# OTTAWA-CARLETON STANDARD

CONDOMINIUM CORPORATION # 769

April 23, 2020

# MINUTES OF MEETING

PRESENT: André Vinette, President

Rose-Marie Batley, Vice President and Secretary

Scott McDermott, Treasurer (by phone)

Larry Boisvert, Director of Operations

Peter Mitchell, Director of Communications

ABSENT: None

## In Attendance: Kim Renwick, Property Manager, CMG (by Zoom)

1. President André Vinette called the meeting of the Board of Directors to order at 1:00 p.m. with a quorum confirmed. André thanked everyone for their presence, while meeting the requirements of the state of emergency.
2. On a motion by Peter Mitchell, seconded by Scott McDonald, the Agenda as amended was approved. CARRIED
3. On a motion by Scott McDermott, seconded by André Vinette, the Minutes of the meeting of February 13, 2020 were approved as amended. CARRIED
4. **Decisions Taken Between Meetings:** On a motion by Scott McDermott, seconded by Peter Mitchell, the decisions taken between Board meetings were ratified. CARRIED

The decisions included:

1) the purchase of a Precor commercial refurbished treadmill at a lower cost than new and with the same warranty;

2) the multiple notices re Covid-19 and the state of emergency;

3) the closure of all amenities during the state of emergency;

4) the restoration of the southern cliff by Exact Landscaping for a total of $22,308; and

5) the postponement of the garage cleaning.

1. **Treasurer’s Report**: (Scott)

5.1 Financial Highlights to March 31, 2020

**Summary:**

(YTD) **Total Revenue** is $1.7K under budget (Guest Suite revenue down), at $397K, while YTD **Total Expense** is $13.0K over budget, at $423K, leaving a YTD **operating deficit** of $26.1K versus a **budgeted deficit** of $11.3K.

As of March 31, the major favourable contributors to the expense variances were Shared Facility Expenses ($10.5K), Discretionary Expenses ($3.8K), and Window Cleaning ($3.6K).

Unfavourable variances arose from Utilities ($18.1K), Repairs and Maintenance ($8.1K), and Elevator expenses ($3.8K).

These results are normal for early in the year and I am very comfortable with our financial position. The primary driver of our expense overage for the first quarter is related to our Gas expense and, as was the case last year, is fully attributable to a budget issue. Our actual gas expense for the first 3 months this year is very consistent with our actual usage in 2019.

At March 31, 2020, our OCSCC 769 **Reserve Fund** stands at $1.73M ($1.625M being held in GICs). Reserve expenditures YTD are $217.5K composed primarily of Mechanical (Sediment Project - $115.2K), Elevator Expenses ($55.7K), Heating Pumps ($25.0K) and Windows ($18.7K). The **Shared Facilities Reserve Fund** is at $145.3K, with $1,800 of landscaping expenses incurred so far in 2020.

5.2 CMG (via Kim) made the Board aware of the possible eligibility for the 10% Wage Subsidy from the Federal Government. Kim will inform the Board if the subsidy applies to OCSCC769 and whether it is a benefit in any way.

1. **Operations Report (Property Manager and Director of Operations)**: (Larry Boisvert, Kim Renwick)

6.1 ACTION LIST: Note: during the state of emergency work can only be contracted for essential services.

* 1. #1136 Boiler Upgrade: A meeting with Eugene Szutka, Kim, Steve, and available Board members was to be scheduled in April and will be delayed until the state of emergency is lifted.
	2. #1157 Paint on Balcony Railings: This project requires engineer input and is on hold at the moment.
	3. #1184 Shut Offs: The Main Shut Off is a safety issue and there must be safe access to it. On a motion by Larry Boisvert, seconded by Scott McDermott, the Board approved construction of a catwalk extension at an expenditure of up to $8000 subject to formal quote from the supplier. CARRIED
	4. #1185 In-Suite Shut Off Valves: The locations have been identified and the maps will be laminated when this service is available. There are some suites in which the shut off valves cannot be easily accessed. Larry and Steve will identify these when access to suites is possible and the Board will consider options for improvement.
	5. #1198 Shaw/Freedom Mobile:
		1. Shaw has asked permission to place additional antennae on the 769 roof. Larry will visit the roof with Steve to clarify what Shaw intends. The Board will review the request later in the year.
		2. Shaw Contract: Kim will determine whether the new contract has been signed by both parties. Shaw is paying the monthly charges as agreed by both parties.
		3. Larry and Steve will investigate whether the satellite dishes or antennae make some noise.
	6. #1208 Flood: There are four units affected by the flooding still to be repaired and some minor repairs in other units.
	7. #1213 Bilingual Elevator Messages: ThyssenKrupp has provided a quote of $1200 for the bilingual messaging in the elevators. On a motion by André Vinette, seconded by Larry Boisvert, the bilingual messaging quote was approved. CARRIED
	8. #1226 Elevator Car Top Railings: The car top railings will be replaced at a cost of $4500 by the end of May mandated as per TSSA guidelines.
	9. #1227 Insurance Appraisal: This appraisal is required for the two condominium buildings and shared elements. It is underway.
	10. #1232 Garage Cleaning: Postponed until state of emergency is lifted. Gencorp will be replacing the membrane at the garage door entrance. The previous replacements have not adhered well. It will be necessary to have all vehicles out of the garage during the 3 days for replacement. This project will be completed after the state of emergency is lifted.
	11. #1233 Southern Cliff: This project is not considered essential under the state of emergency restrictions and is on hold. Exact Landscaping will commence the project as soon as possible.
	12. #1234 Spring Window Cleaning: Postponed until the state of emergency is lifted.

6.2 Summary from Condominium Advisor Webinar (Kim)

1. Although all condominium Boards want the property to look pretty, landscaping other than services designated safety issues (e.g., clearing a catch basin) are prohibited. Grass cutting, cleanup, plantings, etc., are not considered safety issues.
2. Window washing and garage cleaning are prohibited.
3. Safety and security issues in/on common elements are allowed. Projects started prior to April 4 may be completed. In-suite renovations/repairs can be completed if work has begun prior to April 4. §117 Condominium Act gives the authority to stop any non-essential work.
4. Contractors can work in common areas only if the work is considered essential (i.e., safety or security issue).
5. Traffic in common areas should be reduced as much as possible.
6. A notice of the 14-day quarantine requirements to be posted and sent to owners. (Completed)
7. Gatherings should be by teleconference or distance seating; as much as possible meetings should be done remotely.
8. Real Estate: no open houses; one person at a time can view a property.
9. If there is case of Covid-19, Boards would like to be informed. The Property Manager would notify residents of an incidence without providing specific names or units.

6.3 Appreciation: The Board recognises the additional services of both Nick and Steve during this difficult time. We commend the residents adhering to best practices in terms of distancing. Thanks to Lulu and Tha who are covering the weekend cleaning shifts at this time in order to reduce the number of cleaners in our building.

**7. Shared Facilities Report:** (Rose-Marie, Peter)

No report. The meeting scheduled for April 22 was cancelled. Business is discussed and decisions made by email through the Shared Property Manager (Kim).

**8. Communications, Library, and Social Committee**: (Peter)

* 1. The Social Committee and Library Committee are not active at this time.
	2. Newsletter: the spring newsletter was discussed briefly and will be sent soon.

**9. New Business**

9.1 Implementation of Non-smoking Rule: If there are residents smoking on their balconies, these incidents should be reported to Kim.

9.2 BBQ Placement: The BBQs are considered an amenity, not an essential service. One BBQ has been available all winter. The Board agreed to leave the single BBQ available and asks residents to respect the 2 metre distancing rule. In conformity with the City of Ottawa instructions prohibiting any gathering of 5 people or more, no more than 4 people should be in the area at any one time.

9.3 Visitor Parking Lot: Vehicles in this lot are to be monitored by the Gatehouse staff and Concierge staff. An email was sent to owners outlining that the lot is for visitors only, and vehicles should be restricted as much as possible. Legitimate guests should ask for a parking pass for overnight or multiple days. These are available through the Gatehouse staff as approved by Kim.

**10. Date for Next Board Meeting**:

May 21, 2020 at 1:00 p.m.

**Adjournment:** On a motion by Rose-Marie Batley the meeting was adjourned at 2:33 p.m.

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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.