

OTTAWA-CARLETON STANDARD
CONDOMINIUM CORPORATION # 769

May 21, 2020

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

ABSENT: None

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

President André Vinette called the meeting of the Board of Directors to order at 1:00 p.m. with a quorum confirmed.

1. On a motion by Scott McDermott, seconded by Peter Mitchell, the Agenda as amended was approved. CARRIED
2. On a motion by Larry Boisvert, seconded by Peter Mitchell, the Minutes of the meeting of April 23, 2020 were approved. CARRIED
3. **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) Distribution of a Covid-19 notice to Owners; and
 - 2) Distribution of a notice to Owners re Pigeons on balconies.

4. **Treasurer's Report:** (Scott)

5.1 FINANCIAL HIGHLIGHTS TO APRIL 30, 2020

Summary:

(YTD) **Total Revenue** is \$4.8K under budget (Guest Suite revenue down and Rooftop Income not yet received for April), at \$526.9K, while YTD **Total Expense** is \$30.2K over budget, at \$577K, leaving a YTD **operating deficit** of \$50.1K versus a **budgeted deficit** of \$15.1K.

As of April 30, the major favourable contributors to the expense variances were Shared Facility Expenses (\$9.6K), Discretionary Expenses (\$5.0K), and Window Cleaning (\$4.8K).

Unfavourable variances arose from Repairs and Maintenance (\$19.9K), Utilities (\$10.5K), Elevator expenses (\$5.0K), Fitness Equipment Contract (\$4.6), Fire Alarm/Hydrant expenses (\$4.1K), Cleaning expenses (\$3.5K) and Generator expenses (\$2.6K).

I remain comfortable with our financial position. While our Operating Deficit overall is well over our budget, our gas expense remains the primary driver (\$20.8K over budget) and is the result of a budget issue. Our actual gas usage for the first 4 months of 2020 is lower than the same period in 2019. In addition, Kim is following up on 3 postings to our 2020 expenses (total approx. \$10K) that may be moved to either our balance sheet or posted to 2019 results before the close of our audit.

At April 30, 2020, our OCSCC 769 **Reserve Fund** stands at \$1.74M (\$1.55M being held in GICs). Reserve expenditures YTD are \$241.4K composed primarily of Mechanical (Sediment Project - \$127.0K), Elevator Expenses (\$55.7K), Heating Pumps (\$25.0K), Windows (\$20.6K), and Boiler Repairs (\$13.0K). The **Shared Facilities Reserve Fund** is at \$149.2K, with \$2,252 of landscaping expenses incurred so far in 2020.

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

5.1 ACTION LIST: Note: during the state of emergency work can only be contracted for essential services as defined by the federal and provincial governments.

- i) #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.
- ii) #1157 Paint on Balcony Railings: This project requires engineer input and is on hold at the moment.
- iii) #1184 Main Water Shut Offs: The Main Shut Off is a safety issue and there must be safe access to it. Kim has received two quotes for the ramp extension Ottawa Competitive Construction at \$5800 and Universal Mobile Welding Inc. at \$2825 (both including tax). Kim and Steve will meet with the bidders and decide which offer is a better fit.
- iv) #1185 In-Suite Shut Off Valves: Larry and Steve will identify problem locations for shut off valves when access to suites is possible and the Board will consider options for improvement.
- v) #1198 Shaw/Freedom Mobile:
 - a. 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.
 - b. 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.
 - c. Larry and Steve will investigate whether the satellite dishes or antennae make some noise.
- vi) #1208 Flood: There are four units affected by the flooding still to be repaired and some minor repairs in other units. These are on hold until access to suites is possible.
- vii) #1213 Bilingual Elevator Messages: ThyssenKrupp will complete this change within the next two weeks.
- viii) #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. Kim expressed thanks to ThyssenKrupp on behalf of the Board for the repairs in the elevators.
- ix) #1227 Insurance Appraisal: This appraisal is required and we expect a small increase in the building value.
- x) #1232 Garage Cleaning: This project has been completed and several owners have expressed satisfaction.

- xi) #1235 Spring Window Cleaning: Scheduled for June 1 – 5.
- xii) #1240 AGM: The Board has 2 options regarding holding the 2020 AGM as approved by the Condominium Authority of Ontario. It can be held virtually at a cost of ~\$1600 or it can be deferred for as many as 120 days after the state of emergency is lifted. The Board has opted to tentatively schedule September 17, 2020 for the AGM. Owners will be informed; Kim will draft a letter for Board approval. There are two director positions whose term will expire and the incumbent directors are extended to the annual AGM date.
- xiii) #1241 Draft Audit: to be received in the coming week.
- xiv) #1242 Letter to Owners re Lar-Mex Sediment Project: this letter will be revised as discussed and sent to Owners. Kim will review with Eugene Szutka from Keller Engineering whether the main water system was flushed following completion of the pipe work.
- xv) #1243 Check Valve: Kim received three quotes for replacing a large check vale. Candor \$2938; Tackle Plumbing \$2542.50; and Baxtec \$3320. On a motion by Larry Boisvert, seconded by Scott McDermott, the Board accepted the bid from Tackle Plumbing.
CARRIED
- xvi) #1244 Roof Leak: Two chimneys and a drain on the roof have been repaired at ~\$1000.
- xvii) #1248 Request for Records: The Board received a request for records from an Owner and Kim will send a response as soon as possible.

5.2 Concierge Schedules: Julie will return June 1 and take the regular day shift. Nick will return to the evening shift. Kim will inform Owners and thank Nick in the communiqué for his services throughout the extended shift hours.

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

- 6.1 Kim suggested that the Directors would benefit more from the SF Action List than the agenda as it tends to be generic rather than specific. The Board agreed and Kim will send the Board a copy of the SFC Action List prior to the Shared meetings.
- 6.2 Plan to Open Amenities: once the state of emergency is lifted, the Board decides whether there need to be rules regarding the opening of amenities, as was done with the opening of the tennis courts. Kim will be receiving recommendations from legal perspectives and the Condominium Authority of Ontario, which she will share with the Board. CCC769 will not open amenities while the state of emergency is in place.

7. Communications, Library, and Social Committee: (Peter)

- 7.1 The Social Committee and Library Committee are not active at this time.
- 7.2 Newsletter: a summer newsletter will be issued.

8. New Business

- 8.1 Updates to Website: Peter circulated a draft of possible changes to website content for comments from the Directors. Peter will work with the web master, Robert, on the changes.
- 8.2 Visitor Parking Lot: Vehicles in this lot are monitored by the Gatehouse staff. The situation is improving and there remain 2 or 3 vehicles that have not yet been addressed.
- 8.3 Canoes: Kim will send an email to those Owners renting canoe spots reminding them to clean their canoes.

- 8.4 Kim has contacted Frank Paterson for follow up regarding the hanging of laundry on a balcony in RG1.
- 8.5 Marble Restoration: Kim will get an estimate to restore the marble in the main hall and elevators.
- 8.6 Request for new patio chairs: The Board discussed the request from an Owner and decided not to proceed with this or any other furniture at this time.

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

July 9, 2020 at 1:00 p.m.

Adjournment: On a motion by Rose-Marie Batley the meeting was adjourned at 3:12 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.