

OTTAWA-CARLETON STANDARD
CONDOMINIUM CORPORATION # 769

May 27, 2021

1:00 p.m.

Minutes of Meeting (on Zoom)

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

ABSENT: Nil

OTHER: Kim Renwick (Property Manager, CMG)

In Attendance: 21 Owner Observers via Zoom

1. President André Vinette called the meeting of the Board of Directors to order at 1:02 p.m. with a quorum confirmed; Board members, the Property Manager, and 21 Owner observers attended via Zoom. President Vinette welcomed the owners who signed into the Zoom meeting and indicated there would be an open question period at the end of the agenda chaired by Kim; each owner could ask one question without follow up. If time permitted, second questions from any owner could be asked. Kim asked owners to please mute their microphones on Zoom during the formal meeting as it causes feedback when too many microphones are open, and discussion cannot be heard. While speaking during the question period, the speaker will be asked to unmute the microphone.
2. On a motion by Larry Boisvert, seconded by Peter Mitchell, the Agenda as amended was approved. **CARRIED**
3. Approval of Minutes:
 - 3.1. On a motion by Scott McDermott, seconded by André Vinette, the minutes of April 26, 2021 were approved.
 - 3.2. Decisions Taken Between Meetings: On a motion by Scott McDermott, seconded by Larry Boisvert, the following decisions taken between meetings were officially approved:
 - Keller was approved to conduct an energy audit so that the Board has sufficient information on energy savings prior to making a decision on boiler replacements.
 - Marble Restoration: restoration as a part of the routine maintenance of the common area marble floors was approved. **CARRIED**
4. Treasurer's Report: Financial Highlights to April 30, 2021:

(YTD) **Total Revenue** is \$2.8K under budget, at \$634.4K, while YTD **Total Expense** is \$16.4K under budget, at \$586.5K, leaving a YTD **operating surplus** of \$47.9K versus a **budgeted surplus** of \$34.2K. Overall, we are currently \$13.7K favourable to our budget.

As of April 30, the major favourable contributors to the expense variances were Utilities (\$25.1K), Shared Facility Expenses (\$13.4K), Window Cleaning (\$5.0K) and Discretionary Expenses (\$2.5K). Unfavourable variances arose from Cleaning (\$7.8K), Elevator Expenses (\$5.9K), Fire Alarm/Hydrant Expenses (\$3.9K), Security (\$3.7K), Generator Expenses (\$3.5K), Fitness Equipment (\$2.5K), Repairs and Maintenance (\$1.7K) and Professional Fees (\$1.5K).

As Treasurer, I remain comfortable with our current financial position. The majority of our unfavourable expense variances are due to the fact that our final 2020 accruals have not yet been

processed. These transactions will be processed once the audit of our 2020 records has been finalized and approved.

At April 30, 2021, our OCSCC 769 **Reserve Fund** stands at \$1.93M (\$1.6M being held in GICs) with \$20.8K of total expenditures incurred so far in 2021. The **Shared Facilities Reserve Fund** is at \$165.1K with \$7.5K of pool expenditures incurred in 2021 so far.

The financial audit will be available in a few weeks and Scott is expecting an overbudget situation for 2020 owing to Covid expenses, closure of the Guest Suite, and increased utility costs with more residents on site during the winter season.

5. Director of Operations/Property Manager's Report

5.1 Action List:

Item 1136: Boiler Quotes – The Board is expecting the energy audit soon and will make a decision re boiler replacement on receipt.

Item 1198: Shaw/Freedom Mobile Contract and Roof Request – The Board has not received the antenna configuration and the equipment layout for the proposed 5G upgrade.

Item 1208: Flood Repairs – One unit remains outstanding for restoration. Negotiations with Intact are proceeding re reimbursement for the invoices less the depreciation costs of flooring.

Item 1278: Reserve Fund Study – Keller is completing the review and the Board is waiting for the first draft.

Item 1282: Victaulic follow-up – the Board will consider any follow-up when all costs are tabulated. If necessary, a legal opinion will be obtained.

Item 1325: Fire Deficiencies – The October Fire Alarm inspection by Siemens documented deficiencies requiring a large expense. The Board received additional details from Siemens prior to making a decision. Given that the system is currently functioning well, and we have spare parts for repairs, Board members want to meet in person with Siemens staff when such meetings are allowed before replacing the system.

Item 1330: Minor Drywall Repairs – Kim asked that owners please send her areas needing minor repairs/touchups so that they can be addressed.

Item 1339: Water Shut Off System – Costing for purchase of the equipment has been received; no installation/labour charges have been identified. The Board will schedule a meeting to view a presentation and determine more accurate costing when in-person meetings are allowed.

Item 1340: Unit Door – The door is on order. These doors are custom-made, take some time to receive, and are expensive.

Item 1342: Financials –The Board is waiting for the final 2020 year-end actuals from the auditor before recommending any changes to our approach to forecasting the budget.

Item 1343: Elevator Cab Buffing – Cab 1 will have the offensive graffiti buffed out. Buffing of scratches on stainless cab doors is expensive and will be delayed until the source of the scratching can be identified and remedied.

Item 1346: Solucore's Elevator Maintenance Audit and Consulting Services – Solucore's report on the 4 elevators is comprehensive. The Contractor version has been sent to ThyssenKrupp for action and Solucore will inspect after the identified deficiencies have been addressed.

Item 1348: Garage Cleaning – Everline will be on site May 31 and June 1 to clean the garage floors.

Item 1351: Window Repairs – The quote from Gold Seal was approved and work will be scheduled.

Item 1354: Financial Audit – Kim is waiting for the draft that should be available soon and will be distributed to Board members for review.

Item 1355: Pigeons – The roof nest for falcons has not been completed. Pigeons continue to be a nuisance, a toxic presence, and build nests on balconies. Owners and the Board are frustrated

with the degradation of property by these birds. We noticed that RG-1 has similar problems and further discussion will take place.

6. Shared Facility Report: There will be a meeting April 27, 2021. SFC representatives will conduct a walkaround with the landscape horticulturalist in the next two weeks.
7. Director of Communications Report:
 - 7.1 Library: The Library is closed to residents until a change in the provincial restrictions.
 - 7.2 Social Committee: The Committee reminds owners that returnable bottles put in the recycle areas are collected by the cleaning staff and belong to them. Bottles placed in the canoe storage area are the property of the Social Committee. The following events are scheduled:
 - o May 28: Happy Hour
 - o June 8: Coffee Klatch
 - o June 21: Speakers Corner
 - o July 1: Canada Day Celebration
8. New Business:
 - 8.1 Pigeons: See Item 1355 in Action List report. Please note that nothing is to be attached to the balcony railings as per the Corporation Rules.
 - 8.2 Electric Vehicle Charging Stations: The Board continues to investigate this topic while considering the restrictions with respect to available power and cost. An owner can request a charging station be installed in her/his parking spot at her/his expense. It is expected that the batteries and availability of stations will improve significantly in the next two or three years.
 - 8.3 Unit Washer Deficiencies: An owner informed the Board of issues with respect to missing or compromised washers in the kitchen water connects to appliances. A note will be included in the next newsletter indicating this is not a task for those who lack experience in changing the connects. Owners should hire Steve or a plumber at their own cost given there are risks for property damage.
 - 8.4 2021 AGM: The date for the 2021 AGM will be delayed until the financial statements are received from the auditor. The meeting will likely be by Zoom. We will not use legal counsel this year as Kim can host on her Zoom account. The AGM will be limited to 100 owners, which should be sufficient as the 2020 Zoom AGM had 57 participants.
 - 8.5 Green Bins for Multi-unit Buildings: The City is requiring condominiums to use green bins in the near future. City staff will be onsite in June to suggest locations and protocols for green bins at the condominium.
 - 8.6 PIC: The Board reviewed the contents of the quarterly PIC, which will be sent to owners.
 - 8.7 Filter Changes for Heat Pumps: The filters will be changed by Steve following the lifting of the lockdown.
9. Date for Next Board Meeting:
 - Board Meeting: June 29, 2021 at 1:00 p.m. on Zoom
 - 2021 AGM Meeting: TBD

Adjournment: On a motion by Rose-Marie Batley the meeting was adjourned at 2:24 p.m.

Rose-Marie Batley, VP, Secretary

Topics Mentioned at Open Session are NOT Part of the Official Minutes (1:56 – 2:23)

During the state of emergency there will be no open meetings. The May 27 meeting was held on Zoom with 21 units represented excluding the Board members and the Property Manager. The Property Manager hosted the Zoom meeting and managed the speakers during the question period.

M Jewett (1405): Concerned about the electric vehicle charging stations [The Board continues to discuss options, knowing there is insufficient capacity in the building, and believes more efficient and less expensive options will soon be available.]

R Boisvert (307): Why would we want to change the contract for the festive lights given the reasonable cost? [The SFC does not want to change the contract but is working with the current contractor to be more efficient and effective.]

K Dawson (807): Currently there are 223 charging stations (level 2 or 3) in the City. He recommends waiting a couple of years to have a better idea of what will be provided or needed.

C Wolff (1407): Believes there are additional costs related to the flood damage owing to the flushing of the pipes that resulted in blockages in various units. [The flushing was required, and it was not the fault of the contractor that there was sediment in the pipes. Kim will seek more information.]

C Wolff (1407): Reminded owners that the higher floors in the building are not able to install chargers.

C Esbensen (1508): asked about the flat screen TV on a balcony at RG1. [The Property Manager for RG1 says the TV is not attached to the brick wall.]

A de Schulthess (1806): Expressed kudos and thanks to Mitch Yakovishin for his work on the boulevard gardens. Rose-Marie noted that the boulevard beds need additional soil and watering. This will be discussed with SFC.

M Coubrey (805): Thanked Robert Boisvert for the lovely pink hydrangeas he arranged for the fronts of both buildings.

R Boisvert (307): Asked the SFC to consider the damage to the pool garden when doing the landscaping walkaround. [They will. The goal of the SFC with landscaping is to maintain the beauty and reduce maintenance and costs as prices are increasing.]

N Slover (706): Requested a report on the status of the sediment project. [Kim will distribute a report to owners once she has more information from Intact, aiming for the end of June.]