

# OTTAWA-CARLETON STANDARD

## CONDOMINIUM CORPORATION #769

Date: September 13, 2017

### FINAL 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 there was to be no talking during the deliberations.

2. **Approval of the Agenda:** On a motion by Peter Mitchell, seconded by Larry Boisvert, the Agenda for the September 13<sup>th</sup> meeting was approved. **MOTION CARRIED.**

3. **Approval of the Minutes:** On a motion by Irmela Murphy, seconded by Clive Wolff the Minutes of the August 1<sup>st</sup> meeting were approved as amended. **MOTION CARRIED.**

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

i) Party Room Door: The door is to remain closed during private functions. It may be open for Social Committee events. Rose-Marie will amend the protocol.

ii) Investment Protocol: The motion from the previous minutes was amended.

*That the Board replace July 2015 Section 2 in the OCSCC769 investment protocol ("investments guaranteed by any Canadian Financial Institution. A minimum Moody's AA3 (or equivalent) rating to a maximum of \$200,000 per institution") with "investments guaranteed by any Canadian Financial Institution with a minimum Moody's A1 (or equivalent) rating to a maximum of \$100,000 per institution" with any current investments greater than \$100,000 in a given institution completing their terms to maturity.*

iii) Shaded Patio: Kim will get further quotes for the area and come back to the Board for a decision. It is hoped to have this in place for next spring.

On a motion by Larry Boisvert seconded by Peter Mitchell that Kim and Irmela investigate options for the patio not to exceed \$5K.

**MOTION CARRIED**

**ACTION: KIM AND IRMELA**

**5. Treasurer's Report:**

**FINANCIAL HIGHLIGHTS TO JULY 31ST, 2017**

**Summary:**

(YTD) **Total Revenue** is \$1.5K under budget, at \$857.7K , while YTD **Total Expense** is \$26.3K under budget, at \$823.7K , leaving a YTD **operating surplus** of \$34K versus a **budgeted surplus** of 9.1K

The major favourable contributors to the expense variances were due primarily to utilities (\$34.1K), window cleaning (1.6K), security (\$2.9K), professional services (\$4.9K), and lower expenses in shared facilities (\$9K).

Unfavourable variances arise from maintenance repairs (\$10.8K), building improvements (\$10.2K), fitness equipment (\$2.9K), generator (\$5.8K), elevator (1.5K), and office expenses & miscellaneous (1.9K)

At July 31st, 2017, our OCSCC 769 **Reserve Fund** is at \$1,457K (\$1,385K being held in Non-Registered GICs). Reserve expenditures YTD are \$63K. The **Shared Facilities Reserve Fund** is at \$62.4K, with \$15.9K expended YTD.

**6. Director of Operations and Property Manager's Report:**

i) Decisions between Meetings:

On an electronic motion by Irmela Murphy and seconded by Larry Boisvert, to approve the quote from DNL to re-insulate the cooling tower in the amount of \$3550.00

On a motion by Larry Boisvert seconded by Irmela Murphy to approve Vans Pressure Washing to clean the pipes on the lower level garage only for \$2260. Tax included for this fiscal year.

On a motion by Rose-Marie Batley and seconded by Larry Boisvert, to accept the quote from Baxtec to replace the heat pump in the guest suite in the amount of \$4,402. Plus tax.

On a motion by Irmela Murphy, seconded by Clive Wolff to ratify the three above motions.

**MOTION CARRIED**

ii) Action List:

315 Windows: The 3 drops for the 07 units are complete . There were some other window repairs completed to date. Expenditure for this repair is approx \$45K. The completed stacks will be monitored and if all goes well, we will address additional stacks. **ACTION: KIM**

333 Urbandale Deficiencies: Spirito inspected the problem with the peeling railings and Kim will follow up with James and await the response from Greco. **ACTION: KIM**

415 Toilet Valves: Kim will send a note with a picture of what the valves should look like to Owner's so that they can decide if they wish to replace them at their expense .

**ACTION: KIM AND STEVE**

542 Labour Reimbursement: There are still Units experiencing sediment. It was suggested that Owners be advised to run the taps following any water shut off affecting the building. Furthermore, it was suggested that we deal with individual cases as they are presented. It was suggested to try a strainer on some of the worst affected as a test to determine if this will help.

**ACTION: KIM**

632 Lighting Retrofit: Awaiting confirmation from Litron that old bulbs were properly disposed of and to receive paperwork/info from Hydro.

892 Fire and Garage Doors: Kim has obtained a quote to install alarms on the Fire Doors. This does not include the auto door close. Following discussion, the Board agreed to stay with the current status. Owners' will be responsible for ensuring that the Drive in Door is closed on completion of a Move-in/Out, or for private contract work. The walk-in door is to remain locked and accessible by FOB. It is suggested that Owners provide their contractor with their access devices. We provide Corporation contractors with a FOB and key to the Fire Doors. There will be an article in the Newsletter.

**ACTION: PETER**

898 Dust Study: Rose-Marie received information from Richard, President in RG1, that the results of the dust study were inconclusive so they will not proceed with the other stacks. Larry, in co-operation with Steve will look at some of the units that are experiencing higher levels of dust.

**ACTION: LARRY AND STEVE**

906 Elevator Mats: The mats for winter will be arriving shortly.

923 Furniture: It was suggested that a new sectional be considered for the Party Room as well as considering relocating the Library chairs to the Party Room and purchasing new Chairs for the Library.

929 Book Shelves: This will make a good winter project. The Board would like to have quotes for the November Budget Meeting

**ACTION: KIM**

946 Smoke detectors: These have been received and Steve is able to install them. He has asked to combine this with the Filter replacements. Time-line October.

**ACTION: STEVE**

949 Interlock: Previously discussed (see 4 iii above).

950 Cleaning Contract: Kim received two quotes. One was from GDI and one from Spot Cleaning. The quote from Spot was the lower of the two and as RG1 are using this company and are completely satisfied, the Board asked Kim to contact Spot regarding staff requirements. On a motion by Irmela Murphy and seconded by Larry Boisvert, Kim was directed to issue the contract for Cleaning Services to Spot Cleaning

**MOTION CARRIED**

955 Garage Pipes: Vans Cleaning was approved to clean the pipes in the lower level parking only. This will take place in late October early November as there will be fewer cars to move.

968 P1 Tiles: The tiles have been cleaned and they look better. It is about \$2500 each time they are cleaned which is recommended every 3 – 4 months. Replacement of the tiles is expensive. The tiles are not properly sealed. The problem with the tape from last year has been rectified and will not recur. Various solutions to this problem have been explored and the best option might be to leave the mats down year round. Kim was asked to consult with a tile company to see if there is a way to seal the existing tiles.

**ACTION: KIM**

973 There will be a new computer for the Concierge. The computer from the Mechanical Room will be repurposed. Time-line next two or three weeks.

974 Troughs: The troughs for the elevator doors are being cleaned by Steve.

975 Hardwood Flooring: Kim is drafting a rule for the installation of hardwood flooring for approval by the Board.

**ACTION KIM**

976 Non-Smoking: Following a discussion on the complexity involved with this issue the Board unanimously decided that this was not something that we are prepared to do. It was suggested to obtain a bilingual sign identifying the smoking area near the “butt out” box on the concrete wall by the garage entrance.

**ACTION KIM**

977 Notice Board: Following a request from a resident for a community Bulletin Board for use by the residents, the Board approved it in principle. The exact location to be determined. The Property Manager will still have to approve all postings. Kim will prepare a Communiqué explaining the use.

**ACTION: KIM**

978 Window Cleaning: This is scheduled for October 16 – 20 Weather permitting.

## 7. Shared Facilities Report:

It was reported that there is currently a positive variance of close to \$15K. While there still may be a deficit at year end it would be less than estimated. Snow fall can affect this.

RG1 Cliff: A quote to terrace and re-work the cliff was received in the amount of \$60K. The repair of the podium deck for RG2 would be slated for 2034, sooner for RG1. Consideration will be given to replacing plants and have the work done by outside workers. Shared has approved an expenditure of \$8500 prepared by Irmela, which includes plant material, mulch and labour to be approved by both Boards for work to start in May 2018. In addition, Irmela estimates about \$3500 in Landscaping for RG2. **ACTION: IRMELA**

LED Lighting. Shared Facilities motion: Subject to confirmation of the Labour Costs, we plan to proceed with Litron to provide the LED lighting for the Shared outdoor lighting. Time-line September/October.

Appraisals Insurance: Kim will send the quotes for the Auditors to Shared. **ACTION: KIM**

Shuffle Board: Kim has researched the requirements. The pavers on the Pool Patio deck are not adequate for the purpose. There would have to be a path way and a gate. This brings the probable costs into the \$10K range. Add to this the ongoing maintenance. RG1 representatives plan to obtain feedback re this initiative at RG1' next Board Meeting.

Pickle Ball: The lines should be completed this week or next. **ACTION: STEVE/MIKE**

Christmas Lighting: Kim is getting quotes for the proposed plan. **ACTION: KIM**

Landscape and Snow Removal: The current contracts run to the end of October 2018. Kim and Irmela will consult to draw up the new contracts. **ACTION: KIM/IRMELA**

Winter Kill: The damage from last year should be repaired by the end of this week

Charging Stations: RG1 is proceeding with its study. It was agreed at Shared that it makes sense to co-ordinate and for RG1 to forward their information through Kim. Larry is waiting for some info from R. Tuttle of Urbandale as to how they are proceeding at other sites.

Remuneration: It was proposed that each Board approve in principle that the PM for Shared be compensated for the work involved in the Shared Facility. This will be presented to the RG1 Board.

## **8 Communications, Library and Social Committee Report:**

i) Communications: Peter reported that Minutes had been issued and the two glass cabinets have had the information update. These are conveniently located beside the Mail Room. The Summer Newsletter was issued on August 14, 2017.

ii) Library: Rose-Marie had no new items to report.

iii) Social Committee: Clive reported that there had been a Dinner at Al' Steakhouse and that there was a Happy Hour planned for October 27<sup>th</sup>. This is the Halloween event.

The Christmas Party is planned for December 3<sup>rd</sup>.

There will be a Trivia Night in January.

The Social Committee will meet on October 12<sup>th</sup> to discuss a proposal to the Board for the usage of some of their funds.

**Date for the next meeting:** October 19<sup>th</sup> 1:00 p.m.

Peter Mitchell moved to adjourn at 3:37 p.m.

---

Peter Mitchell, Secretary.

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

André Vinette, 1801, asked if the yellow canoe could be cleaned. Kim will contact the owner.

John Murphy, 207, commented that the new lighting in the hallways can affect the appearance of the floors in respect to the cleanliness.

Jens Skafte, 302, suggested that the edge of the lawn could be bordered with river rock to protect against winter kill.

Yves Fortin, 506 asked for clarification of the investment protocol.

JoAnn Plomer, 801, asked if running the water would solve the sediment issue.

Armand Agabab, 604, asked about the status of the Bilingual Signage. (They have been ordered)

Norm Slover, 706, mentioned that the overhead pipes in the garage cannot be power washed.

Jill Stewart, 1305, suggested that we leave the winter mats down on the parking entrance hallways.

John Murphy, 207, mentioned that the entry by the Games Room might not be the ideal location for the Owners' Bulletin Board.

Jill Stewart, 1305, noted that the elevator tracks are still dirty.

Jens Skafte, 302, suggested that the computer system in the Control Room be enclosed by a three sided shield.

JoAnn Plomer, 801, suggested the exercise room for the location of the Bulletin Board.

Linda Bowering, 806, suggested buffing the floors in the elevators.

---

Peter Mitchell, Secretary.