

OTTAWA-CARLETON STANDARD
CONDOMINIUM CORPORATION # 769

December 1, 2020

10:00 a.m.

Minutes of Meeting

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

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 Peter Mitchell, seconded by Larry Boisvert, the Agenda as amended was approved. **CARRIED**
3. Board Positions for the next year were determined as follows:
 - 3.1 On a motion by Larry Boisvert, seconded by André Vinette, the director positions remain as they were for the past term.
 - 3.2 On a motion by Larry Boisvert, seconded by Scott McDermott, the SFC representatives for RG2 are Peter Mitchell and Rose-Marie Batley.
 - 3.3 On a motion by Rose-Marie Batley, seconded by Larry Boisvert, the liaisons for Library, Social Committee, and staff remain as in the past term.
4. On a motion by Peter Mitchell, seconded by Scott McDermott, the minutes of the meeting on October 26, 2020 were approved. **CARRIED**
5. Decisions Taken Between Meetings: On a motion by André Vinette, seconded by Scott McDermott, the following decisions taken between meetings were officially approved:
 - 5.1 Reopen the Gym.
 - 5.2 Renewal of a matured GIC.
 - 5.3 Purchase of a refurbished treadmill for the Gym.
 - 5.4 Final approval for the AGM Package to go to owners. **CARRIED**
6. Treasurer's Report:
 - 6.1 Financial Highlights to October 31, 2020
(YTD) **Total Revenue** is \$7.6K under budget (Guest Suite revenue down \$7.1K), at \$1.32M, while YTD **Total Expense** is \$11.6K under budget, at \$1.36M, leaving a YTD **operating deficit** of \$33.8K versus a **budgeted deficit** of \$37.8K. Overall, we are currently \$4.0K favourable to our budget.

As of October 31, the major favourable contributors to the expense variances were Discretionary Expenses (\$11.5K), Utilities (\$7.0K), Professional and Office Expenses (\$5.3K), Security (\$4.6K), Employee Benefits - Subsidy (\$4.0K), Cleaning Expenses (\$3.4K), Elevator (\$2.6K), and Fitness Equipment (\$2.0K). Please note that as of the end of October, we continue to 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 Shared Facilities (\$12.2K), Repairs and Maintenance (\$9.2K), Employee Wages (\$3.3K), Window Cleaning (\$2.8K), and Generator Expenses (\$2.3K).

At October 31, 2020, our OCSCC 769 **Reserve Fund** stands at \$1.74M (\$1.6M being held in GICs). Reserve expenditures YTD are \$300.1K composed primarily of Mechanical Expenses (\$184.1K), Elevator Expenses (\$62.8K), Heating Pumps (\$27.3K), and Boiler Repairs (\$13.1K). As of October 31, 2020, the Reserve Fund for the Shared Facilities stands at \$144.0K with the only expenditure for the year being Landscaping (\$33.6K).

6.2 Draft 2021 Budget: Directors and Kim discussed options for the 2021 draft budget to go to owners for feedback and questions asap.

7. Director of Operations/Property Manager's Report

7.1 Action List:

Item 1136: Boiler Quotes – Eugene Szutka is retiring from Keller Engineering. He has been our chief engineer throughout the sediment project. He will remain with Keller part-time for a year and will transfer our files to another engineer. The meeting with Eugene has not been scheduled at this time.

Item 1185: In-Suite Main Water Shut-offs – The site diagrams will be laminated and provided to the suite owners in the new year. Should an owner wish to have Steve or Larry visit the suite to show owners the locations, the request should come to Kim.

Item 1198: Shaw/Freedom Mobile Contract and Roof Request - A meeting is scheduled for December 8, 2020.

Item 1208: Flood Repairs – Three units are completed. The last unit has yet to be scheduled with the Owner. Kim asked whether this delay could allow for a partial reimbursement from the insurance company. No response has been received as yet.

Item 1278: Comprehensive Reserve Fund Study – this study is due in 2021. Kim has requested quotes for the Board to consider.

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. The window for any legal action closes in December 2021.

Item 1296: Draft Budget – This has been completed.

Item 1303: Insurance – On a motion by Peter Mitchell, seconded by Scott McDermott, the insurance was renewed with Gifford Carr including an additional clause for legal expense coverage for Human Rights complaints.

Item 1304: Guest Suite Rental – the Guest Suite remains closed for rentals.

7.2 Owner/Tenant Responsibilities – Should a tenant create damage to a common element incurring an expense, the responsibility for coverage rests with the suite owner.

8. Shared Facility Report:

8.1 Holiday Lights: The lights are scheduled to be turned on December 5 and off on January 9 when the Parliament Hill lights are darkened.

8.2 Draft Shared Facilities Budget: On a motion by Scott McDermott, seconded by Larry Boisvert, the 2021 draft budget for Shared Facilities was approved. **CARRIED**

9. Director of Communications Report:

- 9.1 Library: The Library Committee asked that the games/puzzle bookshelf be moved out of the Library as its current location is not accessible.
- 9.2 Social Committee: The Committee has organised a Zoom Coffee Klatch, a Writing Workshop, and 3 Zoom Tunes evenings for December.
- 9.3 Newsletter: The winter newsletter will soon be distributed.
- 9.4 There are a few common element pictures yet to be replaced. Peter is working with Koyman's and hopes to complete these in the new year.

10. New Business:

- 10.1 AGM Feedback: There was a request at the AGM for Board meetings to be covered by Zoom. The Board and Kim will investigate to determine a possible arrangement. We all hope to return to regular meetings as soon as possible.
- 10.2 Canada Post Locker Request: The Board opted not to have a Canada Post Locker installed at this time at RG2 given our arrangements already in place for parcels from any delivery agent.
- 10.3 Property Manager's Schedule: During the pandemic, CMG property managers are not to be on site. Should any owner have a question or concern for Kim, this concern is to be directed to her by email for follow-up.
- 10.4 Patio Heaters: A request to purchase patio heaters to prolong the gazebo and BBQ area season is deferred to next year.

11. Date for Next Board Meeting: January 21, 2021 at 10:00 a.m.

Adjournment: On a motion by Rose-Marie Batley the meeting was adjourned at 1:26 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.