

OTTAWA-CARLETON STANDARD
CONDOMINIUM CORPORATION # 769

April 26, 2021

1:00 p.m.

Minutes of Meeting (on Zoom)

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

ABSENT: Nil

OTHER: Kim Renwick (Property Manager, CMG)

In Attendance: 27 Owner Observers via Zoom

1. President André Vinette called the meeting of the Board of Directors to order at 1:00 p.m. with a quorum confirmed; Board members, the Property Manager, and 27 Owner observers attended via Zoom. President Vinette welcomed the owners who signed into the Zoom meeting and explained there would be an open question period at the end of the agenda and each owner could ask one question without follow up. If time permitted, second questions from any owner could be asked. Kim asked owners to mute their microphones on Zoom during the formal meeting as it causes feedback when many microphones are open, and discussion cannot be heard. While speaking during the question period, the speaker will be asked to unmute the microphone.
2. On a motion by Peter Mitchell, seconded by Larry Boisvert, the Agenda as amended was approved. **CARRIED**
3. Approval of Minutes:
 - 3.1. On a motion by Scott McDermott, seconded by Peter Mitchell, the minutes of March 11, 2021 were approved. **CARRIED**
4. Decisions Taken Between Meetings: On a motion by Peter Mitchell, seconded by Larry Boisvert, the following decisions taken between meetings were officially approved:
 - 4.1 Closure of Amenities during stay-at-home order: The pool, gym, and tennis courts were closed as per provincial requirements during the stay-at-home.
 - 4.2 Permission was given to the Building Superintendent to park his car in the visitors' lot for a brief period until his storage space opened.
 - 4.3 Gold Seal was approved to repair some leaks in the failed Insulated Glass Units.
 - 4.4 The offensive graffiti in Elevator Cab 1 will be buffed out.
 - 4.5 The exterior green panels will be washed during the cleaning of the windows this spring. **CARRIED**
5. Treasurer's Report:
 - 5.1 Scott McDermott summarized the financial position of the Corporation as at the end of March 2021 with three main updates:
Financial Highlights to March 31, 2021: (YTD) **Total Revenue** is \$0.6K under budget, at \$493.5K, while YTD **Total Expense** is \$9.1K under budget, at \$449.1K, leaving a YTD **operating surplus** of \$44.4K versus a **budgeted surplus** of \$35.9K. Overall, we are currently \$8.5K favourable to our budget.

As of March 31, the major favourable contributors to the expense variances were Insurance (\$16.5K), Shared Facility Expenses (\$10.1K), Window Cleaning (\$3.8K) and Employee Wages (\$1.8K).

Unfavourable variances arose from Cleaning (\$7.8K), Fire Alarm/Hydrant Expenses (\$5.9K), Elevator expenses (\$5.5K), Security (\$2.8K), and Fitness Equipment (\$2.3K).

These results continue to be normal for early in the fiscal year. As Treasurer, I remain comfortable with our current financial position. The majority of our unfavourable expense variances are due to the fact that our final 2020 accruals have not yet been processed. These transactions will be processed once the audit of our 2020 records has been completed. Our thanks to the CMG Accounting group for their assistance with loading a monthly gas expense budget that more accurately reflects the seasonality of our gas usage.

At March 31, 2021, our OCSCC 769 **Reserve Fund** stands at \$1.9M (\$1.6M being held in GICs) with \$16.8K of total expenditures incurred so far in 2021. The **Shared Facilities Reserve Fund** is at \$167.6K with no expenditures incurred in 2021 so far.

6. Director of Operations/Property Manager's Report

6.1 Action List:

Item 1136: Boiler Quotes – A meeting was held with Miguel, the Keller engineer assigned to the project. The Board is expecting a quote for an energy consumption audit from Keller; this will assist in determining payback regarding a major purchase.

Item 1198: Shaw/Freedom Mobile Contract and Roof Request – The Board has requested installation drawings from FM. These must be reviewed prior to making a decision on the FM request regarding equipment on the 769 roof. FM has committed to sending the plans. Information on the expected value to FM of the change is also required to determine contract details should the decision be made to proceed. A consulting company has been hired by FM to coordinate the project and this has delayed progress considerably.

Item 1208: Flood Repairs – One unit and locker hallways remain to complete. Kim is negotiating with Intact re an interim payment on the work and is awaiting their response. On the recommendation of the Property Manager, we should complete the locker hallway repairs, close the case, and remove the outstanding unit from the management of the corporation. Owners will be informed once we know the outcome of the situation.

Item 1278: Reserve Fund Study – Keller is completing the review and the Board is waiting for the first draft, expected in ~2 months.

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.

Item 1309: Staff Performance Reviews – these are completed. Kim and Scott will meet to review the financial status and will recommend salary changes going forward.

Item 1325: Fire Deficiencies – The October Fire Alarm inspection by Siemens documented deficiencies requiring ~\$12,000 in costs. The Board requested additional details from Siemens prior to approval and is waiting for information regarding codes. Kim will resend the Siemens response to Board members.

Item 1330: Minor Drywall Repairs – these will be completed following the lockdown.

Item 1339: Water Shut Off System – Costing for purchase of the equipment has been received, no installation/labour charges have been identified. The Board will schedule a meeting to answer outstanding questions and determine more accurate costing.

Item 1340: Unit Door – Awaiting a quote for a repair to a unit door. These doors are custom-made, take some time to receive, and are expensive.

Item 1342: Financials – Preliminary 2020 year-end actuals vs 2020 year-end projections were reviewed by the Treasurer and Property Manager. The Treasurer and Property Manager are

waiting for the final 2020 year-end actuals from the audit before recommending any changes to our approach to forecasting to the Board.

Item 1343: Elevator Cab Buffing – Cab 1 will have the offensive graffiti buffed out. Additional buffing of scratches on doors is expensive and will be delayed until the source of the scratching can be identified and remedied.

Item 1346: Solucore's Elevator Maintenance Audit and Consulting Services – the Proposal (\$1200 pa for a contract period of 3 years) was reviewed by the Board. On a motion by André Vinette, seconded by Rose-Marie Batley, the Board approved this contract. **CARRIED**

Item 1347: Window Cleaning – Highrise Guys are scheduled for April 30 to May 4 including washing the green panels.

Item 1348: Garage Cleaning – Vans are not able to rebook the work as they are fully scheduled. They were unable to complete the cleaning as scheduled because the elevator bay was still curing. The Board reviewed two quotes (Window Butler at \$4999 and Parkade Cleaning & Maintenance at \$3186). On a motion by Scott McDermott, seconded by Peter Mitchell, the Board approved the Parkade contract. The garage will be power washed as soon as possible after May 20 if the lockdown is over. **CARRIED**

Item 1354: Financial Audit – Kim is waiting for the draft that should be available in the next 2 weeks and will be distributed to Board members for review.

Item 1355: Pigeons – Steve is building a nest for falcons to see if their presence on the roof would deter the pigeons. The quote for the pigeon control was expensive (~\$6000 to cover 667 and 769) and had no assurance of any improvement.

7. Shared Facility Report: There will be a meeting April 27, 2021. There have been no significant expenses over the winter months. Topics on the agenda include a financial audit, and a review of the use of the closed shared facilities.
8. Director of Communications Report:
 - 8.1 Library: The Library is closed to residents until a change in the provincial restrictions.
 - 8.2 Social Committee: The following events were held in April and those for May, June, and July are noted:
 - April 20th: Mindfulness Interest Group (RG 2 only)
 - April 25th: Bingo (RG 2 only)
 - April 26th: Speakers Corner featuring Grant Thompson (both RG 1 & 2)

 - May 3rd: Coffee Klatch (RG2 only)
 - May 4th and 18th: Mindfulness Interest Group (RG2 only)
 - May 11th and 25th: Tuesday Tunes (RG 2 only)
 - May 17th: Speakers' Corner featuring Riley Brockington (RG 1 & 2)
 - May TBD: Spring activity directed at new residents of 2 buildings (in development by SC)
 - June 1st: Mindfulness Interest Group (RG2 only)
 - June 7th: Coffee Klatch (RG2 only)
 - July 1st: Canada Day celebration (in development by SC)
9. New Business:
 - 9.1 Pigeons: See Item 1355 in Action List report.
 - 9.2 Social Committee Request for Gas Heaters in the Gazebo: This request was made to extend the season of use. No action will be taken on discretionary expenditures until the financial situation is clearer. There is some concern that the gazebo would not be able to house such heaters.

- 9.4 Car Wash Bay: Work completed on the car wash bay by Garrett Restoration (membrane repair) and Steve (painting and cleanup) has greatly improved the site.
- 9.5 Windows in the 02 Drop: See Action List item 1347.
- 9.6 2021 AGM: The date for the 2021 AGM is tentatively scheduled for June 29 at 7:00 p.m., by Zoom if necessary. We will not have to use legal counsel this year as Kim has a Zoom account. The AGM will be limited to 100 owners, which should be sufficient as the 2020 Zoom AGM had 57 participants.

10. Date for Next Board Meeting:

Board Meeting: May 27, 2021 at 1:00 p.m. on Zoom

2021 AGM Meeting: June 29 at 7:00 p.m., probably on Zoom

Adjournment: On a motion by Rose-Marie Batley the meeting was adjourned at 2:12 p.m.

Rose-Marie Batley, VP, Secretary

Topics Mentioned at Open Session are NOT Part of the Official Minutes (2:05 – 2:11)

During the state of emergency there will be no open meetings. The April 26 meeting was held on Zoom and 27 units were represented excluding the Board members and the Property Manager. The Property Manager hosted the Zoom meeting and managed the speakers during the question period.

M A Code (802): Are the closed rooms (locker rooms, etc.) cleaned and checked during the lockdown?
[Yes, weekly.]

F Stalder (306): There are three turn-off valves in his unit alone and he does not understand why one device might shut off the appropriate valve. [This is one of the questions that the Board intends to ask the supplier.]

B Leach (1408): Happy to see the winter carpets have been removed and that the marble floors look marvelous. Compliments to the staff.