

OTTAWA-CARLETON STANDARD
CONDOMINIUM CORPORATION # 769

September 20, 2016

MINUTES OF MEETING

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

In Attendance: Kim Renwick, Property Manager, CMG

- 1) President Rose-Marie Batley called the meeting of the Board of Directors to order at 7:00 p.m. with a quorum confirmed. Rose reminded Residents that while the Board is meeting there should be no talking.
- 2) **Approval of the Agenda**
On a motion by Andy de Schulthess and seconded by Larry Boisvert, the Agenda of the September 20, 2016 Board meeting was approved as amended. **MOTION CARRIED**
- 3) **Approval of the Minutes**
On a motion by Larry Boisvert seconded by Clive Wolff, the Minutes of the August 16, 2016 Board meeting were approved as amended. **MOTION CARRIED**
- 4) **Business Arising from the Minutes**
 - i) Weekend Concierge Service
The Board discussed possible hours for a weekend shift. Kim agreed to present the Board with a written proposal at its October meeting. **Action: Kim**
 - ii) Annual and Three-Year Rates for Auditor's Contract
Clive agreed to seek advice re advantages of a three-year contract. **Action: Clive**
 - iii) Draft Criteria for the Replacement of Suite Entrance Doors
Kim and Steve have drafted criteria – 6 mm gap over a period of 12 months, and door non-functioning. **Action: Kim**
 - iv) Feedback re Sculpture Proposal
On a motion by Andy de Schulthess seconded by Rose-Marie Batley, the Board approved the concept of a sculpture in recognition of Canada's 150th Anniversary to be funded by owners on a voluntary basis. Location to be determined. Peter Mitchell will spearhead this initiative.
Motion: Carried
 - v) Request for a Study to Mitigate Dust
It was agreed to defer a study pending the results of the study that will be done by RG1.
 - vi) Update re Canoe/Kayak Storage
Following our review, the Board decided to remain with Status Quo.

5) Treasurer's Report

i) Financial Highlights to August 31, 2016

Summary: Year-to-Date (YTD) **Total Revenue** is on budget, at \$981.3K - while YTD **Total Expense** is \$14.8K under budget, at \$975.7K – leaving a YTD **operating surplus** of \$5.6K versus a budgeted deficit of \$9.6K.

The major favourable contributors to the expense variances were due primarily to Utilities (\$18,8K), security (\$6.5K), and window cleaning (2.9K)

While unfavourable variances arise from fitness equipment (\$4.4K), professional fees (3.3K, fire system (1.5K), maintenance expenses – mainly the LED project (\$16.9K), and office expenses (\$1.5K).

At August 31st, 2016, our OCSCC 769 **Reserve Fund** is at \$1,250K (\$1,226K being held in Non-Registered GICs). Reserve expenditures YTD are \$133.6K. The **Shared Facilities Reserve Fund** is at \$75K.

Clive noted that subsequent to the Board's approval in August, he bought a 5-year GIC for \$100,000 through Home Equity at 1.92%.

6. Operations Report (Property Manager and Director of Operations)

i) **ACTION LIST:**

315 Windows – windows in 207, 307, and 603 continue to leak. Garrett will water the units from all directions in October. **Action: Kim**

333 Urbandale Deficiencies – Andy is trying to make contact with Roger. **Action: Andy**

542 Labour Reimbursement – Kim has not heard back from Victaulic. Some sediment is still occurring. **Action: Kim**

617 Boilers – A draft report with recommendations will be presented at the Board's October meeting. **Action: Larry, Kim**

632 Lighting Retrofit - Work is ongoing. Kim will advise owners that we have numerous non LED florescent lights in storage, which may be available to the residents if their return is not needed to ensure the subsidy. Kim will find out if the cages covering the lights in the garage are required for the LED lights. **Action: Kim**

668 Camera System – The Board agreed with Kim's recommendation not to proceed to purchase new cameras.

689 Damaged Windows – the window has been ordered. **Action: Kim**

695 Parking Spot #74 – the Board has approved a monthly rental rate of \$125. Kim will draw up a lease agreement accordingly. The lease may be renewed annually with 2 months' notice up to a maximum of 3 years. The rental cost may be subject to increases on renewal. **Action: Kim**

708 Suite Doors – One door needs to be replaced. **Action: Kim**

709 Elevator # 3 – Quote of \$1600 received for touch ups includes all 4 cabs. Steve will do a full inspection and list all areas that need a touch up. **Action: Kim**

710 Condo Locker #128 – 3 bids were received. Kim will advise them re the successful bid. Kim will arrange to move the 4 lockers to their new location, which is in the locker room directly opposite the elevator. **Action: Kim**

711 Marble Floors – A quote of \$550 per lobby has been received. Kim has confirmed that the time of year when the work is done is not an issue. The Board will decide which floors will be done in 2017 as part of its Budget deliberations. **Action: Kim, Board**

725 Filter Replacement – Kim will notify owners that Steve will check the water hose connection and put dye into the toilet tanks to determine if they are leaking when he changes the filters. **Action: Kim**

734 Budget – It was decided to wait for the September 30th Financials. Kim will ask that we get the information required from CMG in early October. **Action: Kim**

Elevator #1 - The bearings in elevator #1 that need to be replaced have been ordered. It is not yet known when the elevator can be back in service. Kim will advise owners. **Action: Kim**

7. Shared Facilities Report (Larry, Irmela)

i) **Irrigation:** The system is now installed. Irmela, Frank, and Rob (Nutri-Lawn) have inspected the system. Some fine tuning is still needed. Andy noted that it would be useful to have the April-August 2916 irrigation water readings for comparison purposes. **Action: Irmela**

ii) **Fire Protection System:** Irmela informed the Board that RG1 plans to proceed with the replacement of the Siemen's Fire Alarm Control Panel.

iii) **Pool Patio Suggestions from RG2:** Irmela informed the Board that RG1 representatives had expressed concern re costs. They will take back to their Board a compromise proposal namely, the creation of a pathway, and the purchase of cushions for 5 chairs and the lounge.

iv) **Use of Shared Facilities by Non-Resident Owners:** SFC is awaiting the legal opinion.

v) **Hydro Reconciliation:** Work to reconcile the hydro expenditures is underway. SFC has instructed Frank to do whatever was necessary to get hydro payments back on a PAP basis ASAP.

vi) **Security at the Gate:** In view of a number of incidents with an Iron Horse employee, that employee will no longer be able to work at Riverside Gate.

vii) **SFC Financial Report:** SFC still expects to break even by year end. SFC expects that unlike last year, it will need the December contribution from each Corporation. Larry and Jean Guy will review the respective contribution for each Corporation re the gas to heat the pool in view of the fact that water usage has been significantly reduced with the installation of the pool liner.

viii) **Landscaping:** Mulch and fixing the RG1 upper cliff are the top priorities for 2017. Irmela noted that the work required along the top of the RG1 cliff is beyond the capability of the garden volunteers. She also indicated that SFC is recommending that professional advice re options be obtained from a Landscape Architect.

ix) **Loop at the Gatehouse:** The loop has been installed. There are still some minor issues to be resolved this fall. It was noted that there is not enough metal in bicycles to light the gate. Thus, they will need to enter through the exit gate where the bar is shorter.

x) **Lighting:** Frank has received 2 quotes to upgrade the outdoor lighting to LED. SFC asked him to also get one from Litron.

xi) **Tennis Court Repairs:** A quote to resurface the courts has been received from Canada Court for approximately \$9000 which the SFC considered to be very reasonable. Frank will try to get additional quotes. This is a planned Reserve Fund expense.

xii) **Balcony Glazing:** Irmela indicated that RG1 was told that new City of Ottawa requirements were behind the change in design by Lumon. Kim noted that she could not find anything on

the City website. Kim has asked Lumon to provide us with a copy of the revised City regulation.

Action: Kim

8. Communications, Library, and Social Committee (Irmela, Rose, Clive)

Library: Rose-Marie indicated that she was still looking for chairs for the Library.

Social Committee: Clive noted that 10-12 volunteers helped to plant the 600 Canada tulips purchased with Social Committee funds.

The following events have been planned.

October 28 th	Halloween Party
December 4 th	Christmas Party

9. New Business

i) Board Communiqué re Resident Questions re Personal Incidents

The Board reminds residents that the concierge cannot give out any information re personal incidents. Residents are asked to please refrain from approaching and asking for information on incidents that are personal to other residents. The Board decided not to issue a communiqué to residents.

10. Date for Next Meeting:

October 19, 2016 1:00 p.m.

Irmela Murphy, Secretary

Topics Mentioned at Open Session NOT Part of the Official Minutes

204 – Peter Mitchell – asked if bicycles could enter via the exit gate.

1801 – Andre Vinette- asked whether the SFC had approved the balcony glazing at RG1. Rose-Marie clarified that the approval for RG1 balcony glazing was subject only to RG1 Board approval.

307 – Robert Boisvert – asked if the new City requirement did not conflict with the RG1 By Law. According to RG1, it does not.

903 – Richard Kear – said that that he believed that some of his windows were also etched. Kim indicated that he should see her.

302 Jens Skafte – asked if the Board had considered putting a film on the windows. Andy noted that while a previous PM had approved this, upon further investigation it was determined that such film negated the window warranty. Rose noted that for the few units where film had been installed, they had been grandfathered and letters were put on the suite file.

1101 - Betty Alce – Thanked the Board for its work.