

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

January 8, 2024

11:00 a.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 (at the start of the meeting)

ABSENT: None

OTHER: Kim Renwick, Property Manager, CMG

1. President Rose-Marie Batley called the meeting to order at 11:04 a.m. with a quorum confirmed.
2. On a motion by Branislav Vračarić, 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 In Camera Minutes of October 30, 2023 Board Meeting were approved. **CARRIED**
Moved by Carmène Levesque, seconded by Scott McDermott, the Minutes of the October 30, 2023 Board Meeting were approved. **CARRIED**
 - 3.2 Decision Taken Between Meetings: None
4. Treasurer's Report:
 - 4.1 Financial Highlights to November 30, 2023:

(YTD) **Total Revenue** is \$6.9K over budget, at \$1,855.3K, while YTD **Total Expense** is \$3.3K over budget, at \$1,816.0K, leaving a YTD **operating surplus** of \$39.3K versus a **budgeted surplus** of \$35.7K. Overall, we are currently \$3.6K favourable to our 2023 budget.

As of November 30, the major favourable contributors to the expense variances were Utilities (\$80.4K), Professional expenses (\$3.7K), Generator expenses (\$3.0K), and Shared Facility (\$2.6K). Unfavourable variances arose from Repairs and Maintenance (\$81.3K), Elevator expenses (\$8.5K), Pest Control/Plants (\$3.8K – due to additional money spent on our pigeon issue), Office expenses (\$1.8K), and Window Cleaning (\$1.7K).

While these financial results are better than I expected, we remain under accrued in the area of Utility expenses in the amount of approximately \$20K. The impact of this is that our expenses should really be \$20K higher than they currently show. Our recent budget documents show I am forecasting a loss in 2023 of \$34.6K. I am cautiously optimistic that we could do a bit better than this forecast due to the fact that our actual utility costs for September (invoices are typically 2 months behind) were \$7.7K better than my forecast.

At November 30, 2023, our OCSCC 769 **Reserve Fund** stands at \$2.62M (\$2.1M being held in GICs) with \$528.0K spent so far this year related to boiler repairs (\$416.2K), heat pumps (\$64.0K), repairs to the parking garage membrane (\$30.8K), mechanical expenses (\$10.0K), and window expenses (\$6.9K). The **Shared Facilities Reserve Fund** is at \$274.8K 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).

4.2 Reserve Fund Ladder Update: Scott will provide the Board an updated Reserve Fund Ladder of GICs by the end of January. Four GICs came due in December; one was reinvested.

5. Director of Operations Report:

5.1 Action List:

Item 1343: **Elevator Buffing** – The door on Cab 1 requires a skin replacement and has been approved; the repairs will be scheduled by MAD, the company doing the work at a date to be determined.

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 following completion of the building inspection report.

Item 1547: **Inspection of Suites** – Kim will summarize Yves' documentation for action where needed and follow up. The report will be sent to the Directors for a decision on priorities.

Item 1564: **Pool Dectron Unit** – The coil for the Dectron unit is custom made and has not yet been received. Latest information is it will be available within two months.

Item 1572: **EV Chargers** – Scott is meeting with some members of the EV Charging Committee to prepare a presentation for owners. The presentation will be sent to the Directors prior to finalisation. The purpose of the meeting is to present possibilities and to determine level of interest.

Item 1578: **Fire Panel** – The fire panel needs repair or replacement. Engineering quotes to provide specifications were received from Keller (\$29,100), WSP (\$34,400), and RJC (\$49,400). The Board is interested in considering non-proprietary systems if replacement is needed. Return on investment will be considered when making a final decision as to repair or replacement. On a motion by Larry Boisvert, seconded by Scott McDermott, the Board approved the quote from WSP at \$34,400 + HST (additional disbursements may be required to synchronise equipment with the new boilers). **CARRIED**

Item 1582: **End Unit Stacks** – The Candor report indicated the end unit stacks should be addressed including cleaning, installing cleanouts, augmenting, and flushing, and repeating the camera inspection. These end stacks (4") should be cleaned about every 4-5 years while the 2" stacks in the inner units should be cleaned every 12 – 18 months. Presently, there are no issues with the end unit stacks. A plan will be developed to complete the end unit stacks (½ in 2025 and ½ in 2026). Quotes for installation will be sought from Candor and Baxtec and perhaps a third firm if possible. Owners will be informed of the schedule prior to work beginning.

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; this was not a code requirement when the building was constructed. Quotes are expected from Baxtec, Modern Niagara, and Carmichael. Any quote should clearly specify warranty parameters. This pump cannot be repaired.

Item 1590: **Garbage Signs at Garage Entrances** – Since Green Bins have been located, some garbage signs need to be moved. Kim and Carmène will determine location and wording for the signs if needed.

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. There remain some problems despite training provided to the guards working at 769. However, OCSCC 769 is not a large contract for Iron Horse and replacements, particularly on short notice or over busy holidays, can be problematic.

Item 1605: **Progress on Solucore Elevator Inspection Report** – Solucore inspected the ThyssenKrupp repairs; a report will be provided to the Board. (For information only, ThyssenKrupp has recently purchased Regional Elevator.)

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

Item 1626: **Annual Fire Alarm Contract** – The annual inspection is done in October by Siemens, who currently holds our inspection contract. The Siemens contract is expiring. No decision on a inspection

contract will be made until action on the Fire Panel is determined. Siemens is requesting a 10-year contract for their proprietary system currently in place. This is not acceptable.

Item 1629: **Victaulic Claim** – Moved to deferred until a response is received from the counter claim.

Item 1635: **Garage Walls** – During the winter season, some cleaning/dusting of the garage walls will be added to Yves' schedule where possible.

Item 1637: **Gym Flood** – Service Master hopes to finish the remaining repairs in the gym by end of January 2024.

Item 1639: **Gazebo Staining** – This will be undertaken in spring 2024.

Item 1640: **Carpet Replacement** – The Board agreed to look at carpet replacement options; this is a Reserve Fund expense. Options other than carpet will be investigated; however, any flooring change must consider noise transmission.

Item 1643: **Water Alarms** in the gym and locker rooms – Water sensors in these areas require a WI-FI system as they are out of range of hearing for many hours of the day. These are expensive systems; Kim will investigate an option for the Board to consider.

Item 1662: **Activity Access** – A notice will be sent to RG2 Owners indicating one (1) access fob will be available at the Front Desk for mutual social group activities (e.g., Movie Night, Bridge) to gain access to the entrance to the RG1 garage. As in the past, someone from RG1 must meet the group at the entrance to provide access to RG1. Larry will follow up.

Item 1663: **Insurance Renewal** – The Board approved insurance renewal at an increase of 1.4%.

Item 1664: **Dry Sweep** – A dry sweep of the P-level of the garage would be expensive. Regular cleaning will take place the first week of June. A decision on this item is deferred to the next Board meeting.

Item 1665: **Building Automation System** – The new Building Automation System was incorporated into the new boilers; a contract was recommended to ensure the controls are in sync for a period of one year.

Moved by Larry Boisvert, seconded by Carmène Levesque, the Board approved a one-year contract at a cost of \$3600 + HST with Baxtec. **CARRIED**

Item 1666: **AV System** – A part is on order to repair the existing system, which may eventually require a new computer (~\$2500) if this repair does not resolve the situation.

Item 1667: **Baxtec Maintenance Agreement** – The Baxtec maintenance agreement now includes the H₂O treatment; their quote indicated a 6.2% increase, which the Board considered high. Kim will request clarification from Baxtec for the Board to consider.

5.2 Archiving Documents: Board documents are kept electronically on the CMG server. Should the Board change management companies, these documents belong to OCSCC769 and will be returned. Documents are retrievable when required.

6. Shared Facilities Report:

6.1 Dectron Update: See Action List Item 1564.

6.2 Landscape Plan Update: This will be done by the SF Committee in the spring. The budget allowance was increased considerably.

6.3 SFC Action List: This will be provided to the Board members prior to the SFC meetings.

6.4 Update on Solar Panels for the Pool Heating: This will be added to the agenda of the next SFC meeting.

6.5 Access to Activities: See Action List item 1662.

7. Communications Report:

7.1 Library Committee: No report.

7.2 Social Committee: Terms of Reference have been approved by the Board. The Social Committee received a significant contribution from the bottle return following the holidays – thanks everyone.

7.3 Website: This is not up to date. The last set of minutes posted is May 2023. Kim will follow up with the webmaster. The change in the Reserve Fund and the year-end communiqué should also be posted.

7.4 Owners' Handbook: Any sections of the handbook requiring revision should be identified and addressed as prioritised by the Board.

8. New Business:

- 8.1 EV Meeting with Metrosphere: See Action List Item 1572.
- 8.2 Distribution of Solicitation Notices: The Board discussed this item at some length. The Owners' Handbook indicates no solicitation. A compromise was reached in that approved requests will be posted on the bulletin boards for solicitations that benefit the Ottawa South Community; however, no corporate emails will be distributed.
- 8.3 Battery or Light Bulb Recycling: There are liability issues relating to these or similar collections. There are many places where Owners can recycle various items (e.g., pens, batteries, bulbs, ink cartridges, etc.) and these can be found through an online search.
- 8.4 Disposal of Potted Plants: These plants can be returned to the land off property. Alternatively provided this is coordinated with Yves, the plants can be disposed on the north side of the property where there is considerable erosion.
- 8.5 Hobby Room: An update of the list of lockers in use will be undertaken. If you are using a locker in the Hobby Room, please ensure the Concierge knows the locker number and the lock combination should access be required at some time.

Date for Next Meetings: Thursday, March 7 at 11 a.m. in the Party Room (Closed)

Adjournment: On a motion by Rose-Marie Batley, the meeting was adjourned at 1:40 p.m.

Rose-Marie Batley

Rose-Marie Batley, Recording Secretary