

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

December 10, 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 of Operations

ABSENT: Branislav Vračarić, Director at Large

OTHER: Kim Renwick, Property Manager, CMG

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1. President Rose-Marie Batley called the meeting to order at 11:08 a.m. with a quorum confirmed.
  2. On a motion by Larry Boisvert, seconded by Scott McDermott, the Agenda as amended was approved. **CARRIED**
  3. Approval of Minutes:
    - 3.1 Moved by Larry Boisvert, seconded by Scott McDermott, the Minutes of October 30, 2024 were approved. **CARRIED**
    - 3.2 Decisions Taken Between Meetings:

Moved by Larry Boisvert, seconded by Scott McDermott, the following decisions taken between meetings were formally approved for recording in the minutes:

      - 3.2.1 A 2-year contract was signed with Siemens for maintenance of the fire panel. The cost in year one is ~\$26,000.
      - 3.2.2 BE Group, a party cited in the Victaulic legal issue, did not agree to dismiss the claim and requested a payment of \$3000 to cover their costs. The Board reviewed possible additional costs if there were a court case and determined the preferred action would be to cover the requested costs. All other parties involved agreed to dismiss.
      - 3.2.3 The 2024 staff performance incentives were approved and will be issued. A notice to owners will be distributed regarding these payments.
      - 3.2.4 The EV By-Law 9 was finalised. Owners who registered and made the deposit will be sent notice that the cheques will be cashed December 20.
      - 3.2.5 An Expansion Tank was leaking and needed to be replaced at a cost of ~\$9000 including taxes. This was to prevent the possibility of a flood. **CARRIED**
  4. Treasurer's Report: (Scott McDermott)
    - 4.1 Financial Highlights to October 31, 2024:

(YTD) **Total Revenue** is \$5.6K under budget (due to the rooftop rental income contract ending effective the end of August) at \$1.76M, while YTD **Total Expense** is \$56.7K under budget, at \$1.67M, leaving a YTD **operating surplus** of \$94.4K versus a **budgeted surplus** of \$43.2K. Overall, we are currently \$51.1K favourable to our 2024 budget.

As of October 31, the major favourable contributors to the expense variances were Utilities (\$40.9K), Fire Alarm/Hydrant (\$17.4K), Repairs and Maintenance (\$7.9K), Discretionary expenses (\$4.2K), Security (\$4.0K), and Employee Wages (\$3.7K).

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 \$9.8K unfavourable in regard to our 2024 Water expense. There has been an 8% increase in water usage in 2024 as well as a 2% rate increase.

Unfavourable variances arose from Generator expense (\$7.7K), Elevator expenses (\$6.3K), Shared Facility (\$5.0K), and Window Cleaning (\$3.6K).

I remain comfortable with our financial position.

At October 31, 2024, our OCSCC 769 **Reserve Fund** stands at \$2.84M (\$2.2M being held in GICs) with \$204.3K spent so far this year primarily related to the new basement boilers, heat pumps, windows, and the refurbishment of the common area. The **Shared Facilities Reserve Fund** is at \$336.9K with \$22.3K spent so far this year related to the pool (\$18.6K), the Reserve Fund Study (\$2.4K), and Landscaping (\$1.3K).

- 4.2 Reserve Fund Investments: On a motion by Scott McDermott, seconded by Larry Boisvert, the Board agreed to invest \$100K of cash from the Reserve Fund to a GIC immediately (rates and final decision to be made by Board) and another \$100K in January 2025. Sufficient cash must remain in the Reserve Fund to pay invoices promptly.
- 4.3 The Shared Facility Budget: On a motion by Scott McDermott, seconded by Larry Boisvert, the Board approved the draft budget for Shared Facilities. This budget is managed by the Shared Facility Committee.

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

### 5.1 Action List:

Item 1462: **Window Etching** – Kim is seeking quotes for cleaning the etched windows. She will email owners regarding window etching and create a final list for quoting.

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 \$3,000/unit in total split between Baxtec and Candor; there are approx. 15 units needing relocation of the valves for the plumbing work. This is considered a major replacement and is a Reserve Fund cost, albeit coming ahead of the time in the RFS.

Item 1572: **EV Chargers** – By-Law 9 was passed by the owners and has been finalised. Eight additional owners have registered for breakers. Scott will draft a notice to go to those who registered for a breaker (rough-in or full) and made the deposit to indicate the cheques will be cashed on December 20. A special account will be created for funds relating to the EV Project.

Item 1578: **Fire Panel Replacement** – WSP engineering was approved for specifications for possible replacement of the fire panel. Siemens will meet with the Directors, Property Manager, and Building Superintendent to discuss possibilities for upgrading the fire panel.

Item 1643: **Water Alarms** – Kim will be getting quotes in the new year.

Item 1683: Two damaged unit **affixed doors** still need to be replaced. The Building Superintendent was able to fix a third door. The company that made the custom library shelves is not able to build replacement doors. Kim spoke with the Urbandale door specialist; he believes the problem is not with the door itself but with the soft pine interior frames. He is developing an action plan for consideration.

Item 1691: **Garage Drain** – BCG has indicated it will provide quotes for replacement of the garage drain in front of the RG2 garage entrance. The work cannot be done until spring as BCG is fully booked now. Kim will continue to seek a quote providing 2 options (improve the drain at RG2 or install a drain like the one at RG1) and schedule an installation date.

Item 1721: **Reserve Fund Study** – A draft report was received from RJC. However, it was not acceptable as it provided little information and required many corrections. Kim has been in contact with Michael Park at RJC who supervises the person who prepared the draft Class 2 RFS.

Item 1724: **Window Repairs and Replacements** – Gold Seal was approved to complete the work; the dates were not scheduled. A deposit was made for materials with final payment on completion of work. However, no responses to several requests to Gold Seal from both Kim and Yves were received. A visit to the Gold Seal work site indicated no activity. The Board sought legal advice and received a skip trace on a Gold Seal owner indicating the company has not filed for bankruptcy. Kim will ask the lawyer if there is a creditors' list and whether OCSCC 769 is on it or what further action we should be taking. We are not interested in extended legal costs but would like to be part of any settlement should they exist in the future.

Item 1730: **Vestibule Heat Pump**: The heat pump has been installed.

Item 1735: **Elevator Floors**: This item will be moved to the deferred section of the Action List for consideration closer to the time of replacement noted in the Reserve Fund Study.

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 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. Yves has completed a few when time is available.

Item 1746: **Exterior Person Doors** – These doors will be replaced in 2025 so will not be painted.

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. The Board approved the quote of \$4465.76 including HST in October. Baxtec will schedule installation soon.

Item 1750: **Recycle Posters** – The Board agreed to post coloured, laminated recycle bin posters in all corridor storage garbage rooms.

Item 1756: **Improvement Ideas**: This list includes deficiencies noted in walk arounds as well as suggestions owners submitted prior to drafting a 2025 budget. Kim and her staff are working on items that can be done in house. Some items require quotes and contractors or specialists. The Board will investigate hiring a parttime person to assist with some of the items. Different requirements are in place should the person be an employee or on a contract.

Item 1761: **Annual Fire Inspection**: The suite fire inspections (alarms, smoke detectors) will take place on December 16. A notice will be sent to owners.

Item 1764: **Painting Party Room**: Painting can be scheduled now that the carpet is installed. This will be done by someone other than staff. The carpet border in front of the entrance door and the kitchen and pass-through area will be replaced by the darker tiles. Alexanian is scheduling this.

Item 1765: **Update Contract List**: Once the Siemens work is complete, all contracts will be verified and renewal dates updated. This should be complete in January 2025.

Item 1765: **Rowing Machine**: A quote was received for a Concept 2 Rower with PM5 monitor (warranty 2 years parts, 1 year labour) from AC/DC at a cost of \$2338.00 + HST. Larry will investigate options for placement in the gym.

Item 1590: **Garage Signs**: Problems continue with debris being left on top of and around the garbage bins in the garage. Kim will purchase new signs (in 2 languages) indicating clearly that boxes, garbage, etc., are not to be left on top of the bins or on the surrounding floor.

5.2 Replacement of Two Hot Water Boilers in 2025: Two boilers were purchased from Baxtec at a cost of \$4000 each. Kim will get quotes for installation of these boilers in early 2025.

5.3 Garage Cleaning: On a motion by Larry Boisvert, seconded by Scott McDermott, the Van's quote for garage cleaning was approved at a cost of \$5412.70 (tax included) and is scheduled for May 28 and 29, 2025.

**CARRIED**

6. Shared Facilities Report: (Larry Boisvert & Rose-Marie Batley)
  - 6.1 Parttime Help: RG1 has someone hired parttime to assist with minor repairs. Kim will speak with the property manager at RG1 if this person is available for hours here at RG2.
  
7. Communications Report: (Carmène Levesque)
  - 7.1 Owners' Handbook: The Owners' Handbook is provided to all new owners when they meet with Kim to receive information prior to moving in. The updated sections that Carmène has completed will be distributed to owners and posted separately on the website.
  - 7.2 Newsletter: The fall newsletter was distributed recently; the winter newsletter will be issued mid-February.
  - 7.3 2024 Year-end Note: This will be issued to owners as a communiqué next week
  
8. New Business:
  - 8.1 EV Project Implementation:
    - The deposit cheques will be cashed December 20.
    - The response to the grant request to Natural Resources is expected in January. If we are successful in obtaining a grant, it will take ~3 months to create a contract with the government. If we are not successful, owners who requested the full EV installation will have the option to change to a rough-in version or retain the complete EV charging.
    - Work will begin with Metro EV developing a final quote and contract.
    - Final numbers re choices (full or partial Installation) will be provided to Metro EV and the contract will be finalised.
    - The balance of the funds will be collected from the owners as the project nears completion.
  - 8.2 Parking Spot Rental Rate: The Corporation owns one parking spot that has been rented for some years at \$100/month. On a motion by Scott McDermott, seconded by Carmène Levesque, the Board approved an increase in the parking rental rate to \$115/month effective January 1, 2025. **CARRIED**
  - 8.3 Roof Top Rental: Telus is looking for a roof top; Kim has contacted their office in Calgary asking if the RG2 roof would be acceptable.

Date for Next Meeting:

Monday, February 24 or Tuesday, February 25 (tbd) at 11:00 a.m. This is an open meeting.

Adjournment: On a motion by Rose-Marie Batley, the meeting was adjourned at 1:08 p.m.

Rose-Marie Batley

Rose-Marie Batley, Recording Secretary