

OTTAWA-CARLETON STANDARD  
CONDOMINIUM CORPORATION # 769

October 24, 2019

MINUTES OF MEETING

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

ABSENT:       None

In Attendance: Kim Renwick, Property Manager, CMG

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

2) **Approval of the Agenda**

On a motion by Larry Boisvert, seconded by Rose-Marie Batley, the Agenda was approved as amended. **CARRIED**

3) **Approval of the Minutes**

On a motion by Scott McDermott, seconded by Peter Mitchell, the Minutes of the previous meeting of August 30, 2019 were approved as amended. **CARRIED**

4) **Decisions Taken Between Meetings**

None

5) **Treasurer's Report**

i) Financial Report

FINANCIAL HIGHLIGHTS TO SEPTEMBER 30, 2019

**Summary:**

(YTD) **Total Revenue** is \$2.0K over budget, at \$1.16M, while YTD **Total Expense** is \$22.3K under budget, also at \$1.16M, leaving a YTD **operating surplus** of \$0.7K versus a **budgeted deficit** of \$23.6K.

As of September 30, the major favourable contributors to the expense variances were Utilities (\$15.7K), Security Expenses (\$9.4K), Discretionary Expenses (\$9.1K), Employee Wages (\$8.9K), Fire Alarm/Hydrant (\$3.0K), Fitness Equipment Contract expenses (\$2.3K), and Shared Facility Expenses (\$1.4K).

Unfavourable variances arose from Repairs and Maintenance (\$10.9K), Professional Fees (\$7.0K), Cleaning expenses (\$6.1K), Window Cleaning (\$3.7K) and Generator Expenses (\$3.4K).

At September 30, 2019, our OCSCC 769 **Reserve Fund** is at \$1.87M (\$1.625M being held in GICs). Reserve expenditures YTD are \$71.9K. The **Shared Facilities Reserve Fund** is at \$123.7K, with \$1.4K of expenses on the Pool incurred so far in 2019.

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

### **ACTION LIST:**

- i) #542 Sediment: The project is ahead of schedule owing primarily to the preparation of the fittings offsite. On Tuesday Oct 29, the hot and cold water shutdowns will take place from 8 am to 5 pm. The cold water pipe retrofits will take longer as the piping is larger and requires more soldering. The plan is to have water back by Nov 15.
- ii) #916 Elevator upgrades: Regional will be upgrading the elevators. The plans have been sent to Solucor for approval. Parts will then be ordered and repairs will begin.
- iii) #1136 Boiler Quotes: Keller has received the owner report and has been onsite to review the boilers. There will be a meeting with Keller, Kim, and Larry and any other directors who can attend.
- iv) #1157 Paint on Balcony Railings: Garrett Restoration has informed Kim that painting aluminum railings is labour intensive and expensive and it is cheaper to replace the railings. ~36 balcony railings show peeling. Kim will check with other companies regarding painting vs. replacement.
- v) #1172 Insurance: Water damage claims can cause increases in deductibles. Our current deductible for water damage is \$15,000. Each owner contributes to the insurance coverage through her/his condo fees and each owner has the right to claim on this insurance. It is always best to avoid a claim where possible depending on the amount of the damage.
- vi) #1174 \$15K insurance deductible owing to corporation: The request has been sent; the funds have not yet been received.
- vii) #1184 Shut Offs: One of the shut offs is located on the garage ramp to the lower level and requires a ladder (~\$400) to reach it until such time as a longer catwalk can be installed to access the shut off. A catwalk would make for a quicker shut off when required. Kim will speak to Garrett regarding increasing the catwalk on the ramp.
- viii) #1185 In Suite Shut Offs: access to some shut offs requires removal of the HVAC system. Kim will review these with Larry and determine if there are possible relocations. Larry would like to examine each unit to locate the shut off valves.
- ix) #1187 Concierge Hours: Kim will prepare an e-mail to owners with details of costs, and administrative and personnel issues should the hours be changed. This is expected to be out in December.
- x) #1191 Draft Budgets: The RGSF and 769 budgets should have a first draft for review by SFC and the 769 Treasurer respectively by October 25. SFC recommends a budget to both RG1 and RG2 Boards for their approval.
- xi) #1195 1808 Window Leak: We are waiting to use the swing stage currently at RG1 to complete this job.
- xii) #1169 205 Balcony: Garrett Restoration has not yet paid for the damages caused by the swing stage to the balcony on unit 205.
- xiii) #1083 Balcony Glazing Changes: Changes to the Lumon glazing on a balcony have been completed and satisfy the By-Law conditions.
- xiv) #918 Cluster Flies: There are fewer cluster flies this fall and Kim has received no questions or complaints to date. The cycle for the flies is 4 years.

## **7. Shared Facilities Report (Rose-Marie, Peter)**

The SFC met on October 17, 2019.

- i) A request from an owner in RG1 to install shades on the balcony glazing was not approved. The Committee suggested alternatives to shades that would be acceptable.
- ii) Two options have been received from the landscape architect for the restoration of the southern cliff (behind RG1). These are being reviewed by the SFC prior to determining a recommendation.
- iii) The painting of the wrought iron exterior fence at the front of the property has been approved. One section will be prepped and restored in order to finalize a quote. There are 8 panels and it is expected that each panel will take 1 week to complete. This will be expensed in the 2020 fiscal year.
- iv) The Non Smoking Property bilingual sign for the front entrance should be in place by October 25.
- v) The lines in the parking lot will be repainted in the spring.
- vi) The Committee discussed a sensor on the exit arm and determined that current options are not likely to be effective and hence will not go forward.
- vii) Julie returns Dec 9; Sorin has been hired for the 4-12 shift at the Gatehouse. This will result in a savings of ~\$15,000 (split between the two corporations).
- viii) The Committee discussed suggestions by an owner regarding landscaping needs. As the SFC has a contract for landscaping, it was determined that it would rely on the advice of the Landscape Contractor in order to limit liability.
- ix) Additional Roof Antennae: The agreement between the two corporations regarding roof antenna limits each corporation to one company but not to the number of antennae unless so specified in contracts with the individual corporations. The company at RG1 asked to install additional antennae to the maximum number of 14 as per their contract. As this meets the agreement stipulations, it was approved.

**8. Communications, Library, and Social Committee (Peter)**

- i) Social Committee: Hallowe'en Happy Hour is Oct 25. The Holiday Party will be Nov 29. There is a Coffee Klatch on November 4. Riley Brockington will be in the RG2 Party Room in order to address interested RG1 and RG2 owners on November 5.

**9. New Business**

- i) Weather Stripping on Unit Entrance doors: Stripping is an addition to these doors. Some units have had weather stripping installed on the entrance doors. This is not recommended as the opening under the doors is a significant source of fresh air to the unit. If a unit is experiencing dust problems and has stripping on the entrance doors, it is recommended that this be removed.

**10. Date for Next Meeting:**

- Dec 5 Budget Presentation Meeting at 7:00 p.m.  
Dec 12 Board Meeting at 1:00 p.m.

**Adjournment:** On a motion by Larry Boisvert, the meeting was adjourned at 2:41 p.m.

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Rose-Marie Batley, VP, Secretary

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

1408 Barry Leach – is there a policy regarding canvassing in the building? {There is no choice but to allow canvassing; however, there are specific times when canvassing can take place. Elections Canada sets the dates(usually as soon as a candidate is officially nominated). Generally candidates let the property manager know when they are coming but not always. Kim was asked to let the owners know if she knows someone is canvassing.}

1203 Mira Goldstein – her cold water has tasted funny since the piping changes and hot water is not always hot.

703 Pat Wood – also had problems with the hot water and black particles; was this to be expected? {Yes, during the flushing and pipe changes.}

302 Jens Skafta - have the gaskets shown deterioration? {Kim is keeping all the gaskets and will be checking them. The engineer monitoring the project is on site Mondays and Thursdays and he will also check them. Larry mentioned that deterioration of the rubber was observed some time ago.}

1407 Clive Wolff – asked whether the Lar-Mex contract was per hour or fixed price {fixed price} and mentioned that toilets were clogged after piping. {Kim will have Lar-Mex inspect}

706 Norm Slover - raised again the issue of the dust in units and suggested the Board had been reluctant to have professionals into investigate. {André noted the Board has had testing done and he explained the process if Norm wishes to gather 15% of owner signatures to call a special meeting. Larry has made suggestions in the past as to decreasing the amount of dust in a suite and he is willing to check any unit at the owner's request.}

306 Fred Stalder – asked if the cold water piping changes could be done as quickly. {Kim noted the pipes are larger so soldering will take longer.}

806 Linda Bowering – asked Kim if she would indicate in her notice to owners that should people need help getting drinking water to their units, there are residents who will assist. {Kim confirmed that the gym locker areas in RG1 are available on an emergency basis only for use during the water shutoffs.}

703 Pat Wood – asked if there were no findings in the RG1 dust study that helped RG2. {Larry said there were no conclusions and the air circulation system differs in RG2.}

1407 Clive Wolff – asked when owners would receive the notices indicating where the shut off valves were in each unit. {Kim said these are complete and will be delivered to the units.} Pat Wood noted that owners who were checking other units should ask that the diagram be made available.

1405 Mac Jewett – should the humidifier be turned off when there is no water next week? {Kim will confirm this with Lar-Mex as to whether water to the refrigerator and humidifier should be turned off.}

302 Jens Skafta – should the power for the fob to the lower parking garage emergency be disconnected?