off in a storm and will be repaired in the spring.

Item 1558: **Contracts** – An updated contract summary will be sent to the Board for the next meeting.

Item 1559 & 1560: **Garage Cleaning & Window Cleaning** – Garage cleaning will take place April 26-27.

High Rise is scheduled for window cleaning the week of April 26 at a cost of \$7500 + HST. Kim will check with Focus Flooring to ensure the window cleaning covers the units in an order that is best for the window cleaning and garage repairs.

Item 1562: **Audit** – The audit firm of Kelly Huibers Mcneely has been engaged. As this is their first audit experience with 769, they are taking longer to ensure they have the details they need.

Item 1564 – **Pool Dectron Unit** – There is a proposal to repair and another to replace the unit. The Board will ask RJC to review the proposals and make a recommendation to the SFC and Boards. The difference in costs is significant. Larry, Yves, and the Building Supervisor from RG1 will meet with RJC.

Item 1566: **Roof Anchor Inspection** – This will be completed in the next two weeks prior to the window cleaning.

Item 1569: **T&M Electrical Emergency Preparedness Work** – It will take 4 – 8 weeks to acquire all the items required for the installations. The work will begin as soon as T&M have all the parts required.

Item 1570: **Heat Pump Request** – A request was made to replace an owner's heat pump owing to noise. The noise was monitored with a decibel reader and found to be similar to those in other units. The Board will suggest a solution to the owner. Another owner has purchased a heat pump blanket to reduce the sound from the pump. This option is available to any owner at her/his cost.

Item 1572: **EV Chargers** – At the request of the EV committee, Metrosphere will be on site April 17 at 2:30 pm. Yves will be with them as they tour the building. Other Board members may attend if available. Kim will also be present if possible. There is no cost to having Metrosphere visit and no commitment on the part of the Board or the EV Committee to accept Metrosphere's proposal.

5.2 Contractor & Moving Hours: These are outlined in the Owners' Handbook. The hours are Monday to Friday from 8 am to 8 pm, Saturday from 8 am to 5 pm, and no work on Sunday save for emergencies.

5.3 Interior Noise from Neighbour's Units: The City noise by-laws apply here and these address noise after 11 pm. If an owner has approached her/his neighbour and the situation continues, the Property Manager will intervene to attempt to resolve the situation.

6. Shared Facilities Report:

6.1 Pool: The City has been undertaking detailed, rigorous inspections. Legal opinion has confirmed that the 10 people maximum in the pool area at any given time and the hours of operation allowing for human inspection every 4 hours hold for the shared pool here at Rivergate Way. Nick and Pierre are being trained to inspect the pool so that it can be open for longer periods; however, the opening hours will still be reduced. Under the SF agreement depending on which Building Superintendent is on call, Mike or Yves checks the pool and opens doors from Monday to Friday. On weekends it is hoped that the Superintendent on call can allow the pool to be open from 8 am to 8 pm. Kim is investigating an automatic locking system that would allow the pool to be open to 11 pm.

6.2 Pickleball: The SFC will discuss the concerns re noise from the pickleball court and attempt to reach a resolution.

7. Communications Report:

7.1 Library Committee: The bulletin board has been relocated. A reminder that postings on this board require the signature of the Property Manager.

7.2 Social Committee: Events will be posted on the bulletin boards and through communiqués.

7.3 Communications Plan Update: The Mission and Vision will be removed from the Communication Plan. The Mission Statement will be revised as the last portion more aptly applies to the Violence and Harassment Policy and will appear there.

7.4 Spring 2023 Newsletter: Approved for distribution.

8. New Business:

- 8.1 Town Hall Review: The Board discussed categories and strategies to review the Town Halls following completion of the third Town Hall meeting. A comprehensive review of research on what makes a successful town hall was done. Quantitative and qualitative measures will be used.
- 8.2 Date for Town Hall 3: April 19, 7 pm – 9 pm. Party Room and Zoom. Kim will send a notice to owners regarding sending questions early so that they can be distributed before the meeting to all owners.
- 8.3 End Unit Stack Clean-outs: Candor will investigate and inform the Board whether these stacks require cleanouts.
- 8.4 Corporate Records: Rose-Marie and Kim will review the Corporate Records storage and update according to the Condominium Act requirements where needed.
- 8.5 Hydra Stone: This company inspects the lining of the domestic hot water tanks on an alternating 5-year cycle. One tank is due for inspection this year at a cost of \$2586.00 + HST. On a motion by Larry Boisvert, seconded by Scott McDermott, the inspection was approved. **CARRIED**

Date for Next Meetings:

Board Meeting – May 16, 2023 at 4:15 pm

AGM Tentative Date – June 27, 2023 at 7:00 pm

Adjournment: On a motion by Rose-Marie Batley, the meeting was adjourned at 2:30 pm.

Rose-Marie Batley, Recording Secretary