

OTTAWA-CARLETON STANDARD  
CONDOMINIUM CORPORATION # 769

March 21, 2018

**Final** MINUTES OF MEETING

PRESENT: Rose-Marie Batley, President  
Irmela Murphy, Vice President, Secretary  
Clive Wolff, Treasurer  
Larry Boisvert, Director of Operations

In Attendance: Kim Renwick, Property Manager, CMG

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1) President Rose-Marie Batley called the meeting of the Board of Directors to order at 1:05 p.m. with a quorum confirmed. Rose reminded Residents that while the Board is meeting there should be no talking.

2) Approval of the Agenda

On a motion by Irmela Murphy and seconded by Clive Wolff, the Agenda of the March 21, 2018 Board meeting was approved. **MOTION CARRIED**

3) Approval of the Minutes

On a motion by Irmela Murphy seconded by Rose-Marie Batley, the Minutes of the December 14, 2017 Board meeting were approved. **MOTION CARRIED**

Rose-Marie indicated that the Board had accepted Peter Mitchell's resignation. Members of the Board thanks Peter for his contributions, his talents and sense of humour. Peter has graciously indicated that he is willing to continue assisting with the Board News Letters and posters.

4) Business Arising from the Minutes

i) On a motion by Clive Wolff seconded by Larry Boisvert, the Board approved the motion made January 26, 2018 re the Placement of 5-year GIC Reserve Fund Investments made with TD Wealth following the maturity of the previous GICs:

\$100,000 with Canadian Western Bank at 2.7%

\$100,000 with HSBC Trust at 2.6%

\$100,000 with Laurentian Bank at 2.8%

**Motion: Carried**

5) Treasurer's Report

i) Financial Report The Board does not normally provide a financial report in March as this early in the year numbers are not accurate insofar as there are many year-end adjustments being made.

## 6) Operations Report (Property Manager and Director of Operations)

### i) ACTION LIST:

**333 Urbandale Deficiencies** – We continue to be unsuccessful in getting the peeling balcony railings resolved. There has been no response from Greco. The Board agreed that pressure needs to be put on Urbandale to get this remaining deficiency resolved. Kim will draft a letter for Rose-Marie's signature to Urbandale. **Action: Kim, Rose-Marie**

**542 Sediment** – Kim made the Board aware that she will teleconference tomorrow with another Property Manager whose condominium has been experiencing the same problem and is working with Keller engineering to get a resolution. **Action: Kim**

**918 Cluster Flies** – Despite the fact that foam has been sprayed in 6 units behind the electric base boards, units are still experiencing cluster flies on a regular basis. The Board agreed that it would be beneficial to again send a flyer to all Residents re cluster flies as was done in 2013. Kim will keep the Board informed re the number of calls she receives in this regard. **Action: Kim**

**929 Book Shelves in Library** – Kim indicated that she is having difficulty getting someone to make custom shelving. The Board agreed that the Library needed shelves of the same high quality as the existing shelves and asked Kim to keep on looking. **Action: Kim**

**989 Security Audit** – Kim indicated that she is in the process of obtaining quotes for a wireless camera so that the gatehouse can see the person door near the garage door, a sensor located at the gatehouse to detect intrusion, and an alarm which would indicate when the moving doors are open. The estimated cost is under \$5000. The Board asked Kim to request the engineer to also obtain quotes from Kodiak. **Action: Kim**

**990 Chairs and Couch** – the couch and half of the chairs are currently being restored. The 2<sup>nd</sup> half should be done before the end of the month. **Action: Kim**

**991 Electric Cars/Charging Stations** – The Board is proceeding with a study to determine our electrical capacity as it pertains to the installation of Level 1 and Level 2 charging stations. **Action: Kim**

**998 06 Leaking Windows** – on a motion by Rose-Marie Batley seconded by Larry Boisvert, The Board approved the repair of the curtain windows in the 06 suits (3 drops) at a cost not to exceed \$40,000. **Motion: Carried**

**1001 Shut Off Valves** – Peter had prepared a template which indicated the location of the all the shut off valves in each unit except the main valve; the template will be given to Residents. After discussion, the Board agreed that the main shut off valve should be included. Residents need to be strongly cautioned that only a licensed plumber should turn it off. Residents are responsible for any water damage that may occur as a result. **Action: Kim**

**1012 Swing Stage** – The Board agreed not to proceed with the purchase of its own swing stage given the maintenance, insurance, and liability issues.

**1029 Garage Cleaning** – Dates are May 3<sup>rd</sup> and 4<sup>th</sup>. **Action: Kim**

**1032 Audit** – Kim is awaiting the drafts.

**1033 Etched Windows** – The Board has installed a new window in one unit and is waiting to determine if this will fix the problem. **Action: Kim**

**1014, 1015, 1030 – Corporate Records: Contracts, Maintenance Schedules** – Kim indicated that a copy of these will be kept in the office. It was agreed that Records as they pertain to significant maintenance issues will be on the April Board Agenda. **Action: Irmela**

### The SFC Report

i) The SFC does not meet until May 16<sup>th</sup>. Kim noted that the bilingual signs for the pool are now up and that the Christmas lights should be removed by the end of next week. All

the LED lights except 3 have been installed. She indicated that in order for the exterior lights of RG1 and RG2 to go on and off at the same time, they may need to install a common light sensor.

ii) Kim indicated that although our snow clearing cap was over the contract maximum by ~23cm (which would normally incur an additional charge), as February had been a warm month with little snow removal activity, Capital was not going to charge for the overage unless there were future removals.

**8. Communications, Library, and Social Committee (Irmela, Rose, Clive)**

Social Committee: Clive stated that Linda Turner has joined the Social Committee. Up-coming social events have been planned as follows:

- April 2<sup>nd</sup> Coffee Klatch
- April 8<sup>th</sup> Bingo
- April 20<sup>th</sup> Spring Happy Hour
- May 11<sup>th</sup> Wedding Shower for Nick and Katie
- May 19<sup>th</sup> Royal Wedding Continental Breakfast

**9. New Business**

i) High Definition Security Camera

The Board requested that Kim contact the engineer involved in the Security Audit to determine the level of camera that he was recommending for the gatehouse to see the person door at the garage entrance. **Action: Kim**

ii) Renewal of Contract with CMG

The contract with CMG has been renewed to December 31, 2018 with an option for annual renewal thereafter. Termination requires a 90 notice.

iii) Laptop purchase for Condo

On a motion by Clive Wolff seconded by Irmela Murphy, the Board agreed to purchase a lap top computer and a booster for the signal in the Party Room. Cost not to exceed \$1500. **Action: Clive**

**10. Date for Next Meetings:**

**Board Meetings**

April 19<sup>th</sup> 1:00 p.m.

May 24<sup>th</sup> 1:00 p.m.

**Annual General Meeting**

June 21 7:00 p.m.

(Registration will commence at 6:30 p.m.)

  
Irmela Murphy, Secretary

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**Topics Mentioned at Open Session NOT Part of the Official Minutes**

**807 – Denise Dawson – will the chairs in the Party Room be back in time for Nick’s shower? Yes**

**903 – Richard Kerr** – Can Residents shut off valves other than the main valve? Yes. Why doesn't Steve check and exercise the valves. Kim responded that a licensed plumber would be needed should the Board decide to proceed with this suggestion.

**706 Pat Wood** – Whether it was recommended that valves to toilets and sinks be turned off when residents are absent. This is up to the Resident.

**502 – Kay Stanley** – indicated that she has experienced valves that are stripped. Kay also asked whether when the study was done re the cluster flies if the Asian beetles has been included. No. There are any number of places that the cluster flies and beetles can get in. Clive noted that since it is too expensive to totally seal the building from the outside, we now try to seal from the inside.

**906 – Don Hall** – stated that part of the problem with regard to small flies is that eggs that were laid are now hatching in spring.

**1508 – Cattis Esbensen** - thanked Steve for the cup holder that he made for the Fitness Room.

**903 – Richard Kerr** – expressed concern re etched windows as did Pat Wood and Irmela Murphy.