

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

September 20, 2022

4:30 p.m.

**Minutes**

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

ABSENT: None

OTHER: Kim Renwick (Property Manager, CMG)

In Attendance: None

1. The meeting of the Board of Directors was called to order at 4:32 p.m. with a quorum confirmed.
2. On a motion by Carmène Levesque, seconded by Larry Boisvert, the Agenda as amended was approved. Future public agendas will be posted on the bulletin boards when prepared. **CARRIED**
3. Approval of Minutes:
  - 3.1. On a motion by Larry Boisvert, seconded by Scott McDermott, the minutes of August 11, 2022 were approved. **CARRIED**
  - 3.2. Decision Taken Between Meetings: On a motion by Larry Boisvert, seconded by Branislav Vračarić, the following decision taken between meetings was officially approved:
    - To approve and distribute the fall newsletter **CARRIED**
4. Treasurer's Report: (Scott McDermott)
  - 4.1. Financial Highlights to August 31, 2022: As of August 31, the major favourable contributors to the expense variances were Cleaning (\$10.2K - which is purely a timing issue), Employee Wages (\$5.9K), Window Cleaning (\$3.0K), and Professional Fees (\$2.4K). Unfavourable variances arose from Repairs and Maintenance (\$22.3K – see below for additional information), Generator expenses (\$6.7K), Utilities (\$3.3K), Pest Control (\$1.8K), and Shared Facility (\$1.5K).

In terms of our large budget overage in the area of Repairs and Maintenance, it is my opinion that our August 2022 financial statements have overstated our expenses in this category by \$25K. This relates to the accrual process back at the end of 2021 and the omission of a reversing entry in 2022. I am currently following up with the CMG Accounting team to validate the issue and have it corrected.

Looking at bit closer at our Utility expenses, we are currently \$3.3K unfavourable overall as at the end of August. In terms of the details, our Hydro expenses are currently \$18.3K favourable, our Water expenses are currently \$0.9K favourable, our Telephone expenses are currently \$2.3K favourable while our Gas expense is currently \$24.8K unfavourable, which is the driver of our overall unfavourable position. It should be noted that 20% of our unfavourable variance with regards to Gas is attributable to additional gas consumption while the remaining 80% of

the overage relates to a significant increase in the rate of gas over and above what was included in our 2022 budget.

At August 31, 2022, our OCSCC 769 **Reserve Fund** stands at \$2.49M (\$2.1M being held in GICs). Our 2022 reserve expenditures to date total \$85.1K and relate primarily to windows (\$28.9K), repairs to our boilers (\$25.8K), mechanical expenses (\$11.0K), foundation (shear wall) repairs (\$9.8K) and common area refurbishment (Superintendent's apartment) (\$9.2K).

The **Shared Facilities Reserve Fund** is at \$208.0K with 2022 reserve expenditures incurred primarily with regards to the pool (\$11.7K) and the security system (\$3.7K)

4.2 Possible opportunities to reduce costs in the common element areas were suggested (e.g., lowering the temperature by 1°C, etc.).

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

5.1 Action List:

Item 1136: The Keller project implementation report is expected soon.

Item 1157: Balcony Railings: Removal of the balcony railings to an offsite location for sand blasting and repainting is expensive and ~15 years ahead of the work as listed in the Reserve Fund Study. Kim will follow up with an owner who obtained the prescribed paint and used it successfully on the unit balcony to determine if it has sustained the success.

Item 1343: Elevator Skin Repairs: ThyssenKrupp has completed repairs within the elevator doors. Kim will have ECR quote the skin repairs to remove scratches and obscenities.

Item 1400: Garage Membrane: The new contractor has additional suggestions for the Board. Kim will arrange a meeting with the contractor; any Board members who wish to attend may do so. Branislav and Larry will attend.

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

Item 1423: Booster Boilers: RJC will be on site to review the current equipment and will send a recommendation to the Board.

Item 1437: EV Survey: The survey results were tallied. 70 Units responded. There was little interest in moving ahead as the opportunities for vehicle charging are improving quickly. The EV Committee will be asked to provide an update to the Board at the next Board meeting.

Item 1459: TV System for the Party Room: The Board is not in favour of moving ahead with this expense given the increases in basic costs that must be addressed in the 2023 budget.

Item 1462: Balcony Etching: RJC engineering was on site and Kim received their report today. It will be forwarded to the Board members for review and a decision on possible actions.

Item 1478: Amenities: The Board has agreed to open the amenities to pre-Covid protocols and monitor for any problems or conditions that may necessitate restrictions.

Item 1481: Dryer Duct Cleaning: The unit dryers force air out of the unit into an exit to the roof where the air is forced to the roof to escape. Owners can clean their in-unit dryer duct. The roof exit is checked regularly and is functioning as intended.

Item 1487: Foyer Shears: The foyer shears are to remain closed. They help to maintain temperature control in the areas and protect the furniture from fading.

Item 1488: Emergency Preparedness: see Agenda Item 8.1.

Item 1492: Window Cleaning is scheduled for the week of September 26. A notice will be sent to owners.

Items Completed Since the Last Meeting: 1453, 1460, 1449, 1470, 1471, 1473, 1474, 1475, 1476, 1477, 1479, 1480, 1482, 1483, 1485, 1486, 1489, and 1491.

5.2 Damaged Entrance Canopy: The canopy was damaged by a delivery vehicle taller than the canopy. The company involved will not cover repair costs without a video or a photo of the

truck in contact with canopy. Following up with legal assistance would be more costly than repairing the canopy and may not result in a different outcome. The Corporation will cover the costs of repair. Concierges have been instructed to follow through with any deliveries immediately, acquire names, pictures, etc., to file an incident report.

- 5.3 Pigeons: Some residents have reported a significant decline in the pigeons on the balconies. Others have experienced an increase in visits. The traps are catching pigeons, and the pigeons are removed. The roof traps are inspected twice a week; this will continue until the end of October. A decision will be made if the traps will be continued in the spring.
6. Shared Facility Report:
  - 6.1. The Committee reviewed the landscaping wish list and plan. A follow up with Capital on what can be done in the next phase will occur.
  - 6.2. Capital will provide a quote for the removal of tree stumps. Not all stumps need to be removed; some stumps will be cut to ground level.
  - 6.3. The 2023 snow removal costs will increase significantly to ~\$40k (previously \$33k). All snow removal contractors in the City are increasing their costs. The committee decided to remain with Capital.
  - 6.4. Kim and Sylvain will be working on the SF 2023 budget soon for presentation to the RG1 and RG2 Boards.
  - 6.5. The Dectron unit for the pool is leaking. A quote for repair or replacement is forthcoming.
  - 6.6. A draft emergency protocol for on-call superintendent duties was reviewed. It will be sent to Board members in both corporations for comment before finalizing.
  - 6.7. The SFC considered a suggestion to install heating tubes in the driveways and parking lot to reduce snow removal costs. Given the cost of implementation, owner approval would be required in both RG1 and RG2. The podium replacement will have to be addressed as noted in the Reserve Fund Study. At that time, the asphalt will be disturbed and any installations would be disrupted as well. The idea is intriguing but perhaps ahead of its time given the podium deck replacement as timed in the reserve fund.
7. Director of Communications Report:
  - 7.1. Carmène met with Peter Mitchell and Kim for information with respect to the communication protocols. The current communications plan was prepared in 2017. Carmène is working on a revised draft communication protocol.
  - 7.2. Carmène will be meeting with the Library and Social Committees next week.
8. New Business:
  - 8.1. Emergency Preparedness Report – The Board received a report on emergency preparedness lessons learned from the May storm. The report was comprehensive and contained several good suggestions, some of which are easy to implement. Kim will create an Excel spreadsheet with the ideas and add comments regarding implementation that are needed to proceed. This list will be forwarded to the Board members. Scott is the Board liaison with the group. The Board members thank the group for the draft report and praised their involvement and work.
  - 8.2. Meeting Times – The Board will schedule meeting times to take place alternating with 1:00 pm and 4:00 pm start times.
  - 8.3. Town Hall Meetings – the first town hall is scheduled for 7:00 pm on October 26 in the Party Room. All owners are invited to attend and bring their questions. The purpose of town hall sessions is to address questions to the Board, not for presentations.
  - 8.4. The Budget Meeting for owners will be held in the last week of November.

- 8.5. Kim received a request from some owners to remove the window sheers in the front foyer areas. The Board discussed the request. The sheers are an important contributor to energy conservation, helping to keep heat in during the cold months, and cool air in during the AC season. The sheers will remain on the windows. Kim will inform the owners.
- 8.6. Temperature in the common areas (garage, front foyer, and floor foyers): The temperature in the garage was adjusted some years ago and any savings have been in place since the change. Lowering the foyer temperatures by 1° C may contribute additional savings. Kim will ask Yves to test this in the winter season.
- 8.7. Questions from the Property Manager to the Board for comment – these emails need a quick response so that action can be taken on urgent issues. Board members should respond as soon as possible to emails received regarding corporation work.
- 8.8. False Alarm Communications – Carmène will draft a communiqué and send it to Kim to ensure accuracy of fire alarm protocols and reasons. Owners will receive information as to what takes place during an alarm. Once the fire department enters the premises, their staff have control of the premises and make decisions.

Date for Next Board Meeting: October 17 at 1:00pm (earlier if the agenda is long).

Adjournment: On a motion by Rose-Marie Batley the meeting was adjourned at 6:32 p.m.

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Rose-Marie Batley, President, Secretary