

OTTAWA-CARLETON STANDARD
CONDOMINIUM CORPORATION # 769

August 20, 2020

Minutes of Meeting

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

OTHER: Kim Renwick (Property Manager, CMG)

In Attendance: None

1. President André Vinette called the meeting of the Board of Directors to order at 10:00 a.m. with a quorum confirmed.
2. On a motion by Scott McDermott, seconded by Peter Mitchell, the Agenda as amended was approved. CARRIED
3. On a motion by Peter Mitchell, seconded by Larry Boisvert, the minutes of the meeting on July 9, 2020 were approved. CARRIED
4. On a motion by André Vinette, seconded by Scott McDermott, the in-camera minutes of the meeting on July 9, 2020 were approved. CARRIED
5. Decisions Taken Between Meetings: On a motion by Scott McDermott, seconded by Rose-Marie Batley, the following decisions taken between meetings were officially approved:
 - 3.1 A communication to owners encouraging the wearing of masks in the common elements.
 - 3.2 A letter was sent to the owner regularly parking illegally in the visitor parking outlining consequences should the action continue.
 - 3.3 The volume of the elevator message was lowered; Cab 4 requires a correction in the volume.
 - 3.4 A communication was sent to owners indicating the Guest Suite could be made available by booking for a short period during the day should they require a quiet location during the repair of hardwood floors. CARRIED
6. Treasurer's Report: Financial Highlights to May 31, 2020
 - 6.1 (YTD) **Total Revenue** is \$4.7K under budget (Guest Suite revenue down), at \$925.7K, while YTD **Total Expense** is \$52.8K over budget, at \$1,010K, leaving a YTD **operating deficit** of \$83.9K versus a **budgeted deficit** of \$26.4K.

As of July 31, the major favourable contributors to the expense variances were Shared Facility expenses (\$5.9K), Employee Benefits - Subsidy (\$4.0K), Professional and Office expenses (\$3.9K) and Discretionary expenses (\$3.5K). Please note that as of the end of July, we 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 Utilities (\$26.4K), Repairs and Maintenance (\$25.7K), Elevator expenses (\$10.3K), Fire Alarm/Hydrant expenses (\$4.1K), Cleaning expenses (\$3.7K) and Generator expenses (\$2.3K).

Clearly our Operating Deficit overall is currently well over our budget (\$57.5K over). Our gas expense accounts for \$28.6K (50%) of this budget overage and this remains due to a budget issue rather than a true expense overage. Actual gas expenses are within \$1K of 2019. True budget overages are apparent with respect to Repairs and Maintenance and Elevator expenses which will need to be monitored closely over the next few months. We are also investigating two postings totalling \$12K that most likely should be moved from our Operating Fund to either our Reserve Fund or our Balance Sheet. Rest assured that our expenses continued to be monitored very closely and I continue to expect us to be on budget for the year.

At July 31, 2020, our OCSCC 769 **Reserve Fund** stands at \$1.79M (\$1.6M being held in GICs). Reserve expenditures YTD are \$304.1K composed primarily of Mechanical (Sediment Project - \$174.7K), Elevator Expenses (\$55.7K), Heating Pumps (\$36.7K), Windows (\$20.6K), and Boiler Repairs (\$13.1K).

- 6.2 Draft 2019 Audit Report: Scott reviewed the contents of the draft 2019 audit including the year-end adjusting entries and the impact of the reversal of year-end accruals on the 2020 Financial Statements. The audit is clean and he noted that all Corporation responsibilities were met. The numbers are as expected with both revenue and expenses being very consistent with our 2019 budget. Next steps include signing the draft and obtaining a final 2019 Financial Statement package from the Auditors. When the final audit is completed, the report will be distributed to owners including a summary of comments prepared by Scott. Our goal is to have this in the hands of owners no later than the week following Labour Day.

On a motion by Scott McDermott, seconded by Rose-Marie Batley, the audit report was approved with noted minor amendments/corrections. CARRIED

7. Director of Operations/Property Manager's Report

7.1 Action List:

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

Item 1184: Safety and access issue for the building main water valve – Universal was approved for the installation of a catwalk in the garage and this has been completed.

Item 1185: In-Suite Shut-offs – We hope to be able to complete the inspection of the suites and finalization of shut-off locations in September. Steve and Larry will begin inspections soon.

Item 1198: Shaw/Freedom Mobile Contract and Roof Request – a roof inspection and review will be undertaken prior to making a decision regarding the roof requests. Shaw is honouring the agreed rental conditions; a final lease agreement is yet to be received from them. Kim will inquire when the white satellite dishes on the building will be painted to match the antennae and be less visible. Responses from Shaw regarding queries about the additional antennae requested have yet to be received.

Item 1208: Flood Repairs – Kim is scheduling these repairs. The work will continue for several months as the restoration is time consuming.

Item 1213: Bilingual Elevator Voice Messages – The volume has been lowered in the elevators, save for Cab 4 yet to be completed.

Item 1227: Insurance Appraisal – An insurance appraisal is required by October to provide to the insurance company. The appraisers have visited the site – a report is expected soon.

Item 1249: Sediment – Steve checked the main strainers and no sediment was evident. This is a change from previous checks and good news. It will take some time for the debris to flush throughout the building.

Item 1258: Tennis Court Visitors – The SFC representatives approached the RG1 reps to consider a request to allow visitors to use the courts. The RG1 Board did not approve the request. Any visitors on the courts who are reported to the Property Managers will be addressed.

Item 1263: Polishing elevator doors – this will be completed by Steve as time becomes available. The scraping of the doors has been addressed.

Item 1267: Additional Tables and Chairs for the BBQ area – On a motion by Rose-Marie Batley, seconded by Scott McDermott, the Board will accept a donated table from an Owner and chairs in the area will be distributed as needed while additional chairs are sought. The purchase of a new table and 6 chairs will be deferred until the 2021 budget. CARRIED

Item 1269: AGM – The Board is required to hold an AGM by the end of November (with possible extensions if needed). As the emergency orders are still in effect, this requires the AGM be virtual. The requirement for a by-law to allow virtual AGMs has been waived. Kim is getting quotes re management of a virtual AGM for the Board to consider. One quote from Davidson, Houle, Allen (DHA) has been received. This firm is managing several AGMs in the Ottawa area and dates are now being booked into November. Kim will get a tentative date for the AGM in late November in order to secure a booking with DHA. The Board will participate in a trial run prior to making a decision and has requested a fixed price for the management of the meeting. There are two Board positions whose term has expired and are open. The intent of the two incumbents is to stand for election.

Item 1273: Window Cleaning – scheduled for October 5 – 9.

Item 1264: Pool Signage – the bilingual signage for the shallow end of the pool has been ordered.

Item 184: The regular inspection of the roof is required every 2 years; Kim is verifying the upcoming date, believed to be in 2021.

- 7.2 Fire Safety Plan: This plan is updated regularly. The current version will be reviewed at the September Board meeting.
- 7.3 Washing Balconies: Kim will remind owners to be judicious when cleaning balconies as dirty water falling on units below is a safety and hygiene issue.
- 7.4 Pigeons: Kim has located a possible solution to the pigeon problem that involves a pest control company subscription to a substance placed on the roof that has deterred pigeons in other high rises. Given the nuisance and health implications, Kim will get a quote for the Board to consider.
- 7.5 Victaulic Update: The main strainers continue to be free of debris on inspection. Some owners who regularly check strainers are getting less debris volume as time goes by. Kim is aware of an Ottawa condominium having the same issue with Victaulic; this condo accepted an offer from Victaulic to replace the large and small rubber gaskets and then signed a waiver not to communicate with Victaulic. The new gaskets are disintegrating and debris is once again present in their domestic water system. The 769 Board will monitor the debris situation here and consider contacting Victaulic in the future. The 769 Board did not sign any waiver with Victaulic.
- 7.6 Garage Door: A resident drove into the garage door and damaged it. Contact has been made and the owner has been advised the repair is the owner responsibility.

7.7 Cooling Tower Spare Pump: A quote has been received for a new spare cooling tower pump at \$10,503. Kim will get additional quotes and add this item to the action list for consideration.

8. Shared Facility Report:

8.1 By virtue of the Shared Management Contract Agreement, Kim is authorised to tow vehicles repeatedly parking in the visitors' lot without overnight pass or proper authorisation.

8.2 Hydrant – the hydrant that is wrapped on the grounds is operational.

8.3 Overall Grounds Appearance: The corner at the RG1 garage will be sodded along with some additional locations on the grounds. Infractions of rules in either building are to be addressed by the Property Manager for the building. Common element issues are to be addressed to Kim and shared with the RG1 Property Manager for resolution when necessary. All issues should be sent to Kim for appropriate follow up.

9. Director of Communications Report:

9.1 Library: The bin system appears to be working.

9.2 Social Committee: no functions are planned at this time.

10. New Business:

10.1 Iron Horse Service: There are different employment standards for security guards. We cannot deny breaks for certain reasons.

10.2 Owners List: Kim will distribute an Owners List to the Board and review the Residents Directory to determine if it should be revised.

10.3 Personal Items on bulletin boards: The Library bulletin boards are to be used for personal items (e.g., selling furniture, etc.). Review the Handbook rules for posting items.

10.4 Movies Club: Neither Board has agreed to reinstating the movies in the party rooms at this time.

10.5 Director Liaison Responsibilities: The role of Board liaisons was discussed and agreed that they should continue. The liaisons with concierge and building staff are a venue for those staff to contact a Board member when the Property Manager is not available.

10.6 Concierge Uniforms: Kim will respond to a request from an owner regarding concierge uniforms indicating that professional dress is appropriate at this time.

11. Date for Next Board Meeting: September 17, 2020 at 1:00 p.m.

Adjournment: On a motion by Rose-Marie Batley the meeting was adjourned at 1.13 p.m.

Rose-Marie Batley, VP, Secretary

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

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