

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

March 7, 2024

11:00 a.m.

**Minutes of Board Meeting**

PRESENT: Rose-Marie Batley, President & Secretary  
Scott McDermott, Treasurer  
Carmène Levesque, Vice-President & Director of Communications  
Larry Boisvert, Director at Large  
Branislav Vračarić, Director of Operations (for part of the meeting)

ABSENT: None

OTHER: Kim Renwick, Property Manager, CMG

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1. President Rose-Marie Batley called the meeting to order at 11:03 a.m. with a quorum confirmed.
2. On a motion by Carmène Levesque, seconded by Larry Boisvert, the Agenda as amended was approved. **CARRIED**
3. Approval of Minutes:
  - 3.1 Moved by Scott McDermott, seconded by Larry Boisvert, the Minutes of January 8, 2024 Board Meeting were approved. **CARRIED**
  - 3.2 Decision Taken Between Meetings: None
4. Treasurer's Report:
  - 4.1 Financial Highlights:

There are three brief updates:

    - I. The 2023 fiscal audit is under way. Some invoices recorded in 2024 are 2023 expenses and will be accrued back to the correct year. A \$9K expense posting error has been corrected. Approximately \$15 - \$20K additional invoices (non-utility) are yet to come. Overall, the 2023 budget is on track and will end the year perhaps even a bit favourable. With respect to the Operating Equity account, the 2023 budget showed a \$15K surplus and it is forecast that we may close 2023 with an operating equity around \$100K.
    - II. 2024 January Highlights: Our Revenue is consistent with budgeted amounts. Expenses are \$10,600 over budget; however, there are a number of 2023 invoices posted into 2024 that will be accrued back to 2023. There are no issues in the January financials.
    - III. 2024 February Highlights: These results are not yet available.
5. Director of Operations Report:
  - 5.1 Action List:

Item 1343: **Elevator Buffing** – The door skin replacement on Cab 1 has been approved at a cost of ~\$1K. ThyssenKrupp will remove the skin prior to MAD's completing the buffing. Yves will observe the process and hopes to be able to repair future damages to the cab skins in house.

Item 1462: **Window Etching** – Larry & Branislav will visit units in the 07 and 02 drops in the spring after the window cleaning.

Item 1541: **Building Tours** – These will be scheduled for interested owners in the late spring. Tours will be offered in the afternoon and evening with a maximum of 15 people in a group.

Item 1547: **Inspection of Suites** – Kim summarized the list of repairs/replacements needed in three categories: shut-off valves (corporation and owner responsibility (~60 items); balcony railing defects (~78 items); and window deficiencies (~19 items). Kim will follow up with Yves regarding those items that are not clear.

On a Motion by Larry Boisvert, seconded by Scott McDermott, the Board approved the shut-off valves and window deficiencies as the priority to be addressed in 2024. Balcony railing painting will be delayed at this time.

**CARRIED**

Kim will draft a letter to owners of suites where there are non-main shut-off valves that are seized (cannot be closed) as these are the owner's responsibility; the letter will include the recommended action needed. The repair of main valves and creation of access to any valves currently without access are corporation responsibility and will be addressed. Owners of the suites where new valve access needs to be created will be contacted prior to scheduling the work.

Item 1564: **Pool Dectron Unit** – The coil for the Dectron unit is custom made and has not yet been received. There is no ETA for this item.

Item 1572: **EV Chargers** – Scott met with Kim Dawson and Lorne Levy regarding a presentation to interested owners. The draft presentation will be sent to the Directors prior to finalisation. An owner meeting will be scheduled to present possibilities and determine level of interest.

Item 1578: **Fire Panel** – The Board is waiting for the engineering report from WSP regarding options for the fire panel. If Siemens parts are used to repair the Siemens system currently in place, the maintenance contract must remain with Siemens as it is a proprietary system. The Siemens' annual maintenance contract (~\$30K pa) is expensive. If the fire panel is replaced with non-proprietary equipment, more options are available for the maintenance contract.

Item 1582: **End Unit Stacks** – Installation of end unit cleanout stacks will be scheduled for 2025/2026 as recommended.

Item 1584: **Basement Booster Pumps** – On a Motion by Branislav Vračarić, seconded by Larry Boisvert, the Board awarded the contract for replacement of the basement booster pump to Baxtec at a cost of \$106,010 plus HST.

**CARRIED**

Item 1590: **Garbage at Garage Entrances** – Owners are asked not to place anything on top of the garage garbage bins.

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

Item 1600: **Gatehouse Security** – Iron Horse performance continues to be monitored closely. If you notice a problem, please inform the Property Manager by email.

Item 1605: **Progress on Solucore Elevator Inspection Report** – Solucore inspected the ThyssenKrupp repairs and provided a detailed report to the Board. Logs are consistently left without records and some issues with the elevators should be considered part of the ThyssenKrupp regular maintenance.

Item 1606: **Balcony Door Rollers** – Rollers are needed to repair faulty balcony doors. Paramount will take measurements as the sizes appear to differ from those in stock; the rollers must be purchased in bulk.

Item 1626: **Annual Fire Alarm Contract** – The annual inspection is done in October by Siemens, currently holding our inspection contract. Siemens requested a 10-year contract renewal for their proprietary system currently in place. The Board approved a one-year contract.

Item 1635: **Garage Walls** – Yves will remove cobwebs where possible before the garage cleaning.

Item 1639: **Gazebo Staining** – This will be undertaken in spring 2024; Larry Boisvert will assume the lead.

Item 1640: **Carpet Replacement** – The ad hoc committee investigating possible flooring options continues to investigate possibilities.

Item 1643: **Water Alarms** – Kim will get an estimate to install water alarms on the ground floor.

Item 1667: **Baxtec Maintenance Agreement** – The Baxtec maintenance agreement now includes servicing the H<sub>2</sub>O treatment; the contract was renewed at a 6.2% increase.

Item 1669: **Garage Cleaning** – This will be done in early June; a notice will be sent to owners with the specific dates.

Item 1682: **Window Cleaning** – This will start May 31, 2024, weather permitting.

Item 1683: A damaged unit **affixed door** will be replaced at a cost of ~\$6000.

Item 1686: **DVD Player** – the AV system in the Party Room needs to replace the DVD player. Kim has a DVD player she will donate if it works with the system.

Item 1687: **Office Computer** – A desk top computer will be purchased for the Office; the computer in place is old and issues/interruptions in service have been occurring more frequently. Kim will determine with the concierges the best option. The cost is expected to be ~\$1000.

6. Shared Facilities Report:

6.1 Dectron Update: See Action List Item 1564.

6.2 EV Metrosphere Update: See Action List Item 1572.

6.3 SFC Draft Minutes: These will be provided to the Board members and posted after the SFC has reviewed them. The last meeting was January 31, 2024.

6.4 Vines on Walls: The SFC will discuss the report received some time ago regarding the vines on the property walls.

7. Communications Report:

7.1 Library Committee: No report.

7.2 Social Committee: Sheila Levy and Linda Bowering will co-chair this committee. Carmène will contact the co-chairs regarding activity lists.

7.3 Website: There is a desire to see if the website could be streamlined and more user-friendly. CMG has a website included in contracts with their condo properties; it is not deemed sufficient for our needs. Carmène will meet with the webmaster regarding updating the website, exploring options, and discussing the possibility of replacing the current web provider.

7.4 Owners' Handbook Updates: Any sections of the handbook requiring revision need to be identified and addressed as prioritised by the Board. Carmène will let us know when she is ready to receive suggestions and how to make our suggestions.

8. New Business:

8.1 Definition of and Protocols for Major Projects: After considerable discussion, prior to making a decision on each major project, the Board agreed to consider, and make a final determination as to whether an engineer is required to write specifications and monitor project progress. All aspects will be considered.

8.2 Storm Drain at Garage Entrance to RG2: The drain is not functioning well and needs repair or replacement. This has been discussed by previous Boards; the item must go to the SFC as it is a common element.

8.3 Yoga Classes: A request for yoga classes in the Party Room was received. The classes may proceed subject to the following conditions: the furniture must be returned to where it was found; use of chairs for yoga is strictly prohibited; the Party Room door cannot be locked, and the room must remain open to other owners.

8.4 13<sup>th</sup> Floor Booster Heater: This heater failed in 2013 and was replaced. The two booster heater rooms were water-proofed at that time. The 7<sup>th</sup> floor booster heater failed ~ one year ago and was replaced with a Rheem 10-gallon, 12kw electric domestic hot water booster heater. On a Motion by Scott McDermott, seconded by Carmène Levesque, the Board approved a contract to Baxtec to replace the 13<sup>th</sup> floor booster heater with the Rheem system at a cost of \$12,244 + HST. The contract also includes replacement of the broken gauge, the addition of an isolation valve and 5 extra valves for future use. **CARRIED**

8.5 Party Room Use: The concierges requested clarification of Party Room bookings, specifically rentals vs formal/informal/ad hoc use. Ad hoc and informal use are the same. Formal use includes rentals and Board or AGM meetings. Rentals take precedence over other use. The Board can bump an ad hoc or informal use; this Board will try not to bump an informal booked event unless the larger room is required.

9. Owner Suggestion: The Board received an email from an owner regarding the possibility of installing a user-pay dispenser of windshield washer fluid (Ecotank) in the car wash bay. After some deliberations, the Board

decided not to proceed taking into consideration the number of users would be limited (not all owners require the fluid, and many owners have a preferred brand of fluid).

Date for Next Meeting: Thursday, May 16 at 11 a.m. in the Party Room (This meeting is open to owners.)

Adjournment: On a motion by Rose-Marie Batley, the meeting was adjourned at 1:18 p.m.

Rose-Marie Batley

Rose-Marie Batley, Recording Secretary

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