

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

September 23, 2024

1:00 p.m.

**Minutes of Board Meeting**

**PRESENT:** Rose-Marie Batley, President & Secretary  
Scott McDermott, Treasurer  
Carmène Levesque, Vice-President & Director of Communications  
Larry Boisvert, Director of Operations

**ABSENT:** Branislav Vračarić, Director at Large

**OTHER:** Kim Renwick, Property Manager, CMG

**# of OBSERVERS:** 21

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1. President Rose-Marie Batley called the meeting to order at 1:04 p.m. with a quorum confirmed.
2. On a motion by Scott McDermott, seconded by Carmène Levesque, the Agenda was approved. **CARRIED**

3. Approval of Minutes:

3.1 Moved by Larry Boisvert, seconded by Carmène Levesque, the Minutes of July 30, 2024 were approved. **CARRIED**

3.2 Decisions Taken Between Meetings:

Moved by Scott McDermott, seconded by Carmène Levesque, the following decisions were formally approved:

- a) The Board approved moving forward with the EV project.
- b) The summer Newsletter was approved and distributed.
- c) The Elevator cab marble floors were polished.
- d) The replacement of the vestibule heat pump was approved.

**CARRIED**

4. Treasurer's Report: (Scott McDermott)

4.1 Financial Highlights to August 31, 2024:

(YTD) **Total Revenue** is \$0.7K under budget, at \$1.42M, while YTD **Total Expense** is \$89.6K under budget, at \$1.31M, leaving a YTD **operating surplus** of \$110.6K versus a **budgeted surplus** of \$21.7K. Overall, we are currently \$88.9K favourable to our 2024 budget.

As of August 31, the major favourable contributors to the expense variances were Shared Facility (\$34.5K), Utilities (\$31.9K), Fire Alarm/Hydrant (\$14.2K), Repairs and Maintenance (\$8.7K), Security (\$4.3K), Discretionary Expenses (\$3.3K), Employee Wages (\$3.0K), Window Cleaning (\$2.8K), and Professional Fees (\$2.1K).

Unfavourable variances arose from Generator expense (\$7.8K), and Elevator expenses (\$7.5K).

I remain comfortable with our financial position but continue to believe that while progress is being made, there is still work to be done by our CMG Accounting team to ensure all invoices are received and processed in a timely manner. I continue to monitor the situation closely.

At August 31, 2024, our OCSCC 769 **Reserve Fund** stands at \$2.85M (\$2.1M being held in GICs) with \$69.8K spent so far this year related to new heat pumps, windows, and mechanical repairs. The

**Shared Facilities Reserve Fund** is at \$333.2K with \$10.7K spent so far this year related to the replacement of a defective reheating coil.

#### 4.2 2025 Budget Timelines:

- Kim Renwick prepares a draft 2025 budget using the September 30 financials due mid-October.
- Scott reviews the draft and uses the October 31 financials, to finalize a forecast for 2024 year-end balances and the 2025 draft budget.
- Following a final review, Kim and Scott send the information to the Board by November 22 for review and comment.
- The Board will discuss the draft budget, changes are considered, and the final draft will be presented to the owners at a budget meeting, which is being targeted for the last week of November.
- Owners who wish to make suggestions re projects/repairs/enhancements can do so at any time. However, sooner is better than later. Kim will send an email to all owners inviting input. Suggestions that relate to the common elements need to be considered by the Shared Facility Committee, which presents its draft budget to both RG1 and RG2 Boards for approval and inclusion in their respective budgets.

#### 4.3 EV Project Update:

- 75 owners responded to the EV project survey (49 requested full EV charger installations; 26 requested roughed-in installations).
- 3 panels of 30 breakers each will be purchased leaving a surplus of 15 breakers for future purchases, a reasonable inventory.
- The federal grant application (29 pages) was completed and submitted by the due date September 19.
- This is a \$300,000 project and we are hoping to get a grant of \$150,000 but there are no guarantees.
- A reply is expected by January 2025 and work could commence by May 2025.
- By-Law 8: Scott is working with legal counsel to prepare a draft by-law that will state clearly who owns what, and who repairs what going forward (similar to that for the balcony glazing). The purchase/installation is a user-pay model; once installed the corporation will own wiring from the existing electrical infrastructure to the new transformers and all the way to the parking spots. Owners will be accountable for the EV charging box only. The corporation will own the extra 15 breakers. Wi-Fi will be installed in the parking garages to ensure the billing process is robust. Scott will meet with Nancy Houle from DHA legal firm on Thursday September 26 to review the draft. The Board will subsequently receive a draft to review and make comments/suggestions. A by-law requires 35 days' notice to owners and 50%+1 of the owners to vote in favour. Absent votes count as against the by-law. The benefit of the by-law is that owners do not have to individually register the breaker on their unit, a cost saving of ~\$500 - \$1000.

#### 5. Director of Operations Report: (Larry Boisvert & Kim Renwick)

##### 5.1 Action List:

- Item 1462: **Window Etching** – RG1 has had similar etching on windows and used a blade to scrape the area. This is done by the window cleaners on etched areas. We will investigate if this can help here at RG2.
- Item 1547: **Main Shut-off Valves** – Candor has been asked to provide quotes for accessing main shut-off valves in some suites in the heat pump rooms. This is proving difficult as different suites have different complexities. Candor inspected one suite to get an idea of time, material, and labour required to relocate the valves. The estimated cost is \$1500/unit; there are ~15 units needing relocation of the valves.
- Item 1572: **EV Chargers** – See 4.3
- Item 1578: **Fire Panel Replacement** – WSP was approved for replacement of the fire panel. Drawings have been sent to the WSP engineer.

Item 1584: **Basement Booster Pump** – Completed

Item 1606: **Balcony Door Rollers** – Yves has created a solution; this issue has been resolved.

Item 1640: **Party Room Carpet Replacement** – Awaiting delivery of carpet tiles and border.

Item 1643: **Water Alarms** – The option investigated has an estimated cost of \$25,000. Kim will look for other possible solutions. None have been received yet.

Item 1669: **Garage Cleaning** – Completed

Item 1683: Three damaged unit **affixed doors** will be replaced at a cost of ~\$8000 - \$10,000 each. Unit entrance doors are custom made and take time to deliver after order.

Item 1691: **Garage Drain** – RG1 used BCG to replace the garage drain in front of the garage entrance. Kim contacted BCG and requested quotes for two options: enlarge the current drain and raise it to asphalt level; or replace the drain with one like that at RG1. BCG is fully occupied at the moment.

Item 1709: **Freedom Mobile Roof Cancellation** – The Freedom Mobile roof contract expired the end of September. The impact of this lost contract if there is no replacement is ~1% increase in the Condo Fees.

Item 1721: **Reserve Fund Study** – RJC Engineering completed the building visit (including four unit inspections) on September 11 needed to prepare a draft comprehensive reserve fund study.

Item 1724: **Window Repairs and Replacements** – Gold Seal has been approved to complete the work; the dates have not been scheduled yet as they are waiting for a swing stage to be available.

Item 1729: **Plants in Lobby**: Plants may need to be relocated over the winter away from the cold air as the entrance doors are often open.

Item 1730: **Vestibule Heat Pump**: The Board approved a replacement for the heat pump in the foyer entrance.

Item 1731: **Fall Window Cleaning**: Scheduled for October 7-9, 2024.

Item 1734: **Draft Budget**: In progress (See 4.2).

Item 1735: **Elevator Floors**: The Board will consider granite vs marble flooring for the elevators.

Item 1736: **Exterior Doors (Party Room and Guest Suite)**: The aluminum strip is corroded on the exterior doors to the party room and the guest suite. These will be replaced if cleaning does not resolve the issue.

Item 1737: **Domestic Hot Water Boilers**: A proposal was received from Baxtec to replace the two domestic hot water boilers with two high efficiency condensing boilers. Baxtec has two such boilers purchased for another site that were not used and has offered them to the Corporation for \$4000 + HST each (normally the cost is ~\$18,000/unit). The proposal included a cost to buy the two boilers and a cost to install. The Board has requested a breakdown of the installation costs as they seem high.

Item 1738: **Pool Compressor**: The compressor failed. CoolWave is investigating a warranty for a new compressor.

Item 1739: **Iron Horse**: The minimum wage is increasing October 1 to \$17.20/hour (a 4% increase). This will be reflected in the current Iron Horse contract; the percentage increase will be included on all Iron Horse costs.

1740: **AV System**: The Board is considering options for a new AV system in the Party Room. Aura Design will visit to prepare a quote for the system.

Kim will send an updated Master Owners List to the Board members as there have been a few changes.

6. Shared Facilities Report: (Larry Boisvert & Rose-Marie Batley)
  - 6.1 Gardening Committee Requests: The Gardening Committee and the SFC have an active working relationship. The SFC has overall control of the landscaping contract. The Gardening Committee will submit a request for budget consideration to the SFC soon for the 2025 budget.
  - 6.2 DND Claim for Access to Property: In 2019 DND claimed there was no easement granted for Urbandale to cross the pathway outside the fence at the southwest corner of the property to connect to a storm sewer. This represented an encroachment on the DND land. Urbandale will search their records regarding installation of this connecting pipe; the service plans were approved by the City in 2002. Should there be no record of approval of the easement found, the site would be inspected by an engineer and charges would be apportioned to the current owners of the Rivergate site, estimated to be ~\$10,000.

- 6.3 The stump at the side of the tennis courts was removed.
  - 6.4 DND removed the dead black walnut at the back of the tennis court fence.
  - 6.5 A shed was installed outside the tennis courts for gardening equipment.
  - 6.6 The Gardening Committee would like to install boulders on some of the beds. These would be low maintenance; however, boulders in some beds could compromise the garage roof membrane. An engineer has been hired to determine the load acceptable including that from the crane required to install boulders. The report has not been received.
  - 6.7 SFC Joint Agreements are all on file and both Boards have approved the current agreements.
7. Communications Report:
    - 7.1 Owners' Handbook Update Process: Six sections (Balcony, Guest Suite, Library, Party Room, Smoking, and Tennis Courts) have been reviewed and completed. 'Owners/tenants' is being replaced by 'owners/occupants' throughout. The revised Handbook will be posted on the website as a pdf document with a date noted for each revised section. A section on Intruder Prevention is being considered.
    - 7.2 Kim agreed to draft a list of activities in the building.
8. New Business:
    - 8.1 August Holiday for Staff: deferred to In Camera meeting.
    - 8.2 Format for 12- or 24-hour system: The Board agreed to continue to use the 12-hour system (e.g., 9:32 a.m.) for time and the system for dates will be a Y/M/D or Month Day, Year (e.g., 2024/09/23 or September 23, 2024).
    - 8.3 Recycle Posters in the Storage Corridor Garbage Rooms: Rose-Marie will check City website to get the current poster contents and provide to the property management for use in said rooms.

Date for Next Meeting: October 30, 2024 at 11:00 a.m.

Adjournment: On a motion by Rose-Marie Batley, the meeting was adjourned at 2:49 p.m.

Rose-Marie Batley

Rose-Marie Batley, Recording Secretary