

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

October 30, 2024

12:30 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  
Branislav Vračarić, Director at Large

ABSENT: None

OTHER: Kim Renwick, Property Manager, CMG

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1. President Rose-Marie Batley called the meeting to order at 12:31 p.m. with a quorum confirmed.
  2. On a motion by Branislav Vračarić, seconded by Carmène Levesque, the Agenda as amended was approved. **CARRIED**
  3. Approval of Minutes:
    - 3.1 Moved by Larry Boisvert, seconded by Carmène Levesque, the Minutes of September 23, 2024 were approved. **CARRIED**
    - 3.2 Decisions Taken Between Meetings: None
  4. Treasurer's Report: (Scott McDermott)
    - 4.1 Financial Highlights to September 30, 2024:

(YTD) **Total Revenue** is \$3.0K under budget (primarily due to the rooftop rental income contract ending effective the end of August) at \$1.59M, while YTD **Total Expense** is \$105.2K under budget, at \$1.45M, leaving a YTD **operating surplus** of \$137.7K versus a **budgeted surplus** of \$35.5K. Overall, we are currently \$102.3K favourable to our 2024 budget.

As of September 30, the major favourable contributors to the expense variances were Shared Facility (\$37.4K), Utilities (\$33.8K), Fire Alarm/Hydrant (\$16.7K), Repairs and Maintenance (\$14.0K), Security (\$4.8K), Window Cleaning (\$4.2K), Discretionary expenses (\$3.8K), and Employee Wages (\$3.3K).

Please note that within our Utilities expenses, we are very favourable to budget in regard to our Gas expense (due primarily to the mild weather in the winter of 2024) and Hydro, but we are currently running \$12.4K unfavourable in regard to our 2024 Water expense. An analysis of our 2024 water rate and usage is underway.

Unfavourable variances arose from Generator expense (\$8.1K), and Elevator expenses (\$6.9K). I remain comfortable with our financial position.

At September 30, 2024, our OCSCC 769 **Reserve Fund** stands at \$2.91M (\$2.2M being held in GICs) with \$79.5K spent so far this year primarily related to new heat pumps, windows, and mechanical repairs. The **Shared Facilities Reserve Fund** is at \$333.0K with \$18.6K spent so far this year solely related to the pool and specifically, the replacement of a defective reheating coil, backflow valve, and Dectron repairs.
    - 4.2 2025 Budget Timeline Update:

- Kim Renwick completed an initial draft 2025 budget using the September 30 financials and submitted to Scott mid-October.
- Scott is reviewing the initial draft using the October 31 financials, to finalize a forecast for 2024 year-end balances and the 2025 draft budget.
- The Board will meet to review the second draft by November 21.
- Kim, Larry, and Yves will walk through the building to make a list of building needs. Kim will provide this list, along with the suggestions received from owners and the Housekeeping Committee for the Board to consider in finalizing a draft budget to take to owners. Suggestions that relate to the shared 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.

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

5.1 Action List:

Item 1462: **Window Etching** – Larry tried a product on the etched windows in one unit and found it worked well. The product is available; a swing stage is needed to clean the windows. The removal of the etching should be a separate contract and be done prior to the spring window cleaning.

Item 1547: **Main Shut-off Valves** – Candor and Baxtec have provided quotes for the work on the shut-off valves that are inaccessible. The process in each affected unit involves Baxtec removing the heat pump, Candor then relocating the valves, and Baxtec replacing the heat pump. 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** – A pre-notice was sent to owners regarding the by-law meeting. The formal notice must be sent 15 days prior to the meeting. The package for By-law 8 will be sent to owners by November 5 and the meeting of owners will take place November 27, 7:00 p.m. by Zoom.

Item 1578: **Fire Panel Replacement** – WSP was approved for replacement of the fire panel. Drawings have been sent to the WSP engineer. The report has not yet been received.

Item 1640: **Party Room Carpet Replacement** – The carpet will be replaced the week of November 4.

Item 1643: **Water Alarms** – A unit in the building has a water alarm system in place that seems to be working well. Kim will investigate whether this system would be appropriate for the common elements.

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. Larry will ask a contact he has used that makes custom furniture if he can make the doors. Rose-Marie suggested investigating if the company that made the custom library shelves could make the doors.

Item 1691: **Garage Drain** – BCG is willing to replace the garage drain in front of the garage entrance. But the work cannot be done until spring as BCG is fully booked now.

Item 1721: **Reserve Fund Study** – A draft report is expected by October 31, 2024.

Item 1724: **Window Repairs and Replacements** – Gold Seal was approved to complete the work; the dates have not been scheduled yet. A deposit was made for materials with final payment on completion of work. However, responses to several requests to Gold Seal from both Kim and Yves have not been received. Larry and Yves will follow up directly. There is a possibility that the repairs and replacements could be contracted separately. Larry suggested we look elsewhere for a swing stage and another contractor at least for the repairs.

Item 1730: **Vestibule Heat Pump**: The heat pump for the foyer entrance has not arrived yet.

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

Item 1735: **Elevator Floors**: Marble Master will provide options for granite vs marble flooring for the elevators.

Item 1736: **Exterior Doors (Party Room and Guest Suite)**: Yves can repair the corroded aluminum strip 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 agreed to purchase the two boilers and tender for installation later.

Item 1742: **Door Handles Ajar** – Yves and Branislav will try to repair these handles on the doors to the storage room corridors or other common elements where the problem exists.

Item 1746: **Exterior Person Doors** – These doors will be replaced next year so will not be painted this fall.

Item 1747: **Generator Room Leak** – Recently Baxtec repaired a leak on the generator room heater. After installation and filling the unit, it leaked at the other end. A quote was received from Baxtec to install a new H-122 Rosemex heater to replace the old H-80, including hanging, connecting the piping and electrical, filling, and testing. The H-122 is in stock; a new H-80 will take about 10 weeks to deliver. On a motion by Larry Boisvert, seconded by Carmène Levesque, the Board approved the purchase and installation of the H-122 Rosemex heater at a cost of \$5251.11 including HST. **CARRIED**

Item 1748: **Fill Valve for the Cooling Tower** – The fill valve was closing slowly and over-filling the tower. Baxtec provided a quote to provide parts and labour to replace the solenoid valve, start and test operation. On a motion by Carmène Levesque, seconded by Scott McDermott, the Board approved the quote of \$4465.76 including HST. **CARRIED**

Item 1749: **Victaulic Legal Claim:** Legal opinions were provided providing two options for the Board to consider regarding the legal claim made against Victaulic. One of the companies (BE) included in the claim was not willing to dismiss the claim without reimbursement of their legal costs; the lawyer suggested BE would accept somewhere between \$1500 - \$2500. Alternatively, the Corporation could refuse to pay and proceed with the legal claim (likely incur higher costs). Legal advice suggested BE might accept an offer of a lower amount and the Board approved offering \$1500.

Item 1750: **Recycle Posters** – The Board agreed to purchase and post new recycle bin posters in the corridor storage garbage rooms.

## 6. Shared Facilities Report: (Larry Boisvert & Rose-Marie Batley)

- 6.1 Landscaping Update: The SFC, Kim, and Ottawa Regional Landscaping Inc. will meet to review the contract, updating to include the changes made over the years, some additions and some deletions. Landscaping versus gardening activities will be identified.
- 6.2 DND Claim for Access to Property: Kim contacted Roger Tuttle at Urbandale to try to determine if they had approval for the DND easement when 3590 was under construction. No response currently.
- 6.3 2025 Budget SFC Request: Sylvain drafted a budget that was reviewed by the SFC; some changes were made. Allowing for a possible 15% increase in the SF Reserve Fund contributions, a budget with an overall increase from 3-4% from SFC will be submitted to both 667 and 769 Boards for approval and inclusion in the Corporations' budgets.
- 6.4 Dogs off Leash: The rule is to be enforced for safety reasons to both people and animals. Initial warnings will be given to those walking dogs off leash. Should the practice continue, a letter will be placed on file. Legal involvement will be used if required.
- 6.5 Pool Hours: The Board discussed a suggestion to extend pool hours in the evening. However, nothing has changed with respect to the restrictions included in the ON Reg. 565 or the barriers to accommodating the restrictions. A pool compliance communiqué will be issued to owners/occupants in both buildings.
- 6.6 The Gardening Committee Update: The committee provided a drawing of the 37 beds on the property and has assigned committee members to the gardens. A request for funding in the 2025 budget was submitted. The RJC engineering report determined the load of the boulders and installation equipment required would compromise the membrane; the Shared Facility Committee did not approve installation of boulders.

## 7. Communications Report: (Carmène Levesque)

- 7.1 The Board will invite members of the Library Committee to talk about the work they are doing. This will be scheduled in the spring.
  - 7.2 The Website: The movie schedule and the Social Committee events calendar are posted on the site.
  - 7.3 Owners' Handbook Update: The Owners' Handbook is being converted to a Word document, which will make future updates easier. Carmène and Branislav will work together to ready the file for uploading to our website.
  - 7.4 Fall Newsletter Items: The items have been sent for formatting. An addition will be made re dogs off leash.
8. New Business:
- 8.1 Housekeeping: Rose-Marie and Kim will review the items submitted by the Housekeeping Committee to determine which can be done and by whom, and those that must go to the Board for consideration.
  - 8.2 Fire Code and Common Area: A recent newsletter from the Condominium Authority of Ontario included the following message: "Most condos allow decorations but may limit the amount, location, and type, particularly in common areas. For example, door wreaths and mats in hallways are banned under the Ontario Fire Code". The penalties are significant both for the individual owner and the corporation. We are seeking input and clarification from the Ottawa Fire Departments.

Dates for Next Meetings:

November 21, 2024 Directors meeting to review draft 2025 budget, time tbd

The Owners' Budget Presentation Meeting will held during the week of December 2 – 5.

December 10, 2024 Board Meeting, 12:00 p.m.

Adjournment: On a motion by Rose-Marie Batley, the meeting was adjourned at 2:29 p.m.

Rose-Marie Batley

Rose-Marie Batley, Recording Secretary