

OTTAWA-CARLETON STANDARD
CONDOMINIUM CORPORATION # 769

September 17, 2020

Minutes of Meeting

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

OTHER: Kim Renwick (Property Manager, CMG)

In Attendance: None

1. President André Vinette called the meeting of the Board of Directors to order at 1:00 p.m. with a quorum confirmed.
2. On a motion by Peter Mitchell, seconded by Scott McDermott, the Agenda as amended was approved. CARRIED
3. On a motion by Peter Mitchell, seconded by André Vinette, the minutes of the meeting on August 20, 2020 were approved. CARRIED
4. On a motion by Larry Boisvert, seconded by Peter Mitchell, the in-camera minutes of the meeting on August 20, 2020 were approved. CARRIED
5. On a motion by André Vinette, seconded by Scott McDermott, the in-camera minutes of the meeting on July 9, 2020 were approved. CARRIED
6. Decisions Taken Between Meetings: On a motion by Scott McDermott, seconded by Peter Mitchell, the following decision taken between meetings was officially approved:
 - 6.1 The date of the virtual AGM was confirmed with Davidson Houle Allen LLP to be held November 25, 2020 at 7 p.m. A trial using the software is scheduled for Directors on September 28, 2020 at 4 p.m. CARRIED
7. Treasurer's Report: Financial Highlights to August 31, 2020
(YTD) **Total Revenue** is \$5.8K under budget (Guest Suite revenue down \$5.6K), at \$1.06M, while YTD **Total Expense** is \$11.2K under budget, at \$1.08M, leaving a YTD **operating deficit** of \$24.8K versus a **budgeted deficit** of \$30.2K.

As of August 31, the major favourable contributors to the expense variances were Discretionary expenses (\$9.8K), Security (\$5.5K), Professional and Office expenses (\$4.7K), Employee Benefits - Subsidy (\$4.0K), Cleaning expenses (\$3.5K), Shared Facility expenses (\$3.4K) and Window Cleaning (\$2.2K). Please note that as of the end of August, we 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 Repairs and Maintenance (\$12.0K), Utilities (\$4.7K), Fire Alarm/Hydrant expenses (\$2.7K), Employee Wages (\$2.2K) and Generator expenses (\$2.2K).

Overall, we are currently \$5.4K favourable to our budget which is a significant improvement over the July results. Journal entries were completed to correctly record the purchase of an asset (new treadmill) and reallocate a previously recorded operating expenditure correctly to our reserve fund. Our Utility accruals were also changed to take into account the seasonality of some of the expenditures.

At August 31, 2020, our OCSCC 769 **Reserve Fund** stands at \$1.88M (\$1.6M being held in GICs). Reserve expenditures YTD are \$151.4K composed primarily of Elevator Expenses (\$62.8K), Mechanical expenses (\$41.8), Heating Pumps (\$27.3K), and Boiler Repairs (\$13.1K).

7.2 Audit Update: the audit has been signed off and distributed.

8. Director of Operations/Property Manager's Report

8.1 Action List:

Item 1136: Boiler Quotes – A meeting with Baxtec, Steve, Larry, and Kim has yet to be scheduled to review the boiler renewal options. Other Board members are welcome if available.

Item 1185: In-Suite Main Water Shut-offs – Steve and Larry will begin inspections soon. Owners will be notified. Individual sink shut-offs will be checked as well if the individual owner agrees.

Item 1198: Shaw/Freedom Mobile Contract and Roof Request – a roof inspection and review will be undertaken prior to making a decision regarding the roof requests. A final lease agreement is yet to be received from Shaw. Responses from Shaw regarding queries about the additional antennae requested and painting have yet to be received. Still waiting for the meeting.

Item 1208: Flood Repairs – Two units are near completion. One is ready to start, and the last unit has yet to be scheduled with the Owner.

Item 1227: Insurance Appraisal – An insurance appraisal is required by October to provide to the insurance company. The appraisers have visited the site – a report is expected soon.

Item 1258: Tennis Court Visitors – The SFC representatives approached the RG1 reps to consider a request to allow visitors to use the courts. The RG1 Board did not approve the request. Any visitors on the courts who are reported to the Property Managers will be addressed. A sign has been posted at the entrance gate to the courts.

Item 1263: Polishing elevator doors – this has to be done by a professional company. Kim will get quotes to refurbish stainless in all 4 cabs.

Item 1269: AGM – The Board is required to hold an AGM by the end of November (with possible extensions if needed). The virtual AGM is scheduled for November 25 at 7 pm. The requirement for a by-law to allow virtual AGMs has been waived. The Board will participate in a trial run of the meeting.

Item 1273: Window Cleaning – scheduled for October 5 – 9.

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

Item 1282: Victaulic follow-up – the Board will consider this when all costs are tabulated. If necessary, a legal opinion will be obtained. The window for any legal action closes in December 2021.

Item 1286: Pool Lift – the Board discussed a request from RG1 to permanently install the pool lift. This request was not supported for liability and safety issues as the pool is not monitored.

Item 1288: Garage Door – the damaged door will be replaced, cost to be the responsibility of the owner who accidentally struck it.

Item 1281: Pigeons – the Board will follow up later as Steve is implementing a possible solution.

8.2 Fire Safety Plan: Kim reviews annually and the updated plan will be available in the office for review.

9. Shared Facility Report:

9.1 Flagpole: RG1 has requested that the flagpole be moved. SFC considered this request and deferred any decision until the 2021 budget. RG2 discussed possible alternatives to moving the pole.

9.2 Tennis Court Rollers: Kim will purchase several sponge replacements for the rollers in the tennis courts.

9.3 Guests on Tennis Courts: these are not allowed at this time. Letters will be sent when there are infractions.

9.4 Christmas Lights: John has been engaged to string and remove the lights on the RG grounds. The SFC will walk around with him to determine where lights are required. The front of the property will be a priority. A few lights will be strung on the south and west sides of the property. Requests to John from individual owners will not be completed.

9.5 Landscaping Plan – the plan is underway. Some items have been completed; others are in progress and the remainder will be addressed in the spring.

9.7 Tennis Court Trees – debris from trees is a problem and the trees on the parking lot side of the courts are coming through the fence requiring trimming. Kim will address with Marty.

10. Director of Communications Report:

10.1 Library: no report.

10.2 Social Committee: no functions are planned.

10.3 A newsletter will be prepared soon.

11. New Business:

11.1 Flu Shot Clinic: RG1 is holding a clinic in their building for their residents. The RG2 Board considered this option and did not support a similar clinic here at RG2

12. Date for Next Board Meeting: October 26, 2020 at 1:00 p.m.

Adjournment: On a motion by Rose-Marie Batley the meeting was adjourned at 3:01 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.