

OTTAWA-CARLETON STANDARD
CONDOMINIUM CORPORATION # 769

January 21, 2021

9:00 a.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

OTHER: Kim Renwick (Property Manager, CMG)

In Attendance: None

1. President André Vinette called the meeting of the Board of Directors to order at 9:02 a.m. with a quorum confirmed and all Board members, the Property Manager and Owner observers attending 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 meeting and unless they were asking a question in the question period as it causes feedback when many microphones are open.

2. On a motion by Peter Mitchell, seconded by André Vinette, the Agenda was approved. **CARRIED**

3. On a motion by Rose-Marie Batley, seconded by Larry Boisvert, the minutes of December 1, 2020 were approved. **CARRIED**
On a motion by Scott McDermott, seconded by Peter Mitchell, the minutes of December 8 were approved. **CARRIED**

4. Decisions Taken Between Meetings: On a motion by André Vinette, seconded by Scott McDermott, the following decisions taken between meetings were officially approved:
 - 4.1 Relocation of bookcase from the Library to the Party Room.
 - 4.2 Newsletter distribution.
 - 4.3 Organisation of staff duties during Building Superintendent's absence.
 - 4.4 Investment of a matured GIC.
 - 4.5 Response to owner comments concerning the 2021 Budget. Decision not to share RG2 2021 Budget with RG1 (specific requests will be considered). **CARRIED**

5. Treasurer's Report:
 - 5.1 Scott McDermott summarized the financial position of the Corporation as at the end of December 2020. Very consistent with our November results, our revenue is \$9.6K underbudget due primarily to our Guest Suite being closed. Our expenses are \$18.1K underbudget. Therefore,

at the end of December, we are \$8.5K favourable to our overall budget. These numbers are our preliminary year-end results pending additional accruals to be processed in the January/February 2021 timeframe. Accruals are required to ensure our 2020 final results include all required expenses and revenue. Some of our 2020 expenses do not get paid until early in the new year hence must be “accrued”, to be properly accounted for in the year the expense was incurred. Scott reported that he has not yet been able to complete an analysis of the impact of these accruals but expects to send this information to Board members no later than the first couple weeks of February. Scott reported that the preliminary December results are in line with our expectations.

5.2 Signatures for SF cheques: The treasurers from RG1 and RG2 should sign the Shared Facility cheques unless they are unable to do so. In this instance, members of the SFC with signing authority can sign.

6. Director of Operations/Property Manager’s Report

6.1 Action List:

Item 1136: Boiler Quotes – The engineer from Keller was to attend this meeting; however, both Steve and Larry are needed at the meeting. If Steve cannot return before the end of January, the meeting will be scheduled in his absence.

Item 1198: Shaw/Freedom Mobile Contract and Roof Request – The Board has not approved any changes to the equipment on the roof. Until satisfactory answers to our questions are received, there will be no consideration of the request and no change.

Item 1208: Flood Repairs – It is hoped the last unit will be completed by the spring. On receipt of all invoices, the Board will consult with legal counsel regarding any action that could be taken. The time frame for a notice of claim is December 2021.

Item 1278: Comprehensive Reserve Fund Study – this study is due in 2021. Kim is waiting for one additional quote 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.

Item 1309: Staff Performance Reviews – these are scheduled for February and are completed by the Property Manager. Draft reviews are shared with the Board.

Item 1323: Christmas Lights – Many compliments were received this year. The Board was made aware that some residents cannot see lights from their units. There will be another walk-around in the early fall with the contractor to discuss changes. The lights are a responsibility of the Shared Facility Committee.

Item 1325: Fire Deficiencies – The October Fire Alarm inspection by Siemens documented some deficiencies requiring ~\$12,000 in changes. The Board has requested additional details from Siemen prior to approval.

Item 1326: Special Assessment Notice – this was distributed to all owners on January 20, 2021. The special assessment is removed from the status certificate once the assessment is paid. If all assessments are paid, documentation of the special assessment disappears at year-end.

6.2 Board and Property Manager Interaction with Rented Units – The Property Manager and Board do not interact with the tenant. The owner of the unit is responsible for the resolution of any issues and interaction takes place between the owner and the Board/the Property Manager when appropriate.

7. Shared Facility Report: No report as the committee has not met and there have been no decisions taken.

8. Director of Communications Report:
 - 8.1 Library: The Library is closed.
 - 8.2 Social Committee: The Committee has organised a Trivia Game (January 27 at 2 pm), a Valentine's Day event (Feb 14 at 4:30 pm), and a Coffee Klatch (Feb 1 at 10:30) all to be held on Zoom unless the pandemic restrictions change. Speakers for Feb/Mar and a Bingo in March are in the planning stages. The Social Committee thanked the owners for the \$2750 raised in December for the Food Bank.
9. New Business: none
10. Date for Next Board Meeting: March 11, 2021 at 10:00 a.m.

Adjournment: On a motion by Rose-Marie Batley the meeting was adjourned at 10:17 a.m.

Rose-Marie Batley, VP, Secretary

Topics Mentioned at Open Session are NOT Part of the Official Minutes (9:33 – 10:15)

During the state of emergency there will be no open meetings. The January 21 meeting was held on Zoom and 23 units attended excluding the Board members and the Property Manager. The Property Manager hosted the Zoom meeting and managed the speakers during the question period.

S. Slover (706): reopening the pool facility. [This is a shared facility and would require approval of both Boards. However, the pool is not considered a private pool as there are more than 6 units in the building. The Board consulted lawyers, the Condominium Authority of Ontario, Bill 82-20, and City of Ottawa staff. The City staff indicated it was up to the Board to decide. Other sources do not share this opinion.] Other owners speaking to opening the pool included T. Kirby (206), M. Jewett (1405).

J. Pitzul (1202): reopening the gym and owners' right to use the amenities. Mr. Pitzul indicated that law enforcement would allow opening the gym and the legal advice received is irrelevant. [André noted that communications to Kim are shared with the Board and owner input is considered as well as consultation with other entities prior to making a decision. It is the responsibility of the Board to make a decision in their judgement for the safety of all owners.] Other owners speaking to the opening of the gym and borrowing equipment included T. Kirby (206) who requested that owners be allowed to borrow the gym equipment and asked how many owners use the gym or the pool. [Attendance at the gym or pool is only tracked by the fob access ID to the general area, not whether the person entering intends to use the gym, washrooms, or pool. Not everyone who enters that area is necessarily using the amenities.]

C. Wolff (1407): has anything changed with respect to the review of the Boiler Quotes? Three years ago, the Board voted not to make changes as the payback was more than 10 years. [The review was analysed later by Keller Engineering and the payback is less than 10 years. If it makes sense to upgrade, the decision will be made. This is the reason for the meeting with Keller.]

M. Jewett (1405): The Library at RG1 is open. The pool at #10 The Driveway is open and there are more than 6 units there. [The Library is closed as there is no reasonable way to ensure the safety of the environment. André noted that the Board made the decision to close the amenities. The volunteers managing the Library recommended closure and the Board respects their recommendation. Kim noted that the property managers at CMG/Axia have indicated pools in their buildings are closed.]

W. Goldstein (1203): asked if the minutes of the webinar Kim attended re condominiums and the pandemic on January 20, 2021 be shared. [There are no minutes; there may be a recording. Jim Davidson has advised that according to Bill 82-20, the pool should not be opened.]

S. Slover (706): noted areas on the walls in the common areas that require repair and painting. Asked if Steve was being paid. [Steve is not being paid; he collects EI (Compassionate Care). Steve is with his mother who is in palliative care. Kim and the concierges communicate with Steve regularly, He will return as soon as possible.]

C. Wolff (1407): given that we had experienced a previous period without Steve here, inquired why the Board had not trained another superintendent or found a replacement. [RG1 can provide only limited assistance. During the first absence, Kim hired a superintendent from one of her other condominiums to help here with the garbage/recycling bins. However, during this pandemic he was not available as he felt it unfair to the residents in his building to work in another building. It is difficult to hire or train a new superintendent. The Board inquired whether CMG could hire a pool of superintendents to be 'on call' for their properties in circumstances where the resident superintendent is absent. This is not the business of condominium management companies. A Board member has asked if retired building superintendents from the school board might be available for a short-term contract. At the time, all superintendents interested in working have been hired by the school board for the additional cleaning requirements in schools. It is not the case that efforts have not been made to resolve the situation. Both concierges have stepped up to take on duties. They were trained on what they could do by Steve prior to his leaving and they communicate with him regularly. The concierges also are aware of situations where they must call a contractor and which contractor to call for the incident.]

T. Kirby (206): surprised that the Board is paying bonuses to staff [Bonuses are based on past year performance and are paid in December. The amounts are included in the wages line of the financial statements.]

J. Pitzul (1202): the BBQ is available, and it is an amenity. [The BBQ is not in an enclosed environment.]

M. Jewett (1405): the BBQ is not being cleaned by the users.

André Vinette thanked the owners present and not present for their cooperation over the past months. "We are in a pandemic. Steve is away. There is a lot of tension. Please be nice to our staff, our Property Manager, and us. We are all volunteers."