

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

FEBRUARY 5, 2009

MINUTES OF MEETING #002/09

PRESENT: Peter Burns
Norm Slover
Andy de Schulthess
Robert Boisvert
Rose-Marie Batley

IN ATTENDANCE: Edi McCord, Property Manager
Roger Tuttle, Construction Manager

TOUR OF THE BUILDING

Preceding the formal Board meeting, the Property Manager and the Construction Manager escorted the Board of Directors around the building for an inspection. The inspection included mechanical and storage rooms.

1. Roger Tuttle discussed the Performance Audit with the Board explaining the procedure of signing off on the Performance Audit. Norm Slover asked if (a) the Performance Audit was to be signed off by the Corporation in addition to its consultant and (b) whether Urbandale will cover the costs of additional Performance Audits until all items have been approved. The answer was (a) The signing off procedure will be by OCSCC # 769 on the advice of its consultant and (b) costs for future Performance Audits shall be paid by Urbandale until all deficient items have been corrected. The First Performance Audit is registered with Tarion as of October 2008.
2. Robert Boisvert proposed that a website be created for the residents and offered to create a draft. The cost for this website would be approximately one hundred and fifty to two hundred dollars over two years. A suggestion was made to have the website in two languages; the Board determined this may be something to consider in the future. Robert will meet the Property Manager in the Condominium Office February 7, 2009 to discuss the details and prepare a draft Newsletter. Once the Board of Directors reviews the draft Newsletter, a final Newsletter will be distributed to the owners.
3. Peter Burns spoke on the fuel filtering system that was presented in the Del Holmes quote that was distributed to the Board of Directors for approval.

The Diesel Pure Filtering System comes packaged with a pump, filter, and controls to clean and maintain the diesel fuel in an acceptable condition. The equipment is provided through a rental/service plan that includes 4 filters, 1 fuel sample, and 1 site visit for

maintenance per year. The annual fuel sample and site visit ensures that the system is working properly and that the fuel is being maintained according to code requirements. A report on the condition of the fuel is provided for your records following the annual visit.

Annual fee – (minimum 3 year contract) \$3,450.00

Installation:

The following items are one time costs and are required for the installation of the filtering system.

Shipping (maximum)	\$300.00
Electrical (Sega Electric)	\$400.00
Fuel pipe work including tank connections (Genrep)	\$1,467.60
Site coordination & supervision, start up & commissioning (D. Holmes Services Inc.)	\$1000.00

A motion to approve was made and carried in the business portion of the meeting.

ELEVATORS

1. Priestman Neilson & Associates (PNA Consultants for CCC#769, John Rooney) reported on the elevators. Both reports were submitted with the Performance Audit. The Board of Directors questioned when the new motors for the elevators would be installed. Roger Tuttle mentioned that the motors were scheduled for delivery in February 2009. Mr. Tuttle was waiting on a specific date from the factory and Peter Burly, the Eastern Ontario Manager from Thyssen Krupp.
2. One elevator motor had arrived and was installed in elevator #3. Mr. Tuttle is waiting a call as to when the other three motors will arrive.
3. The Board of Directors questioned the Preventative Maintenance contract with Thyssen Krupp. The Board wants to make sure that this contract does not mean that CCC #769 signed off on the elevator deficiencies. Mr. Tuttle indicated Thyssen Krupp is compelled by TSSA to complete a final inspection for the operation of the elevators to obtain a certification for the start date of all the elevators. **CCC #769** is obliged to have a Preventative Maintenance contract. The cost of the contract for the four elevators is budgeted for twenty five thousand dollars for 2009. The Preventative Maintenance contract provides full service on all four elevators. The Board questioned the length of warranty of the elevators. Roger Tuttle is to get this information for the Board. It was noted that the contract with Thyssen Krupp is non-proprietary and any qualified elevator company can maintain the elevators.
4. The Property Manager will provide Norm Slover a copy of the Preventative Maintenance contract for his review.
5. The Board instructed the Property Manager to have the Concierge close all doors in the lobby when she/he does a walk-around and to ensure that the doors are not propped open during the day for deliveries, etc., as this impacts negatively on the air pressure in the foyer and the operation of the elevators.

6. Robert Boisvert requested from Roger Tuttle a current update on the elevator issues. Mr. Tuttle mentioned that he would have an update sent to the Board of Directors promptly.
7. A resident Newsletter was discussed and the Board wishes to include that the chrome skins of the elevators should be considered for replacement where necessary after all the units are occupied.
8. Roger Tuttle spoke about the questionnaires completed by owners last fall for the Performance Audit. Owners will be contacted by the auditors (Lavolette Engineering) or by Urbandale Construction, regarding any corrective actions required for common elements within an owner's unit (e.g., windows, front doors, balconies, heat exchanger, etc.). The Performance Audit is on file. Where identified deficiencies are not common elements, owners should arrange for corrective action through Urbandale Construction (Colleen McRae or Anne Fish) and/or report to Tarion, when appropriate.
9. The Property Manager advised she had sent the recent elevator inspection report to the Thyssen maintenance department.

BUILDING OPERATING SYSTEM

This system also requires a maintenance contract. Peter Burns suggested a supplier and the estimated cost would be \$2560 pa.

Discussions with Roger Tuttle were completed at 3:30 pm on February 5, 2009.

The meeting of the Board of Directors was called to order at 3:35 p.m. by Peter Burns.

Approval of the Agenda

On a motion by Robert Boisvert and seconded by Rose-Marie Batley the agenda of February 5, 2009 Board meeting was approved as amended.

MOTION CARRIED.

Approval of the Minutes

On a motion by Rose-Marie Batley and seconded by Andy de Schulthess, the minutes (as corrected) of the November 25, 2008 meeting were approved.

MOTION CARRIED.

Business Arising from the Minutes

The positions on the Board are as follows:

President:	Norman Slover	2 years
Vice-President	Robert Boisvert	1 year
Treasurer:	Andy de Schulthess	2 years
Secretary:	Rose-Marie Batley	1 year
Director:	Peter Burns	1 year

The Board of Director's priorities this year for CCC #769 are communication with the residents and preservation of the integrity of the infrastructure. Robert Boisvert and Andy de Schulthess

will represent RGII on the Shared Facilities Committee. The Property Manager will email CCC # 677 Shared Facilities Committee to advise them.

The Reserve Fund Study will be conducted in 3 years from 2008. The Board of Directors instructed the Property Manager to give copies of the final form of the Reserve Fund Study to them.

Rose-Marie Batley requested the first names be provided on the list of residents.

A motion by Robert Boisvert and seconded by Andy de Schulthess that electronic mailing be approved to those who wish to receive information electronically was carried.

MOTION CARRIED.

On a motion by Robert Boisvert and seconded by Andy de Schulthess the fuel filtering system quote is approved.

MOTION CARRIED.

Treasurer's Report

Andy de Schulthess reviewed the December 2008 financials, which came in a few hundred dollars under budget. He also reviewed the 2009 Budget, identifying a number of variances, which require further study. The Board will be fully briefed as soon as the analyses are complete. Norman Slover mentioned that he would like to discuss the Concierge expense at the next meeting.

Correspondence

Correspondence was received from Terry Kirby (206) and Lyall and Yvonne Johnson (402). This category will be added to the agenda to cover correspondence from residents and others. Owing to time constraints, correspondence received at this meeting was not completed and will be brought forward to a future meeting. All correspondence should be delivered to the Property manager and it will be copied to all Board members.

Agenda Items

Several items were noted to be brought forward on agendas for future meetings including: Communication Plan, a website for RGII, expression of appreciation to the Interim Board members, and Colleen McRae's letter re water overflow. These items were added to the list already documented with the current agenda.

Adjournment

The meeting adjourned at 6:30 p.m. on February 5, 2009. The next meeting is scheduled for February 26, 2009 from 1:00 p.m. to 4:00 p.m. This meeting will be the first to be open to all RGII residents as observers.

Rose-Marie Batley / Secretary