

OTTAWA-CARLETON STANDARD  
CONDOMINIUM CORPORATION # 769

October 26, 2020

Minutes of Meeting

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

OTHER:         Kim Renwick (Property Manager, CMG)

In Attendance: None

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1. President André Vinette called the meeting of the Board of Directors to order at 1:00 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. On a motion by Larry Boisvert, seconded by Scott McDermott the minutes of the meeting on September 17, 2020 were approved. **CARRIED**
4. Decisions Taken Between Meetings: On a motion by André Vinette, seconded by Rose-Marie Batley, the following decisions taken between meetings were officially approved:
  - 6.1 A Flu Shot Clinic will not be held in the building.
  - 6.2 The pool lift usage will continue to operate under the current protocols other than residents will only sign one waiver form to cover their use of the lift.
  - 6.3 The draft by-law for holding virtual meetings and cover letter.
  - 6.4 The gym will be closed for the duration of the provincial modified stage 2 protocols. **CARRIED**
5. Treasurer's Report:
  - 5.1 Financial Highlights to September 30, 2020  
(YTD) **Total Revenue** is \$6.9K under budget (Guest Suite revenue down \$6.4K), at \$1.19M, while YTD **Total Expense** is \$11.7K under budget, at \$1.22M, leaving a YTD **operating deficit** of \$29.2K versus a **budgeted deficit** of \$34.0K. Overall, we are currently \$4.8K favourable to our budget.  
  
As of September 30, the major favourable contributors to the expense variances were Discretionary expenses (\$10.2K), Security (\$6.6K), Professional expenses (\$4.5K), Employee Benefits - Subsidy (\$4.0K), Cleaning expenses (\$3.5K), Window Cleaning (\$3.4K), and Fitness Equipment (\$1.9K). Please note that as of the end of September, we continue to have a benefit of \$3,991 as a result of the Temporary Wage Subsidy for Employers (Federal Covid-19 Assistance Program).  
  
Unfavourable variances arose from Repairs and Maintenance (\$8.4K), Shared Facilities (\$6.9K), Employee Wages (\$2.5K), Utilities (\$2.1K), and Generator expenses (\$2.1K).

At September 30, 2020, our OCSCC 769 **Reserve Fund** stands at \$1.85M (\$1.6M being held in GICs). Reserve expenditures YTD are \$151.4K composed primarily of Elevator Expenses (\$62.8K), Mechanical expenses (\$41.8), Heating Pumps (\$27.3K), and Boiler Repairs (\$13.1K).

- 5.2 Virtual AGM: the auditor will be available at a confirmed time.
- 5.3 Approval for the 2021 Budget: Kim will finish a preliminary draft 2021 budget to review with Scott, which will then be reviewed by the Board. It is unlikely we will be able to hold a Budget Information Meeting this year. The draft budget will be sent to owners for feedback prior to Board final approval.
- 5.4 The invoice from Novatec has been received. The Corporation will be paying the invoice and seeking reimbursement from Intact Insurance for all but the depreciated flooring value.

## 6. Director of Operations/Property Manager's Report

### 6.1 Action List:

Item 1136: Boiler Quotes – A meeting with Baxtec, Steve, Larry, and Kim has yet to be scheduled to review the boiler renewal options. Other Board members are welcome if available.

Item 1185: In-Suite Main Water Shut-offs – Steve and Larry will begin inspections soon. Owners will be notified. Individual sink shut-offs will be checked as well if the individual owner agrees.

Item 1198: Shaw/Freedom Mobile Contract and Roof Request – we are waiting for the meeting to be scheduled with representatives from Freedom Mobile (FM) to gather information on their proposed changes. A meeting was scheduled; however, FM sent two Bell representatives who could not answer Board questions previously posed to FM.

Item 1208: Flood Repairs – Three units are completed. The last unit has yet to be scheduled with the Owner. Kim will investigate whether this delay will impact the reimbursement from the insurance company.

Item 1263: Polishing elevator doors – this work must be done by a professional company. Kim received a quote from the one company available to refurbish stainless in all 4 cabs. Kim is getting answers to the Board's follow-up questions prior to a decision re approval.

Item 1269: AGM – The virtual AGM is scheduled for November 25 at 7 pm. The Board participated in a trial run of the meeting. A trial run for owners has been rescheduled to November 3 at 11 am. Owners will receive an email from Nancy Houle regarding the mock virtual AGM.

Item 1278: Comprehensive Reserve Fund Study – this study is due in 2021. Kim will get quotes for the Board to consider.

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. The window for any legal action closes in December 2021.

6.2 RG2 Lobby Christmas Trees: Kim will contact the Social Committee regarding the decorating of trees in the lobbies.

6.3 Owner Responsibility for Trades in Suites: Kim will send a reminder to owners concerning their responsibilities regarding trades peoples (as well as visitors) coming to individual unit. Owners must inform that there is a protocol for use of elevators during the pandemic, masks are mandatory, and there is no smoking on the property. Peter will prepare signs regarding masks and no-smoking to be posted at each entrance to the building.

6.4 Elevator #1: A slight bump has been noticed in the movement of Elevator #1; Kim will inform ThyssenKrupp.

6.5 Decorations on Balconies: Holiday decorations may be placed on individual balconies; however, no decorations are to be attached to the railings or the walls. Decorations should be tied down if there is any possibility of wind damage.

7. Shared Facility Report:
  - 7.1 Gatehouse Doors: A quote was approved to replace the Gatehouse doors.
  - 7.2 Junipers at entrances to RG1 and RG2: These trees have been removed. The SFC will determine in the spring if there needs to be replacements.
  - 7.3 Pool Lift: the SFC agreed the current protocol would remain in place.
  - 7.4 Christmas Lights: John will begin tree light installation on the grounds. The front of the property will be a priority. A few lights will be strung on the south and west sides of the property. Requests to John from individual owners will not be completed.
  - 7.5 Path around the buildings: SFC received a request to clear the path over the winter. This path has not been cleared for some years as it presents a liability issue for the corporations. The current protocol will remain in place.
  - 7.6 Tennis Court Rollers: these rollers have been ordered.
  
8. Director of Communications Report:
  - 8.1 Library: no report.
  - 8.2 Social Committee: The Committee is planning a Zoom Coffee Klatch on November 3 and a Writing Workshop is offered. Please see the notices on the bulletin boards for information.
  - 8.3 Peter asked for items for the next newsletter. Mention will be made of the need to follow the speed limit of 10 km/hour in the garage, new owners will be asked if they would like to be have their pictures and a brief bio included in the newsletter. Financial information will be included as well as a thanks to all residents for their response to our Covid-19 requirements.
  
9. New Business:
  - 9.1 Mock AGM feedback: Only 1 person of the 37 registered for the mock AGM had trouble with the link. As this mock meeting had to be rescheduled, Kim will ask Nancy to inform residents that she has received their registration when they reply to her email.
  - 9.2 Quorum for AGM: proxies will count for the virtual AGM so it is important that owners file a proxy if they cannot attend.
  - 9.3 Of the four damaged units, one unit remains to be restored. Kim will investigate whether this delay will impact reimbursement from the insurance company and report to the Board.
  - 9.4 Bulletin Boards: All items on bulletin boards must be approved by the Property Manager. For the main bulletin boards, only items of relevance to the building such as a parking space for rent, units for sale, or specifics to original units (LED lighting, etc.) will be accepted. All other postings should be on the bulletin board in the Library following approval by the Property Manager.
  
10. Date for Next Board Meeting: December 1, 2020 at 10:00 a.m., the draft budget to be determined at this meeting.

Adjournment: On a motion by Rose-Marie Batley the meeting was adjourned at 3:00 p.m.

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Rose-Marie Batley, VP, Secretary

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**Topics Mentioned at Open Session are NOT Part of the Official Minutes**

During the state of emergency there will be no open meetings.