

OTTAWA-CARLETON STANDARD
CONDOMINIUM CORPORATION #769

Date: October 19, 2017

FINAL DRAFT MINUTES OF MEETING

PRESENT: Rose-Marie Batley, President
Irmela Murphy, Vice President
Clive Wolff, Treasurer
Larry Boisvert, Director of Operations
Peter Mitchell, Secretary

In Attendance: Kim Renwick, Property Manager CMG

1. Rose-Marie Batley called the Meeting to order at 1:05 p.m. A quorum was confirmed. The attending residents were reminded that there would be an open question period, and asked for quiet during the Board's deliberations

2. **Approval of the Agenda:** There is no Shared Report as they have not met. On a motion by Larry Boisvert, seconded by Peter Mitchell the agenda was approved as amended.

MOTION CARRIED.

3. **Approval of the Minutes:** On a motion by Clive Wolff, seconded by Peter Mitchell the Minutes of the September 2017 Meeting were approved.

MOTION CARRIED.

4. **Business Arising from the Minutes:**

Shaded Patio: The price of \$6200.00 to install the patio adjacent to the gazebo was approved. On a motion by Peter Mitchell, seconded by Larry Boisvert, Kim was authorized to proceed to have it installed before the end of October.

MOTION CARRIED

5.1 **Treasurer's Report:**

FINANCIAL HIGHLIGHTS TO SEPTEMBER 30TH, 2017

Summary:

(YTD) **Total Revenue** is \$0.5K under budget, at \$1.105 M , while YTD **Total Expense** is \$32.7K under budget, at \$1.046 M , leaving a YTD **operating surplus** of \$59.2K versus a **budgeted surplus** of \$26K

The major favourable contributors to the expense variances were due primarily to utilities (\$34.1K), window cleaning (4K), security (\$4.7K), professional services (\$6.4K), and lower expenses in shared facilities (\$3.8K).

Unfavourable variances arise from maintenance repairs (\$11.5K), building improvements (\$6.9K), fitness equipment (\$2.5K), generator (\$6K), elevator (1.4K), and Office expenses & miscellaneous (2.1K)

At September 30th, 2017, our OCSCC 769 **Reserve Fund** is at \$1.435M (\$1.385M being held in Non-Registered GICs). Reserve expenditures YTD are \$94K. The **Shared Facilities Reserve Fund** is at \$58.3K, with \$15.8K expended YTD.

5.2 Reserve Fund Investment Protocol: See 6.2

6.1 Director of Operations and Property Manager's Report:

Action List:

315 Windows: The three drops of the 07 units has been completed. There have been several storms and to date there have been no problems. If this continues it will dictate our course of action for other stacks should leaks occur. These repairs have come in on budget.

333 Urbandale Deficiencies: The Vice President of Greco agreed that something should be done, we are waiting now for a decision from the President.

542 Sediment: We are waiting for a response from Baxtec as to the feasibility of installing a strainer in one of the units getting the worst of the sediment. **ACTION: KIM**

632 Lighting Retrofit: All paper work has been submitted and requirements have been met. We should be receiving just over \$12,000.

898 Dust Study: There has been no action on this at this time. **ACTION: LARRY**

819 Cluster Flies: This has been an issue from time to time, but this year seems to be far worse. The Board approved a study by Keller to determine the access point and review possible solutions to the problem of Cluster Flies. Keller Engineering will be conducting fog tests in a unit. On receipt of the results of the tests, the Board will consider what action to take.

ACTION: KIM, STEVE

923 Couch/Chairs: No action has been taken on the sectional or the chairs. It was noted that the Party Room chairs are in need of more padding and recovering. Kim will investigate costs for reupholstering the Chairs.

ACTION: KIM

929 Library Book Shelves: Kim has requested quotes from two companies.

946 Smoke Detectors: These have been received and Steve will be doing the replacement at the same time he changes the filters so he will only have to enter units once. **ACTION: STEVE**

946 Shaded Patio: previously discussed, to be completed by end of October.

950 Cleaning Contract: Spot Cleaning will be starting on November 15. Kim will advise owners of the change.

ACTION: KIM

955 Garage Pipes: As agreed, the lower level will be cleaned every 3 years and the upper level will be done every 6 years. This will be scheduled for November when there will be fewer cars.

968 P1 Tiles: The tiles were not properly sealed, they are textured and difficult to keep clean. To improve the look and to cut down on dirt being tracked in, it was suggested to obtain carpet runners for all 4 entrances on the P1 level. On a motion by Larry Boivert and seconded by Irmela Murphy, Kim was asked to proceed with getting carpets up to an amount of \$5000.00.

MOTION CARRIED

On a related issue, Kim and Rose-Marie will look at the electrical room to examine the dirt coming from there to the adjacent parking spots.

973 Computer: The computer from the Mechanical Room will be cleaned and repurposed for use by the Concierges.

974 Troughs: Steve has done a good job with the Elevator Troughs. He is about half way through the process. He is currently busy with other work so he will resume in the winter months.

ACTION: STEVE

977 Hardwood Flooring: Kim supplied the Board with a draft for a new rule dealing with the installation of flooring within the suites. Directors' comments on the proposed rule are to be sent to Rose-Marie for compilation.

977 Notice Board: The new bulletin board is in place in the Library. It still needs a frame. Kim will issue a notice to the Owners outlining its use. Larry will make a frame.

ACTION LARRY/STEVE

981 Smoking Sign: Sign to direct smokers where to be is on order.

984 Budget: Clive and Kim have the draft budget prepared. The Board will review it on November 20th and there will be a presentation to the Owners on November 28th at 7:00 p.m

987 Window Washing: This is underway.

Kim reported that the recently completed Building Appraisal is in-line with our Insurance requirements.

6.2 Decisions taken between Meetings:

On a motion Rose-Marie Batley, seconded by Larry Boisvert, to approve the June 2017 Investment Protocol. **MOTION CARRIED.**

On a motion by Peter Mitchell, seconded by Larry Boisvert, to accept the quote from Keller Engineering to investigate the issue of Cluster Flies. **MOTION CARRIED.**

On a motion by Clive Wolff, seconded by Irmela Murphy to accept the above motions. **MOTION CARRIED.**

7 Communications, Library and Social Committee Report:

Peter Mitchell reported that he has had some success with the reframing project. He will try some others and recommend whether or not to continue. **ACTION: PETER**

Peter has enough material to issue a newsletter. He will add some items and send it to the Board for approval. **ACTION: PETER**

Clive reported that there is a Happy Hour on October 27th and a Dinner Club at the Mandarin on the 14th of November.

Rose-Marie said that the Bulletin Board is in the Library and Kim will be sending out a notice regarding protocol for its use.

8. **New Business:** Charging Stations for Electric Cars. Larry reported that RG1 do not intend to allow individual charging stations. He feels that this would be of little use in our building. We need to investigate our electrical capacity within the existing infrastructure to determine possibilities for RG2. An engineering study will be done by a qualified electrical engineering firm, with sign off. The Board can then make a decision to present to Owners including whether to have individual stations or a common station or some combination. Larry will help Kim draft the requirements for the engineering report. **ACTION: KIM/LARRY**

Date for the next meeting: December 14, 2017 at 1:00 p.m.

Larry Boisvert moved to adjourn at 1:45 p.m.

Peter Mitchell, Secretary.

FROM THE FLOOR: (THIS IS NOT PART OF THE OFFICIAL MINUTES)

Rick Maguire, 706 stated that the results of the testing to investigate the cluster flies may resolve some of the issues and concerns.

JoAnn Plomer, 801 expressed concern over the change in the cleaning contract.

Marian Robinson, 602 raised the issue that in the garage, there are many spots that have materials other than the approved bundle buggies.

Vivian Belisle, 1306 asked if the steam room odour could be eliminated.

Dyane Dufresne, 704 asked about the evaluation of the change in weekend concierge services.

Barry Leach, 1408 wanted to know if the window cleaning was evaluated.

Armand Agabab, 604 asked about the bilingual signage in the pool area

Norm Slover, 706 questioned the investigation into the electrical capacity investigation.

Andy de Schulthess 1806 offered to provide a previous report on power capacity.

Jens Skafte, 302 talked about the issue of providing power to charging stations.

Fred Stalder, 306 mentioned that in addition, we would need to know the costs to get power to each parking spot.

Bonnie Merovitz, 603 asked about the balcony-glazing suppliers and if there was more than one company.

Rick Maguire, 706 commented on the glazers

Marian Robinson, 602 mentioned that on Tuesday the doors, both move-in doors and the garage door were open and no one was present.

Fred Stalder, 603 commented on the difficulty of keeping the doors closed.

Marian Robinson, 602 asked if employees (e.g., care givers) are allowed to park in the garage.

Jill Stewart, 1305 commented that she believed caregivers could not park in the garage.

Jill Stewart, 1305 asked that the carpet in the Party Room be cleaned.