

**OCSCC 769 Board of Directors Meeting
July 25, 2019, 1:00 p.m.
Party Room**

Present: André Vinette, President
Rose-Marie Batley, Vice-president/Secretary
Larry Boisvert, Director of Operations
Scott McDermott, Treasurer
Peter Mitchell, Director of Communications

Absent: Nil

Other: Kim Renwick, CMG Property Manager

Number of Observers: 15

1. President André Vinette called the meeting to order at 1:00 p.m. and confirmed a quorum. André reminded the observers in the audience that there would be an open question period at a break during the meeting and asked the audience to respect the business of the Board of Directors during the meeting.
2. Approval of the Agenda: On a motion by Scott McDermott and seconded by Peter Mitchell, the agenda was approved as amended **CARRIED**
3. Previous Meetings:
 - 3.1 Approval of the Minutes of the May 16, 2019 Meeting: On a motion by Rose-Marie Batley, seconded by Scott McDermott, the minutes of the meeting of May 16, 2019 were approved. Rose-Marie will sign as recording secretary and file with Kim. **CARRIED**
 - 3.2 Decisions Taken Between Meetings:
 - 3.2.1 June 24, 2019: Moved by Irmela Murphy and seconded by Rose-Marie Batley, that the replacement of the couplings in the domestic water system (either by crimping or soldering) be undertaken and that quotes for both options be obtained by Kim. On a recorded vote, the motion **CARRIED**. [For: Irmela Murphy, Scott McDermott, Rose-Marie Batley; Against: Larry Boisvert, André Vinette.]
 - 3.2.2 July 3, 2019: The slate of Officers for 2019/2020 Board was determined by the Directors; owners were informed by email and postings on the bulletin boards.
4. Business Arising from the Minutes: None
5. Treasurer's Report:
 - 5.1 Review of Financial Statements:

(YTD) Total Revenue is \$0.8K under budget, at \$774.3K, while YTD Total Expense is \$24.4K over budget, at \$833.0K, leaving a YTD operating deficit of \$58.6K versus a budgeted deficit of \$33.4K.

As of June 30, the major favourable contributors to the expense variances were Discretionary Expenses (\$6.9K), Employee Wages (\$5.6K), Security Expenses (\$5.0K), Shared Facility (\$4.9K), Fitness Equipment Maintenance (\$1.6K), and Utilities (\$1.0K).

Unfavourable variances arose from Repairs and Maintenance (\$28.4K), Professional Fees (\$12.3), Cleaning Expenses (\$4.1K), Fire Alarm/Hydrant Expenses (\$3.0K) and Generator Expenses (\$2.7K).

At June 30, 2019, our OCSCC 769 Reserve Fund is at \$1.83M (\$1.625M being held in GICs). Reserve expenditures YTD are \$38.1K. The Shared Facilities Reserve Fund is at \$113.6K, with no expenses incurred so far in 2019.

In light of the deficit Scott cautioned the Board should be mindful of expenditures awaiting the July 31 financial summary.

6. Director of Operations & Property Manager's Report:

333 & 1001: Unit Inspections have been completed as much as possible by Steve. A summary of the inspection data was provided. Painting the railings is an operating expense and Kim will get quotes. The corner brackets on the balconies are not a structural necessity. Some of the items reviewed are not corporation expenses. Owner's expenses include braided steel piping and kitchen sink piping.

542 Sediment: Two quotes have been received. Smaller companies that might have quoted are not bondable and are not eligible to quote. Larry, Steve, and Kim will meet along with other available Board members on Monday, July 29 at 8:00 a.m. with the Keller engineer involved to review the quotes and pose questions. An update to owners will be provided following this meeting. The two quotes received were Baxtec (~\$134,000 + \$26,000 for the crimping option) and Lar-Mex (~\$77,000 for either option).

916 Elevator Upgrades: Solucore recommended ~\$74,000 of upgrades to the elevators in their summary inspection report. Solucore is preparing specifications. The Corporation is required to have the work done by ThyssenKrupp or void our warranty agreement.

1083 Balcony Glazing: Kim is in contact with the Lumon representative but cannot get a specified date for the repair.

1088 Freedom Mobile Contract: Freedom Mobile has agreed to a 3% increase per annum over the 5 years of the contract, which renews in September. Kim will send the current contract to the directors and if there are components of the contract we should change, we must do it now.

1127 Electric Car Chargers: move to deferred items.

1136 Boiler Quotes: Two quotes have been received to replace the boilers with high efficiency boilers: Associate Air @ \$133,000 and Baxtec @ \$129,520. Larry

- will review the report on cost savings and would like to meet with an outside expert to consider an alternative for the hot water system and the heating system. Kim will ask the engineer who completed our boiler review to meet with Steve, Larry, and Kim to discuss possible options.
- 1153 Defibrillator Training will be held on August 15 and 16 if there are sufficient participants. Kim will inform the owners accordingly.
- 1169 The 205 Balcony: A 1000 lb swing stage was moved by wind and damaged the balcony in unit 205. This was an extraordinary event. The railing and some glass panels were damaged and require replacement. Kim will be using the original manufacturer. Kim was asked to convey our gratitude to Mike at RG1 for his timely and thorough response.
- 1170 Owners List: An update is required; Kim is seeking some outstanding phone numbers and email addresses for new residents. Once received, the list will be sent to directors.
- 1119 Smoking Rule: A meeting regarding the new smoking rule was held July 23, 7:00 p.m. 32 residents attended. RG1 has agreed to the provisions in the RG2 Rule as they pertain to the exterior common elements. The current smoking rule remains in effect as of June 24, 2019..
- 1146 Almost completed.
- 1149 The hot water tank was inspected and a report was received. There was considerable debris in the tank. The tank should be inspected every three years.
- 1156 The Garbage chutes have been cleaned.
- 1166 A new BBQ is in place at he gazebo patio.
- 918 Cluster Flies: No complaints about the cluster flies have been received this spring. It was noted that there appears to be a four-year cycle for the major infestations.

7. Shared Facility Report: From the June 19, 2019 meeting:

- 7.1 The budget appears to be on track for no deficit at year-end.
- 7.2 There are no structural issues relating to the RG1 cliff. As well Keller Engineering confirmed that both RG1 and RG2 cliffs are sound. RG1 representatives are to take the quote to their Board for consideration of the landscape changes recommended to the RG1 cliff. The cost could be ~\$25,000. This would be considered a maintenance issue.
- 7.3 No quotes have been received yet for the two sinking patios.
- 7.4 The quotes to refurbish the wrought iron fencing could range between \$3000 - \$25,000 depending on whether the fencing is restored on site or removed, sandblasted, painted, and reinstalled. No action can be completed this year as no contractors are available owing to the tornado and wind damage as well as flooding.
- 7.5 James Lennox, Landscape Architect, has completed a walk through of the property and will provide recommendations on restoration of damaged areas with a goal to reducing maintenance.

- 7.6 Pedestrian Crossing signs have been installed on the entrance driveway in front of RG2.
- 7.7 Candor has been contracted to repair the hot water heater for the pool and to replace the grout in the tiles.
- 7.8 Kim is waiting for a formal quote to replace the pool controller (controls the chemicals). The estimate is ~\$3000 with a 5-year warranty.
- 7.9 Manotick Tree will be hired to trim the trees around the tennis courts.
- 7.10 The garbage cans on the tennis courts have been replaced.

8. Director Of Communications Report:

- 8.1 Social Committee:
 - 8.1.1 The May and June Coffee Klatch hosted 14 guests on each day. The next Coffee Klatch will be held on September 2.
 - 8.1.2 The May Happy Hour saw 39 people attend. Dinner Night was attended by 23 people.
 - 8.1.3 The Canada Day Celebration had 40 registered participants; this was the first time for a hot dog party rather than a potluck. Feedback has been positive.
 - 8.1.4 A Mini Happy Hour will be held July 26 at the Gazebo; the August Mini Happy Hour will be August 16.
- 8.2 Library Committee: No report
- 8.3 Owners Handbook, Version 3 will be coming out soon to all owners in hard copy and electronically.

9. Dates for the Next Meetings:

Friday August 30, 2019 at 1:00 p.m.

Thursday October 24, 2019 at 1:00 p.m.

Motion to Adjourn: Moved by Peter Mitchell. The meeting adjourned at 1:48 p.m.

Rose-Marie Batley, Secretary

Open Session [1:40 – 1:45 p.m.]

Don Monk (204) saw workers pruning the trees but only the live parts; they said they would return next week to prune the dead portions. The landscapers spent considerable time at the gatehouse removing and trimming vines.

Andy de Shulthess (1806) asked if the balcony railing was the same peeling issue we have had for some time [YES]. Currently 121 of 144 balconies have paint issues. The Board will attempt to get compensation from Greco if this is worth pursuing.

Andy de Shulthess (1806) asked about the Mechanical Operating Repairs referenced on the agenda. This item was referencing the hot water tank and sediment issues, not the Building Automation System.