

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

October 17, 2022

1:00 p.m.

**Minutes**

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

ABSENT: Branislav Vračarić, Director of Operations

OTHER: Kim Renwick, Property Manager, CMG

In Attendance: None

1. The meeting of the Board of Directors was called to order at 1:00 p.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. On a motion by Carmène Levesque, seconded by Larry Boisvert, the in-camera minutes of September 20, 2022 were approved. **CARRIED**
  - 3.2. On a motion by Larry Boisvert, seconded by Carmène Levesque, the minutes of September 20, 2022 were approved. **CARRIED**
  - 3.3. Decision Taken Between Meetings: On a motion by Scott McDermott, seconded by Larry Boisvert, the following decision taken between meetings was officially approved:
    - To approve and distribute the fire procedure notice **CARRIED**
4. Treasurer's Report: (Scott McDermott):
  - 4.1 Financial Highlights to September 30, 2022:

(YTD) **Total Revenue** is over budget by \$0.3K, at \$1.39M, while YTD **Total Expense** is \$13.8K under budget, at \$1.33M, leaving a YTD **operating surplus** of \$64.0K versus a **budgeted surplus** of \$49.9K. Overall, we are currently \$14.1K favourable to our budget.

As of September 30, the major favourable contributors to the expense variances were Cleaning (\$10.6), Employee Wages (\$6.0K), Repairs and Maintenance (\$5.7K), Utilities (\$5.2K), Window Cleaning (\$4.4K), and Professional Fees (\$3.1K). Unfavourable variances arose from the Shared Facility (\$8.0K), Generator expenses (\$6.5K), Elevator (\$3.2K), and Pest Control/Plants (\$2.6K).

Looking at bit closer at our Utility expenses, we are currently \$5.2K favourable overall as at the end of September. In terms of the details, our Hydro expenses are currently \$17.0K favourable, our Water expenses are currently \$5.2K favourable, our Telephone expenses are currently \$2.7K favourable while our Gas expense is currently \$19.6K unfavourable. The vast majority of the \$19.6K unfavourable Gas variance remains due to the significant increase in the rate of gas over and above our budget.

At September 30, 2022, our OCSCC 769 **Reserve Fund** stands at \$2.53M (\$2.1M being held in GICs). Our 2022 reserve expenditures to date total \$88.8K and relate primarily to windows (\$32.2K), repairs to our boilers (\$25.8K), mechanical expenses (\$11.3K), foundation (shear wall) repairs (\$9.8K) and common area refurbishment (Superintendent's apartment) (\$9.2K).

The **Shared Facilities Reserve Fund** is at \$213.8K with 2022 reserve expenditures incurred primarily with regards to the pool (\$11.7K) and the security system (\$3.7K).

- 4.2 2023 Budget Progress: Kim and Scott will draft a budget for Board review and consideration (November 23, 4:15 p.m. via Zoom). Estimates have been received for hydro, water, and gas increases. The Budget Meeting for owners is scheduled for December 7, 2022, at 7 p.m.

5. Director of Operations/Property Manager's Report:

5.1 Action List:

Item 1136: The Keller boiler upgrades project implementation report is expected within the next two weeks. The engineers are working on specifications for spring/summer installation. The specifications will go to tender by the end of 2022.

Item 1157: Balcony Railings: The Board did not approve the cost of refinishing balcony railings at this time. Kim will contact owners who have peeling paint on the railings with paint specifications used in the past by one owner.

Item 1343: Elevator Skin Repairs: Cab 2 is now scraping at the bottom of the sliding door. ThyssenKrupp will be asked to investigate.

Item 1400: Garage Membrane: A meeting was held with the contractor, Kim, and three Directors. There are two options available: installation using the Vulkem membrane that has been used unsuccessfully for repairs; instal a Puma membrane. Vulkem is cheaper but requires a significantly longer period of time when all cars must be out of the garage. Puma, while more costly, has a longer life span and a shorter installation window. Replacement of the garage membrane is a reserve fund expense. Directors asked to visit a site where the Puma product has been installed prior to making a decision. Installation could not be done before the spring.

Item 1408: Lobby Chairs: A quote to upholster the chairs will be brought to the Board for consideration during the winter months.

Item 1423: Booster Boilers: RJC will visit the 7<sup>th</sup> and 13<sup>th</sup> floors to provide options for the Board to consider.

Item 1462: Balcony Etching: Larry and Branislav will visit some units in the 07 drop to view the etching.

Item 1488: Emergency Preparedness: Kim and the Board are grateful to the Committee for their list of suggestions; it is a great beginning for some action. Kim categorised and transferred the EP Committee suggestions to a spread sheet and provided updates on progress on the items. The Board will dedicate the first portion of the next meeting to reviewing EP items and moving forward on those items where the electrical or other requirements can be met. Those that can be implemented quickly will be addressed forthwith.

Item 1495: Budget: see item 4.2.

Item 1498: Audit: Quotes were obtained from two firms (Ousley Hanvey Clipsham Deep LLP at \$5600 + tax, and Kelly Huibers McNeely at \$3800 + tax). The current firm, MKP, was \$3900 + tax. The treasurer gave a recommendation for KHM as our audit files are not difficult and it is not uncommon to change auditors every 5 years. On a motion by Larry Boisvert, seconded by Scott McDermott, the Board approved Kelly Huibers McNeely as auditors for the 2022 fiscal year.

**CARRIED**

Item 1499: Boilers: Of the 4 main boilers for the building two are used, the second only on very cold days. Two of the boilers need repairs. The fourth has been used for parts in repairing the

other three. A quote was received to repair the two dysfunctional boilers for \$8270; replacement of the two boilers is significantly more expensive. Given the current investigation re replacing the boiler system, that parts for repair of the two deficient boilers are generally in stock, and that units are outfitted with baseboard heating, the Board opted to repair one of the two deficient boilers (Boiler #1). On a motion by Larry Boisvert, seconded by Scott McDermott, the repair of one boiler not to exceed \$5000 was approved. **CARRIED**

Item 1500: Town Hall Meeting: The Town Hall scheduled for October 26 at 7 p.m. will be held in the Party Room. Some questions have been submitted to Kim; appropriate questions will be addressed. The Town Hall is for questions/concerns that affect the community. Individual unit questions or those relating to an individual owner should be sent to the Property Manager.

Item 1502: Spot Cleaning Contract: Initially Spot Cleaning requested a 25% increase in the cleaning contract beginning November 1, 2022, the rationale being that there had been no increase for the last 5 years. This assumption was incorrect and was pointed out to the company. Given a 3% increase in cleaning costs was granted for the 2021 year and a 0% increase was implemented for 2022, despite rising inflation, on a motion by Scott McDermott, seconded by Larry Boisvert, the Board approved a 10% increase in the Spot Cleaning contract beginning November 1, 2022, which is acceptable to the company. **CARRIED**

Item 1504: Stack Cleaning: This cleaning is done every 3 years and is due. On a motion by Larry Boisvert, seconded by Scott McDermott, the Board approved the stack cleaning by Candor Plumbing & Heating at a cost of \$5085 including tax. **CARRIED**

Item 1510: Defibrillator Training: A request was received for defibrillator training for owners in the building. The two defibrillators at 3580 Rivergate Way are functioning and walk a user through each step through voice commands. Additional training may conflict with the instructions in the machines onsite and is not needed at this time. The defibrillators onsite cost ~\$1800 each; their batteries expire every 8 months and cost \$200 to replace. The state of the defibrillators is monitored carefully by the concierges.

Items Completed Since the Last Meeting: 1459, 1478, 1481, 1483, 1487, 1492, 1493, 1494, 1496, 1497, 1503, 1505, 1506, 1507, 1509, 1511, 1512, 1513, 1514, and 1515.

6. Shared Facility Report:

6.1. The Committee meets next on Monday, October 24 at 4:00 p.m.

6.2. The fence at the back of the property damaged in the May 21 storm will be fixed in the spring.

6.3. The grass along the sidewalks damaged by winter kill will be addressed in the spring. Different options are being considered.

7. Director of Communications Report:

7.1. Library Committee – Carmène met with the Committee; all is working well.

7.2. Social Committee – the Committee requested money to replace the two white floral arrangements in the main lobbies. This request was deferred until spring 2023.

7.3. Mission & Vision Statement – Carmène distributed a draft revision to the M&V statement that was reviewed and approved by the Board for posting on the website.

7.4. Carmène suggested that backups for the web postings and maintenance as well as preparation of the communications articles may be needed. She will follow up with those concerned.

8. New Business:

8.1. Emergency Preparedness Report – see item 1488 in Action List.

- 8.2. Town Hall – see item 1500 in Action List. Carmène will chair, Rose-Marie will act as facilitator. Microphones will be available, one for the Board members, one for the owners’ questions. Community questions only will be addressed.

Date for Next Meetings:

Board Meeting: November 23, 2022 at 4:15 p.m. (ZOOM)

Budget Meeting for Owners: December 7 at 7:00 p.m.

Adjournment: On a motion by Rose-Marie Batley the meeting was adjourned at 3:45 p.m.

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Rose-Marie Batley, President, Secretary

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