

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

August 28, 2023

3:00 p.m.

Minutes of Board Meeting

PRESENT: Rose-Marie Batley, President, and Secretary
Scott McDermott, Treasurer
Carmène Levesque, Vice-President, and Director of Communications
Larry Boisvert, Director at Large
Branislav Vračarić, Director of Operations

ABSENT: None

OTHER: Kim Renwick, Property Manager, CMG

Others In Attendance: None

1. President Rose-Marie Batley called the meeting to order at 3:11 p.m. with a quorum confirmed.
2. On a motion by Larry Boisvert, seconded by Scott McDermott, the Agenda as amended was approved. **CARRIED**
3. Approval of Minutes:
 - 3.1 Moved by Scott McDermott, seconded by Branislav Vračarić, the Minutes of May 16, 2023 were approved. **CARRIED**
 - 3.2 Moved by Carmène Levesque, seconded by Branislav Vračarić, the In Camera Minutes of July 6, 2023 were approved. **CARRIED**
 - 3.3 Moved by Scott McDermott, seconded by Carmène Levesque, the In Camera Minutes of August 3, 2023 were approved. **CARRIED**
 - 3.3 Decisions Taken Between Meetings: Moved by Carmène Levesque, seconded by Rose-Marie Batley, the following decisions were formally approved:
 - 3.31 The Board approved the replacement of two additional boilers; all 4 boilers will be replaced.
 - 3.32 The CMG agreement has been approved and signed by both parties.
 - 3.33 The donated recumbent bike was accepted and is not yet installed in the gym. The Gym Committee is meeting this week to review the gym equipment.
 - 3.34 The AGM Package for owners was approved and distributed.
 - 3.35 The Building Automation System will be replaced along with the new boilers to provide a more user-friendly system (JCI Jace) for the Building Superintendent at an additional cost to the project of ~\$6000.Moved by Larry Boisvert, seconded by Branislav Vračarić, that the decisions taken between meetings be formally approved. **CARRIED**
4. Treasurer's Report:
 - 4.1 Financial Highlights to April 30, 2023:

(YTD) **Total Revenue** is \$2.5K over budget, at \$1,178.7K (due to rentals of the Guest Suite), while YTD **Total Expense** is \$44.7K over budget, at \$1,204.8K, leaving a YTD **operating deficit** of \$26.1K versus a **budgeted surplus** of \$16.1K. Overall, we are currently \$42.2K unfavourable to our 2023 budget. As of July 31, the major favourable contributors to the expense variances were Utilities (\$29.8K), Generator expenses (\$2.3K), Professional expenses (\$2.0K), Employee Wages (\$1.3K), and Window Cleaning (\$1.2K).

Unfavourable variances arose from Repairs and Maintenance (\$63.1K), Elevator expenses (\$8.1K), Fire Alarm/Hydrant expenses (\$4.8K), Shared Facility (\$4.2K), Security expenses (\$1.3K), and Pest Control (\$1.2K).

Analysis of our expenses shows that the primary drivers of our current \$44.7K unfavourable position are twofold. The first driver is the upgrade to the electrical capabilities of our Party Room during a power outage which accounts for \$20K. The second driver is that we have incurred numerous Mechanical repairs throughout the first half of 2023 exceeding our budget in this area by over \$25K. We should manage our spending in regards to Repairs and Maintenance quite closely for the remainder of 2023.

At July 31, 2023, our OCSCC 769 **Reserve Fund** stands at \$2.81M (\$2.1M being held in GICs) with \$104.8K spent so far this year related to 7th and 13th floor booster boiler repairs (\$33.6K), heat pumps (\$33.5K), repairs to the parking garage membrane (\$30.8K), and window expenses (\$6.9K). The **Shared Facilities Reserve Fund** is at \$251.9K with \$28.2K spent so far this year related to the Pool (Dectron unit repairs - \$14.8K), and Mechanical expenses of \$13.4K (Guard House air conditioning unit).

Carmène inquired about the odds of experiencing operating budget cost savings with the new boilers; Scott replied the odds are very good; however, savings will not really be apparent until early 2024. Our largest gas usage comes in January and February of each year when the outside temperatures are the coldest.

5. Director of Operations Report:

5.1 Action List:

Item 1136: **Boiler Replacement** – The crane arrives September 5, 2023 at 7:30 for installation. All the boilers are in the city. Some visitor parking will need to be shut down. RG1 has a large moving truck coming in the same day. Kim will send a notice to owners tomorrow and to the RG1 Property Manager as well.

Item 1343: **Elevator Buffing** – Only one cab door on the east side is being removed for replacement of the skin. The process is expensive; the Board wishes to see results of the first replacement skin prior to approving additional elevator repairs. This is a Reserve Fund expense.

Item 1408: **Lobby Chairs** – The Board approved a quote (\$3200 + HST) from Flesher Upholstery to cover the two lobby chairs at the window, the window bench, and the entrance bench. The fabric has been ordered and when it arrives, the furniture will be delivered for reupholstering.

Item 1462: **Window Etching** – Larry & Branislav visited a unit to observe the etching. Larry will continue to investigate the 07 drop to determine where there may be etching. Kim will send the engineer report previously received on the etching to all directors.

Item 1517: **Fire Safety Plan** – The Board engaged Qualpro Management Inc. to complete our fire safety plan to the satisfaction of the city. All our information has been provided to Qualpro. They are finalising the plan; the last step is checking the garage fire exits.

Item 1541: **Building Tour(s)** – Yves will schedule tours (one in the evening and one in the afternoon) for interested owners. Additional tours will be scheduled if needed. The tours will take place when Yves can fit them into his schedule. These tours are delayed because of the volume of work for the Building Superintendent with the boiler installations, the in-suite checks, and other emergencies.

Item 1545: **Green Bins** – We are in the queue for a visit from the City; the Board decided to proceed with this project. Kim will schedule a time for the city inspector to come to determine bin sites.

Item 1547: **Mass Inspection of Suites** – Yves has completed the suite inspections and is preparing a summary report for Kim. The report will be sent to the Directors and repairs where needed will be actioned.

Item 1555: **CMG Contract** – The CMG contract has been signed by both parties.

Item 1564: **Pool Dectron Unit** – The parts to repair the Dectron unit have been ordered; we are waiting for the compressor. Work will be scheduled when all parts are available. This expense will be charged to the Shared Facility Reserve Fund.

Item 1572: **EV Chargers** – The Board met with two members of the committee who provided an excellent review of their research and their recommendations for next steps. A Zoom meeting will be scheduled with Metrosphere, the Board members, and the EV Committee so that directors can comment or ask questions of Metrosphere. The meeting will be in early October.

Item 1577: **Booster Boilers** – The booster boiler on the 7th floor failed and had to be replaced at a cost of ~\$10k. A report from the engineering firm RJC has suggested two options to consider the next time it happens. A dedicated meeting of the Board will be scheduled to discuss the report and options to be ready when action is required as both options are a considerable expense.

Item 1578: **Fire Panel** – The fire panel will need repair or replacement. The cost is estimated to be between \$100K - \$300K. Kim will get a report from Siemens with quotes.

Item 1582: **End Unit Stacks** – Candor has determined the end unit stacks need flushing. The work involved is to be determined. Larry asked if we could view the stacks from the lowest site before proceeding with cleanouts on 4 floors in each drop. This is not a Reserve Fund expense as there were no cleanouts in place on construction.

Item 1584: **Basement Booster Pumps** – A request was made for repair of these booster pumps. Modern Niagara submitted a quote for repair; Baxtec submitted a quote for replacement. The Property Manager has asked Modern Niagara for a replacement quote. Kim suggested a professional engineer should confirm if replacement is advised. Larry asked Yves to look at the situation and report to Kim first.

Item 1590: **Garbage Signs at Garage Entrance** – English signs will be ordered.

Item 1598: **Exterior Seating at Front Entrance** – Two chairs will be ordered and one bench to place at the front entrance.

Item 1600: **Gatehouse Security** – Iron Horse has had a management reorganisation. Kim spoke with our Iron Horse contact regarding the inadequate work of gatehouse staff. They have been given up to 60 days to improve performance with specific demands. Other security companies are being investigated.

Item 1602: **Hobby Room Outlet** – An additional electrical outlet will be installed on the right side of the Hobby Room at a cost of ~\$200.

Item 1603: **Stop Sign at Top of Ramp in Garage** – A suggestion was made to install a stop sign at the top of the ramp for safety purposes. A majority of the Board did not approve this.

Item 1605: **Progress on Solucor Elevator Inspection Report** – The corporation has a new ThyssenKrupp representative, Tammy, who is following up with the TK tasks noted in the report and communicating well with Kim. Kim will send a report to the Directors.

Item 1606: **Balcony Door Rollers** – Yves has been trying to purchase rollers to repair some balcony doors. The correct size is not available in local stores. Paramount can provide the right size, but they must be purchased in bulk. As these will fit all balcony doors, the Board approved a bulk purchase.

Item 1626: **Annual Fire Alarm Contract** – The current annual inspection will be done in October by Siemens. The Board will tender for the annual inspection contract once this is completed.

There were questions for Kim on the Completed Items; these were deferred in the interest of time to a separate meeting with Kim, Carmène, and Rose-Marie.

5.2 Additional Hours to Assist the Building Superintendent: Given the budget constraints, the Board did not approve extra hours for minor tasks.

6. Shared Facilities Report:

6.1 The SFC met last week and will meet again October 18, 2023.

6.2 Landscape Plan Update: The SFC has spent \$15,814 on emergency landscaping response, asphalt repairs, and other miscellaneous items as required as at the end of July. The landscaping budget for the year is \$11,980 and the tree care (pruning, etc.) is \$1000. The snow removal was \$15K over budget. Two additional trees fell in the most recent storm. Only emergency work will be

undertaken this year. The regrowth of 4 trees that had been removed behind RG1 should be addressed before it becomes a bigger issue.

- 6.3 Front Gate Security: See 5.1, Item 1600. Larry will monitor the situation.
 - 6.4 Pickleball Restrictions: The current protocol is no pickleball on weekends. The RG2 Board feel this is unfair to owners who may only be able to play on weekends and requested that the RG2 SFC representatives take the request to include the same hours on weekends for use of the pickleball court. The Owners' Handbook (p47) notes the rules for uses of courts. Incidents that conflict with the Tennis Court Rules or compromise safety should be reported to the concierge with names if possible.
 - 6.5 Posting SFC Meeting Minutes: These minutes were posted at one time on the website. The approved minutes for May 17, 2023 will be posted. The SFC representatives will ask if we can post reviewed draft minutes prior to approval as the committee does not meet often.
 - 6.6 Approach to Shared Facility Budget Process: Scott is following up on this question asked by an owner at the AGM in June.
7. Communications Report:
- 7.1 Library Committee: The library is functioning well.
 - 7.2 Social Committee: Sheila Levy is the acting chair of the committee. Linda Bowering is the contact person.
 - 7.3 Policy on Violence & Harassment in the Workplace: The Board reviewed the process used to create the policy. This included review of other condo corporation policies, participation in a "Condo Crunch" legal webinar on development and need for a policy, and review of policies prepared by legal counsel. Given the extensive review, the Board agreed that the policy does not need legal counsel review.
 - 7.4 Terms of Reference for Committees: Carmène has drafted terms of reference for the committees in place. The documents are to clarify the domain of the committee and the process to make recommendations to the Board via the liaison. The documents will come to the Board for approval prior to implementation.
8. New Business:
- 8.1 Party Room Carpet: In response to an owner's comment at the AGM, the process for cleaning the carpet was reviewed. The carpet is cleaned professionally annually; as well, it is steam-cleaned throughout the year as needed. The carpet stains resist any cleaning. Larry suggested we try a different cleaning company before determining future steps. Kim will follow up.
 - 8.2 Meeting Format: The Board approved a format for future meetings: a hybrid format with 1 open meeting for every 2 closed meetings. This was a compromise plan as directors varied in their positions on the format. The decision was not unanimous. Minutes will be provided for all meetings, in draft form initially, and replaced on the web when approved. During the open meeting the owners will listen to the Board discussions; there will be 30 minutes at the end for comments or questions. These will not form part of the official minutes. A fall schedule will be posted including closed meetings on August 28 and September 26. The October meeting will be open (date to be determined). There will be a budget presentation meeting early in December.
 - 8.3 Draft AGM Minutes: These minutes will be available soon for owners. They will be posted on the website.
 - 8.4 Sound System in the Party Room: Deferred to another meeting.
 - 8.5 EV Presentation: See Item 1572.
 - 8.6 Posting Meeting Agendas: The meeting agendas will be posted on the bulletin boards as soon as prepared prior to the meetings.
 - 8.7 Guest Suite: Owners are reminded to review the conditions for renting the Guest Suite. Pets are not permitted in the suite. Owners must ensure the guests adhere to all the protocols and rules that apply. The rental request form is available from the Concierge. Guest Suite rules are available on p24 in the Owners' Handbook.
9. Owner Suggestions/Questions:
- 9.1 Bike Room Check: Completed in the spring as per the annual inspection schedule; owners were informed.
 - 9.2 Lobby Refurbishing and Request for Design Committee: Deferred to a future meeting.

- 9.3 Gazebo Staining: The gazebo needs staining. It was done once some years ago. At that time, an owner organised the paint and equipment. Volunteers did the work, which did not take long. If you are able to help stain the gazebo, please let Rose-Marie know.
- 9.4 Owner Charity Request: The corporation has a long-standing policy not to allow an owner to use the email system to ask for donations to a charity of her/his choice. The most recent request re the Greensboro Food Bank was approved by Board members. This charity is important to a large number of residents and there is a critical need for funds for this particular charity. An exception was made in this case.
- 9.5 Additional Chairs for the BBQ Area: Given the financial issues facing the corporation, this was deferred to another year.

10. Date for Next Meetings: September 26, 2023 at 3:00 p.m. (closed)

Adjournment: On a motion by Rose-Marie Batley, the meeting was adjourned at 5:35 p.m.

Rose-Marie Batley

Rose-Marie Batley, Recording Secretary