

OTTAWA-CARLETON STANDARD
CONDOMINIUM CORPORATION # 769

May 24, 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

- 1) President Rose-Marie Batley called the meeting of the Board of Directors to order at 1:00 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 May 24, 2018 Board meeting was approved. **MOTION CARRIED**
- 3) **Approval of the Minutes**
On a motion by Clive Wolff seconded by Rose-Marie Batley, the Minutes of the April 26, 2018 Board meeting were approved. **MOTION CARRIED**
- 4) **Business Arising from the Minutes**
- 5) **Treasurer's Report**
 - i) Financial Report
RIVERSIDE GATE 11 CONDOMINIUM CORPORATION OCSCC # 769

FINANCIAL HIGHLIGHTS TO APRIL 30TH, 2018

Summary:

(YTD) **Total Revenue** is \$3.4K under budget, at \$498, while YTD **Total Expense** is \$48.9K under budget, at \$479.9K, leaving a YTD **operating surplus** of \$18.1K versus a **budgeted deficit** of \$27.4K

The major favourable contributors to the expense variances were due primarily to utilities (\$12.4K), security (\$4.9K), repairs (\$10.3K), window cleaning (\$4.7K), professional services (\$3K), fire system (2.6K) and fitness equipment (1.7K).

Unfavourable variances arise from discretionary expenditures (\$3.3K), HVAC contract (\$2K), and wages (\$5K)

At March 31st, 2018, our OCSCC 769 **Reserve Fund** is at \$1.66M (\$1.43M being held in Non-Registered GICs). Reserve expenditures YTD are \$4K. The **Shared Facilities Reserve Fund** is at \$75K, with nothing expended YTD.

ii) Status of Audit

Rose-Marie, Clive and Kim met with the auditors. A revised Draft Audit was issued promptly which has been signed. Finals have been released.

iii) New GIC Investment

The Board approved the investment of \$100,000 in a new CIDC insured GIC

6. **Operations Report (Property Manager and Director of Operations)**

i) **ACTION LIST:**

333 Urbandale Deficiencies – We continue to be unsuccessful in getting action from Greco. Given that legal action could prove to be costly and in view of the time already spent, the Board **asked Kim to proceed repairing these deficiencies in House.** **Action: Kim**

542 Sediment – Kim is scheduling a date for a representative from Keller engineering to meet with Steve at no cost to us to examine the valves. **Action: Kim**

918 Cluster Flies – Kim met with Dan from Regionex Pest Control who indicated the following:

i) We will never be able to seal the building sufficiently to deter cluster flies.

ii) Filling the weeping holes in the brick would cost in excess of \$500,000 and would still not guarantee that the flies will not get in.

iii) Insofar as cluster flies come into buildings most of the time at high points, it is recommended that the flashing on the roof be examined to see if it requires caulking and that a sealant be used on the roof perimeter.

On a motion by Larry Boisvert seconded by Irmela Murphy, the Board directed Kim to check the flashing and to proceed with sealant on the roof perimeter as required. The Board approved a \$5000 maximum expenditure. **Motion: Carried**

929 Book Shelves in Library – Kim met with Glen Foster re design and action plan. It is anticipated that the shelves will take 2-3 months to complete. Kim was asked to discuss with Glen whether some shelves in the existing unit could be made moveable so as to get more shelving room. **Action: Kim**

973 Computer – there continue to be several minor programming issues. New target date for completion is July. **Action: Kim**

989 Security Audit – Kim is still following up on a number of questions including the best location for the mast so that the gatehouse is able to see our garage door when a truck is parked in our driveway. It was suggested that the mast be put on the wall opposite the garage door.

Anticipated new target date is end of June. **Action: Kim**

991 Electric Cars/Charging Stations – Kim and Clive are meeting this coming Tuesday with the electrical engineer. **Action: Clive, Kim**

998 06 Leaking Windows – Garrett will clean the spilled silicon on windows once the drop is finished. First drop (07 second bedroom) is almost done and work will commence shortly on the second drop (06 dining room). **Motion: Carried**

1001 Shut Off Valves – Work is on-going. Rose-Marie reminded the Board of the good suggestion made by a Resident in open session in April re posting the information inside the door to the electrical panel. **Action: Kim**

1008 Art Work – Peter Mitchell is arranging to have some samples done by Koyman for the Board's review.

1011 – Freedom Mobile – The Board agreed that Kim send a registered letter to Freedom Mobile indicating that they have until May 31st to pay the arrears that we have previously identified. If paid, they then will have until July 2nd to negotiate any and all agreement clauses with us. If not paid, we will proceed with issuing the 30 day Termination Notice effective May 31st and request all their equipment be removed by July 2nd. **Action: Kim**

1033 Etched Windows – After the windows are washed in late May, Steve will check the window that has been replaced. If it is apparent that replacing the windows solves the problem, the Board will survey and identify the windows that have to be replaced. **Action: Kim**

1035 Cleaners – Spot Cleaners has replaced its staff here. The Board agreed to give them a 30 day trial period. **Action: Kim**

1045 Window Washing – Is scheduled to commence May 28th.

1050 Bell Fibre – Wiring will commence June 4th. Kim will prepare a notice to owners for our review. The Board agreed that a hard copy should be delivered to each unit. Kim advised the Board that Rogers has contacted her and indicated that their upgrade needs only minimal work on their existing equipment. **Action: Kim**

1055 Spray Foam – Given the recommendation by Regionex, the Board agreed to drop this.

1061 Ground Floor Perimeter – Steve is working his way around the perimeter to spray mouse repellent foam in the gaps where the brick meets the foundation wall. **Action: Steve**

1064 Reserve Fund Study - On a motion by Larry Boisvert seconded by Irmela Murphy, the Board approved awarding the contract to Keller Engineering. **Motion: Carried**

Items Not On May Action List

Repair of Garage Membrane – Kim has received 1 quote. The Board directed Kim to obtain 2 additional quotes and to forward these with her recommendation asap. This work needs to be done before the fall. **Action: Kim**

Generator: Code Repairs – The generator tank cannot be filled as it is not up to code. The company recommends the purchase of a new tank and upgrades to get to code. The Board directed Kim to investigate this further. **Action: Kim**

Cleanouts 01, 04, 05, 08 Units – the kitchen drain stacks for these inside units need to be power flushed periodically. This can only be done going from the top down. Cleanouts need to be installed in units every 5-6 floors. This has not been done on all 4 stacks and needs to be attended to. In answer to a question can an owner prevent the Corporation's access for this purpose, it was clarified that no, an owner cannot as to do so would compromise the integrity of the building. **Action: Kim**

The Shared Facility Committee Report

1. Damage to the Landscape

Members of both Boards were invited to attend the SFC meeting on May 23rd for this item. In preparation for discussion re this item, Irmela had prepared a detailed plan, which was not discussed. The following decisions were made:

- i) Remove the stumps and roots asap.
- ii) Leave the areas where trees fell as is until the fall at which point the soil would be amended. Discuss next spring what should be done.
- iii) Defer planting along the top of the RG1 Cliff and hire a structural engineer and Landscape Architect to examine the structural integrity of both cliffs.

iv) Kim will arrange with Capital to plant replacements for those plants that have died over the winter.

2. Finances

i) SFC is currently showing a small surplus.

ii) Draft Shared Audit – there are concerns re the quality and accuracy of the work of the current auditors as well as the time they require of Kim and CMG. Given that the inaccuracies involve minor amounts, SFC agreed to forward the Draft Audit to the Boards for approval. RG1 representatives indicated that RG1 had already approved the Shared Draft Audit on June 16th. On a motion by Larry Boisvert seconded by Irmela Murphy, the Board voted to not accept the current auditors for next year's Shared audit.

Motion: Carried

3. The revised Landscaping and the Winter Snow Removal Contracts were approved.

4. Modern Niagara is replacing the copper pipping underneath the pool with PVC pipes.

5. Update re Charging Stations – RG1 representatives indicated that T&M Electrical has indicated that upgrading their infrastructure to enable Level 2 Charging Stations in individual parking spots was too expensive. The same is true for charging stations in the visitor's parking lot. They also indicated that they are not sure that demand in their building exists.

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

None

9. New Business

None

10. Date for Next Meetings:

Annual General Meeting

June 21 7:00 p.m.

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

11. Adjournment

On a motion by Clive Wolff, the meeting was adjourned at 2:50 p.m.


Irmela Murphy, Secretary

Topics Mentioned at Open Session NOT Part of the Official Minutes

602 Marian Robinson – asked that there be a reminder in the next newsletter that people who have open cuts and bandages should not swim in the pool.

204 Don Monk – asked if the Corporation pays taxes on the interest earned on our GIC investments. No we do not as we are classified as not for profit.

602 Marian Robinson – expressed a concern re the columnar spruce in the west side of the canopy bed as being too wide and an obstruction.

605 Mary McCoubrey – also expressed a concern re the same tree and the speed of some cars. Kim indicated that we could put speed bumps in relatively inexpensively.

204 Peter Mitchell – suggested a mat displaying a giant pot hole to slow down traffic.

306 Fred Stalder – also expressed a concern re the same tree.