

OTTAWA-CARLETON STANDARD  
CONDOMINIUM CORPORATION # 769

August 30, 2019

MINUTES OF MEETING

PRESENT:     André Vinette, President  
              Scott McDermott, Treasurer  
              Larry Boisvert, Director of Operations  
              Peter Mitchell, Director of Communications, Acting Secretary  
              Rose-Marie Batley, Vice President and Secretary (by telephone for part of the meeting)

ABSENT:     None

In Attendance: Kim Renwick, Property Manager, CMG

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1) President André Vinette called the meeting of the Board of Directors to order at 1:00 p.m. with a quorum confirmed. André made note that Rose-Marie could not attend but would be available by phone for part of the meeting.

2) **Approval of the Agenda**

On a motion by Peter Mitchell, seconded by Larry Boisvert, the Agenda was approved as amended. **CARRIED**

3) **Approval of the Minutes**

On a motion by Scott McDermott, seconded by Peter Mitchell, the Minutes of the previous meeting of July 25<sup>th</sup>, 2019 were approved as amended. **CARRIED**

4) **Decisions Taken Between Meetings**

- i) Approval of Tender Package for Elevator upgrades. Three companies will be offered an opportunity to bid. **Action: Kim.**
- ii) Acting on a request from an Owner the Board approved the playing of lawn games on the property with the proviso that nothing is permanent or be left on the grounds.
- iii) The Board agreed to share our Owners' Handbook with RG1.
- iv) The Board accepted a proposal from Lar-Mex to replace the couplings with solder joints to eliminate the sediment.
- v) The Board approved the purchase of Heat Pumps from Baxtec for the replacement of Heat Pumps should there be a failure.

On a motion by Peter Mitchell, seconded by André Vinette to ratify the decisions taken between meetings. **CARRIED**

## 5) Treasurer's Report

### i) Financial Report

## FINANCIAL HIGHLIGHTS TO JULY 31, 2019

### Summary:

(YTD) **Total Revenue** is \$0.8K over budget, at \$905.2K, while YTD **Total Expense** is \$36.0K over budget, at \$969.8K, leaving a YTD **operating deficit** of \$64.6K versus a **budgeted deficit** of \$29.5K.

As of July 31, the major favourable contributors to the expense variances were Employee Wages (\$7.5K), Security Expenses (\$6.5K), Fire Alarm/Hydrant (\$6.0K), Discretionary Expenses (\$5.7K), and Shared Expenses (\$5.7K).

Unfavourable variances arose from Repairs and Maintenance (\$40.5K), Professional Fees (\$13.3), Utilities (\$11.0K), and Generator Expenses (\$2.6K).

At July 31, 2019, our OCSCC 769 **Reserve Fund** is at \$1.85M (\$1.625M being held in GICs). Reserve expenditures YTD are \$46.4K. The **Shared Facilities Reserve Fund** is at \$116.0K, with \$1.4K of expenses on the Pool incurred so far in 2019.

## 6. Operations Report (Property Manager and Director of Operations)

### i) **ACTION LIST:**

- ii) **Sauna:** The Board received a request from an owner to acquire a sauna to be installed in the Shared Pool area. At present, the Board has decided not to pursue this initiative. President André Vinette clarified that if the Owner wished to solicit support that under the Condominium Act, there are avenues available to all Owners. André further explained that the issue is more complicated in that if RG2 did approve, the decision would then have to be presented at the Shared Facilities Committee. There are issues of health, hygiene and maintenance to be factored in.
- iii) **# 333 Balcony Railings:** There are 26 units that have balcony railings on which the paint is peeling. Kim has found a contractor to perform this task. She is waiting for a quote which will come to the Board
- iv) **#542 Kim, Steve and some of the Board Members met with the Engineer from Keller and Project Manager for Lar-Mex that will be dealing with the modification to the water delivery pipes and coupling replacement to eliminate the sediment. This was a preliminary meeting and this is primarily to alert Owners that there may be some disruption to the water supply and there is a possibility that certain lockers may need to be accessed. The target start date is October and the work is expected to take a couple of months. More information will be sent to Owners when it is received. Scott McDermott outlined three options to fund this expense and his recommendation is to use the Reserve Fund to pay. The Board is in agreement.**
- v) **#916 Elevator upgrades:** This has been put out to tender and Kim is expecting proposals with in the next month or so.
- vi) **#1001 Major Inspection:** There were no major issues except the balcony railings that require touch up.
- vii) **#1083 Balcony Glazing:** There is one unit still to be brought up to code in accordance with the By-Law. Hopefully within the next two weeks they will be onsite to remedy this.

- viii) #1088 Freedom Mobile Contract: As per our request they have submitted the renewal at 3%. The contract is now much less convoluted (thanks to Clive Wolff).
- ix) #1136 Boiler Quoted: Kim is in receipt of a report from an Owner suggesting cost saving measures. She will meet with an engineer to review the findings and seek suggestions.
- x) #1169 Balcony Railing Replacement: The balcony railing for unit 205 was damaged by the swing stage and is being repaired. The railing supplied by Greco is on site and will be installed shortly. Once the railing is in place the glass will be ordered.
- xi) #1172 Insurance: Kim asked the Board if there was a will to examine the Insurance Policies for the Building.
- xii) #1174 \$15K: On the list until the funds are received from the Owner's Insurance company.
- xiii) #1175 Window Washing: The window washing is scheduled to begin September 16<sup>th</sup>. Kim will send out notices to Owners to alert them for privacy issues.
- xiv) Concierge Hours: The Board will follow up with Owners to ascertain if there is a desire to revisit the issue of Weekend coverage as a follow-up to last year's decision. Kim will prepare an e-mail to owners with details of costs, and administrative and personnel issues should the hours be changed.

## **7. Shared Facilities Report (Rose-Marie, Peter)**

The SFC met on August 29, 2019.

- i) André Vinette attended the Shared Facilities Committee meeting and as Rose-Marie was unavailable, André chaired the meeting and Peter Mitchell acted as secretary and took the minutes.
- ii) The southern cliff (behind RG1) has been assessed by an engineer and it has been determined that there are no structural issues. Shared is working with a Landscape Architect and is considering various options to improve the aesthetics and reduce maintenance and arrest erosion.
- iii) There is a sunken area on both patios by the BBQ, around the drains. A quote from Garret Restorations to repair these areas has been approved.
- iv) Kim is awaiting a further quote to sand and paint the wrought iron exterior fence at the front of the property. This will be expensed next year.
- v) Julie, RG2's daytime Concierge, is scheduled to return from maternity leave in early December. Sorin has been successful in performing the duties and was hired on contract. It has been decided to offer him full time employment in the Gatehouse for the evening shift. Iron Horse will continue to work the overnight shift and weekends/holidays.
- vi) The Non Smoking Property bilingual sign for the front entrance should arrive shortly.
- vii) On advice from a Landscape Architect we will use some of our existing plants (Hostas, Day lilies, etc.) to fill in some of the areas damaged by the tornado. Peter will seek help from some volunteers. The Architect advised against replacing trees suggesting that it was not necessary.

## **8. Communications, Library, and Social Committee (Peter)**

- i) Peter will issue a fall Newsletter and is seeking input.
- ii) The handbook is out electronically and hardcopy versions are being distributed to all Owners. The Board strongly urges all Owners and Residents to familiarize themselves with it.
- iii) Library: The toys that were previously located in the Library have been move to the Games Room
- iv) Social Committee: Denise Dawson reported that the July Mini Happy Hour had an attendance of 26 and the August Mini Happy Hour welcomed 36. There is a Coffee Klatch on September 2.

**9. New Business**

i) The Sauna discussion was moved up in the Agenda.

**10. Date for Next Meeting:**

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

**10. Adjournment:** On a motion by Peter Mitchell, the meeting was adjourned at 2:10 p.m.

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Peter Mitchell for Secretary Rose-Marie Batley.

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**Topics Mentioned at Open Session NOT Part of the Official Minutes**

1203 Mera Goldstein asked for clarification on the Elevator up grades and the issue of the non-functioning one at the East end. Kim clarified that the issue of the up grades was completely separate from the maintenance. The non-functioning elevator must be repaired by Thyssen-Krupp and they are having difficulty finding parts.

307 Robert Boisvert. requested clarification on the up grades. Kim explained that it had to do with painting and installing a guard rail.

1405 Mac Jewett mentioned that he has observed Real Estate Agents holding the elevator door open, which can result in the elevator mal functioning. Kim asked that if anyone sees that to please alert the Concierge who will deal with it. If it is reported Kim will follow up with the Agent in question.

706 Norm Slover asked for more information about the upgrades to the elevators. Kim explained that the modifications were now less than expected. He followed up with a suggestion that in the case of an out of service elevator Kim involve a Board Member to meet with the supplier and voice their dissatisfaction. He also asked for clarification on an item in the July 25<sup>th</sup> minutes. Item 3.2, decisions taken between meetings. Kim explained that it was an issue between whether to crimp or solder the couplings in the effort to eliminate the sediment. Norm asked if the repairs could go against our Insurance. Larry will look at the Insurance Policy with Kim. **Action Kim and Larry**

1408 Marjorie Leach asked about pool maintenance. There are several cleaning issues that Kim will follow up on. Steve and Mike have been tasked with looking at the items.

302 Jens Skafta expressed concern that the soldering be only done to pipes of like metal. He also asked about the exit from the lower level of the garage. Peter was aware of the issue and explained that the door in question will release in the case of an emergency.

706 Norm Slover raised again the issue of dust in the units. Larry has looked into this and tried to assure Norm that there were several things that Owners can do to alleviate excess dust: 1) remove any thing from the bottom of the entry door that prevents the movement of air into the unit; 2) keep the door to the Laundry Room closed at all times; and 3) also be sure to keep the door to the Heat Pump Room closed. In several cases where these steps have been taken, there was a marked decrease in dust.