

**OTTAWA-CARLETON STANDARD
CONDOMINIUM CORPORATION # 769**

December 9, 2021

1:30 p.m.

Minutes of Meeting (by 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

ABSENT: None

OTHER: Kim Renwick (Property Manager, CMG)

In Attendance: 24 Owner Observers via Zoom

1. President André Vinette called the meeting of the Board of Directors to order at 1:31 p.m. with a quorum confirmed. Five Board members, the Property Manager, and 24 Owner observers attended via Zoom. President Vinette welcomed the owners who signed into the Zoom meeting and indicated there would be an open question period chaired by Kim at the end of the agenda; each owner could ask one question without follow up. Owners were asked to mute their microphones on Zoom during the formal meeting as it causes feedback if many microphones are open, and discussion cannot be heard. While speaking during the question period, the speaker will be asked to unmute the microphone.
2. On a motion by Peter Mitchell, seconded by Scott McDermott, the Agenda as amended was approved. **CARRIED**
3. Approval of Minutes:
 - 3.1. On a motion by Scott McDermott, seconded Larry Boisvert, the minutes of October 28, 2021 were approved. **CARRIED**
 - 3.2. Decisions Taken Between Meetings: On a motion by Larry Boisvert, seconded by Scott McDermott, the following decisions taken between meetings were officially approved:
 - Statement of Claim Update: The Board has heard from all parties except Urbandale. Until Urbandale responds the Board will not move forward.
 - The Board approved the renewal of our insurance policy for 2022. **CARRIED**
4. Treasurer's Report:
 - 4.1 (YTD) **Total Revenue** is \$2.8K under budget, at \$1.64M, while YTD **Total Expense** is \$39.6K under budget, at \$1.55M, leaving a YTD **operating surplus** of \$84.0K versus a **budgeted surplus** of \$47.2K. Overall, we are currently \$36.8K favourable to our budget.
As of November 30, the major favourable contributors to the expense variances were Utilities (\$27.9K), Shared Facility (\$20.4K), Discretionary Expenses (\$5.4K), Professional Fees (\$2.8K), and Security (\$2.1K).
Unfavourable variances arose from Management Fees (\$4.0K), Employee Wages (\$3.9K), Elevator Expenses (\$3.4K), Generator Expenses (\$3.1K), Fitness Equipment (\$2.3K), Window Cleaning (\$2.0K), and Fire Alarm/Hydrant Expenses (\$2.0K).
Our results continue to meet our expectations with no further issues to highlight.

At November 30, 2021, our OCSCC 769 **Reserve Fund** stands at \$2.27M (\$1.7M being held in GICs). Our 2021 expenditures relate primarily to heat pumps (\$37.1K), window replacement (\$32.8K), and door replacement (\$8.9K). Work is just being finalized to purchase additional GIC's to ensure we are maximizing the amount of interest earned.

The **Shared Facilities Reserve Fund** is at \$179.4K with \$23.2K of pool expenditures and \$4.5K related to door replacement incurred in 2021.

- 4.2 Approval of the 2022 Budget: On a motion by Scott McDermott, seconded by Larry Boisvert, the Board approved the 2022 Budget. **CARRIED**

At the Budget Meeting a comment was made that condominium fees for RG1 and RG2 differ only by ~\$1. Comparing similar suites, the fees differ by ~\$100, with RG2 fees the lower of the two.

5. Director of Operations/Property Manager's Report

5.1 Action List:

Item 1136: Energy Audit – The Keller Engineering report is expected by December 17. Kim has informed Keller Engineering that the Board is not satisfied with the attention to both our energy and RFS reports.

Item 1278: Reserve Fund Study – Questions on the draft report have been sent to Keller Engineering and we await the responses. When these are received, a Zoom call will take place for any outstanding issues.

Item 1282: Statement of Claim – The lawyer has reached out to all five defendants. One has been withdrawn, three have responded, and Urbandale will respond in the new year. Owners will be updated when there is more information.

Item 1343: Elevator Inspection and Buffing – Kim asked Elevator Car Renovations (ECR) for an update to the March 2021 quote provided. The Board requested a quote for skin replacement and repair where needed and buffing where possible. ECR has inspected all four cabs and we await their quotes.

Item 1365: 07 Drop Windows – An engineer (not Keller) will be engaged to investigate the cause of the etching in the spring.

Item 1400: Garage Membrane – The membrane will require more repairs. All vehicles will have to be moved out of the garage as the membrane requires several days to cure. The repairs will not be done until July or August 2022 as it is essential to have a dry floor. Kim will monitor over the winter for possible damage caused by salt, etc.

Item 1403: Window Leak – The small leak in a window in one unit in the 07 drop is not related to the etching issues. A swing stage is required to repair this leak. These are difficult to obtain and expensive. Kim was unable to obtain a date for this fall and will schedule with the swing stage presence in the spring and keep the owner informed.

Item 1408: Lobby Chairs – Kim is obtaining options for reupholstering or replacement.

- 5.2 FM/Shaw Update: FM replied to all questions submitted and the Board is satisfied with the responses. The new contract will be prepared and signed.

- 5.3 Iron Horse Contract: IH has informed Kim there will be rate increases for 2022.

6. Shared Facility Report:

- 6.1. Festive Lights: There may be a short in the connection for the lights behind RG2. It appears some lights were connected using interior extension cords. This should be addressed by SFC.

7. Director of Communications Report:

- 7.1 Library: All seems to be running well.

7.2 Social Committee: There are many events coming forward on the calendar. They will be posted on the bulletin boards and by email. Watch for the Pavilion Food Bank drive coming soon.

8. New Business:

- 8.1. Electric Charger Rebate & Charging Station Suggestions: Rebate requests are due by the end of February 2022. SFC should investigate if both Boards are interested in applying as the parking lot is a shared facility. There is an opportunity now to suggest charging station sites to the City on an interactive map online as the City is planning to install several additional stations.
- 8.2. Front Desk Coverage over the Holiday Period: Iron Horse covers the holiday periods. While most IH staff receive training for both the day and evening shifts, we cannot guarantee we will get trained staff over the holidays.
- 8.3. Insurance Coverage for Directors: Reducing the coverage for Directors on the insurance policy from \$5M to \$2M would result in a saving of ~\$325 pa. The Board determined this was not a sufficiently significant saving to warrant a change. Owners should feel confident they are protected should they decide to put their name forward for a Board position.
- 8.4. Reporting on the Open Question Period: André indicated that there would be one question per unit and no follow up. The open session will not be published. It has become an increasingly onerous task and as the information was unofficial, it was not deemed essential. The questions will be noted and provided to the Property Manager when follow up is needed.

9. Date for Next Board Meeting: TBD

Adjournment: On a motion by Rose-Marie Batley the meeting was adjourned at 2:47 p.m.

Rose-Marie Batley, VP, Secretary