

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

September 26, 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 3:10 p.m. with a quorum confirmed.
2. On a motion by Larry Boisvert, seconded by Carmène Levesque, the Agenda as amended was approved. **CARRIED**
3. Approval of Minutes:
 - 3.1 Moved by Scott McDermott, seconded by Carmène Levesque, the Minutes of August 28, 2023 were approved as amended. **CARRIED**
 - 3.2 Decisions Taken Between Meetings: None
4. Treasurer's Report:
 - 4.1 Financial Highlights to August 31, 2023:

(YTD) **Total Revenue** is \$5.0K over budget, at \$1,349.2K, while YTD **Total Expense** is \$39.7K over budget, at \$1,352.5K, leaving a YTD **operating deficit** of \$3.3K versus a **budgeted surplus** of \$31.5K. Overall, we are currently \$34.8K unfavourable to our 2023 budget.

As of August 31, the major favourable contributors to the expense variances were Utilities (\$28.3K), Window Cleaning (\$2.6K), Generator expenses (\$2.4K), Professional expenses (\$2.4K), and Employee Wages (\$1.5K).

Unfavourable variances arose from Repairs and Maintenance (\$60.4K), Elevator expenses (\$10.6K), Shared Facility (\$2.6K), Fire Alarm/Hydrant expenses (\$2.5K), and Pest Control (\$2.0K – due to additional money spent on our pigeon issue).

Analysis of our expenses continues to show that the primary drivers of our current \$39.7K 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. Close management of our spending for the remainder of 2023 is recommended.

At August 31, 2023, our OCSCC 769 **Reserve Fund** stands at \$2.85M (\$2.1M being held in GICs) with \$104.8K spent so far this year related to 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 \$253.4K with \$33.8K spent so far this year related to the Pool (Dectron unit repairs - \$20.4K), and Mechanical expenses of \$13.4K (Guard House air conditioning unit).

5. Director of Operations Report:

5.1 Action List:

Item 1136: **Boiler Replacement** – The installation is fully underway and expected to be complete by the end of October. Kim will send a notice to owners when the heat pumps can be used. On a motion by Scott McDermott, seconded by Branislav Vračarić, the Board approved the installation of 3 CSA approved natural gas regulators at a cost of \$4519.42. Only 3 regulators were required as 1 regulator did not warrant replacement at this time. **CARRIED**

Item 1343: **Elevator Buffing** – The door on Cab 1 requires replacement of the skin. The company engaged to do this work has been purchased by MAD Elevator; the work will be done by MAD in the fall.

Item 1408: **Lobby Chairs** – The fabric has been ordered and when it arrives, the furniture will be delivered for reupholstering.

Item 1462: **Window Etching** – Larry & Branislav will visit units in the 07 drop to determine the number of etched windows. It appears that the 07 and 02 drops are most affected. As this could be a costly repair, the extent of the problem must be determined prior to deciding the best course of action. Replacement of an etched window did not resolve the situation as the new window became etched soon after installation.

Item 1517: **Fire Safety Plan** – Qualpro Management Inc. completed our fire safety plans to the satisfaction of the city. Directors have reviewed the plan. Kim indicated that the required reports, documents, etc., are kept. She reviews the fire drill process annually with staff.

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 be scheduled when the boiler work is complete so that owners can see the new boilers.

Item 1545: **Green Bins** – The Board has decided to proceed with this project. Kim has contacted the city staff several times but has not had a return call. She will continue to seek new contacts.

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 the repairs, where needed, will be actioned.

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. The allowance in the current RFS is not adequate to replace the unit when this is required. The next SFRF Study should reflect an appropriate cost.

Item 1572: **EV Chargers** – A Zoom meeting is scheduled with Metrosphere, the Board members, and the EV Committee for October 15 at 4:15 p.m.

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 a booster boiler needs replacement. 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. Quotes from engineering firms Keller, WSP, and RJC have been requested to provide specifications for the repair/replacement. The Keller quote for engineering services is costed at \$29,100. The remaining two quotes are pending.

Item 1582: **End Unit Stacks** – Candor is scheduled to inspect the stacks on September 27, 2023. This is not a Reserve Fund expense as there were no cleanouts in place on construction.

Item 1584: **Basement Booster Pumps** – The basement booster pumps draw water from the city into the building to be boosted to the roof. The city requires a backflow preventer valve. Quotes are expected from Baxtec, Modern Niagara, and Carmichael. Any quote should clearly specify warranty parameters.

Item 1590: **Garbage Signs at Garage Entrances** – English signs have been ordered.

Item 1598: **Exterior Seating at Front Entrance** – Two chairs will be ordered and one bench to place at the front entrance. This item is deferred until spring 2024.

Item 1600: **Gatehouse Security** – Iron Horse performance is being monitored carefully following the conversation between the Property Manager and Iron Horse contact. Performance has improved somewhat since the conversation took place.

Item 1605: **Progress on Solucor Elevator Inspection Report** – The corporation has a new ThyssenKrupp representative 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 needs rollers to repair some balcony doors. 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. We are waiting for the price.

Item 1622: **Party Room Table Glass Tops** – Two glass tops have been ordered to replace damaged tops.

Item 1625: **Sound System** – One quote has been received from AudioShop at \$6654.57 including HST. Another quote has been requested from Stereo Plus & Design (aka Aura).

Item 1626: **Annual Fire Alarm Contract** – The annual inspection will be done in October by Siemens, who currently holds our inspection contract. The Board will tender for the annual inspection contract as the Siemens contract is expiring. Quotes will be requested from Siemens, Pyron Fire Protection Services, and Professional Fire Protection.

Item 1627: **Window Cleaning** – The fall window cleaning is scheduled for October 2 to October 5, weather permitting.

Item 1629: **Victaulic Claim** – On a recorded vote for a motion by Scott McDermott, seconded by Branislav Vračarić, the Board approved Option 2 (to proceed with dismissal of the claim). **CARRIED**

Directors in Favour: Branislav Vračarić, Scott McDermott, Carmène Levesque

Director Opposed: Larry Boisvert

Item 1632: **BAS Upgrade** – The Board approved the replacement of the BAS (Building Operating System), and installation is nearing completion. This was made in concert with the new boiler installation.

Item 1634: **CondoWorks** – CMG is instituting a new system (CondoWorks) providing a fully integrated and automated accounts payable platform that will eliminate the physical review and signing of cheques and provides electronic storage and backup of all invoices and payment confirmation, decreasing the need for physical storage. Directors will be able to access CondoWorks from anywhere to review and approve invoices and payments. The change in cost is expected to be minimal; the Board will be monitoring these cost changes.

- 5.2 Pigeon Update: Abel Pest Control was employed for the months May to October to address the pigeon problem. The work appears to have been successful; it is believed that the smoke early in the spring also sent the pigeons flying.
 - 5.3 Cleaning Garage Walls: The walls in the garage, particularly level P, are dusty and covered with many cobwebs. There was insufficient interest in cleaning these walls at this time.
 - 5.4 Environmental Issues: In the future the Board should consider ways in which the Corporation can reduce our emissions. The new boilers will reduce gas consumption; however, the impetus for this installation was primarily a cost saving. The environmental footprint might be reduced using solar panels to heat the pool. Any suggestions are welcome for consideration.
6. Shared Facilities Report:
- 6.1 Dectron Update: See Item 1564 in the Action List.
 - 6.2 Landscape Plan Update: Given the expense related to emergency repairs and replacements, no other extra work will be undertaken this year. The goal of the plan is to keep the landscaping manageable, requiring low maintenance, yet remain appealing.
 - 6.3 Pickleball: The SFC and both Boards approved extending the hours of play for pickleball to include weekends and holidays.
 - 6.4 Posting SFC Minutes: The approved minutes of the SFC meetings will be posted on our website. The representatives will ask if the minutes could be posted in draft form as the committee does not meet frequently.

- 6.5 SFC Budget Process: The SF budget is prepared and approved by both Boards and is required prior to completion of the individual corporation budgets. Scott will include more information about the SF budget process at the RG2 budget meeting.
 - 6.6 Shared Facility Reserve Fund Study: This is available on our website.
 - 6.7 Donations to Greg Leach: RG1 is collecting funds for Greg, who paints and does other work in both buildings, as he has been ill for some time. The communiqué sent in RG1 will be posted for any who wish to donate.
7. Communications Report:
- 7.1 Library Committee: The Terms of Reference for the Library Committee have been completed and approved by the Board. Carmène will distribute them to the members and then meet with them to discuss, clarify, and answer questions. Rose-Marie will follow the same process with respect to the approved Terms of Reference for the Housekeeping Committee.
 - 7.2 Social Committee: The Terms of Reference for the Social Committee will be finalised, and the same process will be followed.
 - 7.3 Additional Terms of Reference: Carmène will prepare Terms of Reference for the Webmaster and for ad hoc committees as needed.
8. New Business:
- 8.1 Sound System in the Party Room: See Item#1625 in the Action List.
 - 8.2 EV Meeting with Metrosphere: See Item#1572 in the Action List.
9. Owner Suggestions/Questions:
- 9.1 Lobby Refurbishing: The 2022 Reserve Fund Study includes a note on this subject under Common Corridors and Common Rooms indicating that the “replacement of lobby furniture or finishes should be performed, as required, using funds from the operating budget”. These expenses do not typically get charged to the Reserve Fund.
 - 9.2 Request for Design Committee: There are currently no funds for design changes or replacement/refurbishing of the lobby furniture. Previously, the Board indicated that a professional designer would be engaged, and three colour boards/designs would be prepared for owners’ comments prior to selecting a final design. This does not preclude other input from owners.
 - 9.3 Gazebo Staining: Last month the minutes noted a request for owners who might participate in staining the gazebo. No volunteers came forward at the time. Larry Boisvert has volunteered to coordinate the task.
 - 9.4 Request to Replace the Carpet in the Party Room: This item will be deferred to February 2024.
10. Date for Next Meetings: October 30, 2023 at 3:00 p.m. in the Party Room (open)

Adjournment: On a motion by Rose-Marie Batley, the meeting was adjourned at 5:58 p.m.

Rose-Marie Batley

Rose-Marie Batley, Recording Secretary