

OTTAWA-CARLETON STANDARD  
CONDOMINIUM CORPORATION # 769

October 10, 2018

**FINAL MINUTES OF MEETING**

PRESENT:     Rose-Marie Batley, President  
              Irmela Murphy, Vice President, Secretary  
              Larry Boisvert, Director of Operations  
              André Vinette, Director of Communications  
              Scott McDermott, Treasurer via Teleconference

In Attendance: Kim Renwick, Property Manager, CMG

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- 1) President Rose-Marie Batley called the meeting of the Board of Directors to order at 1:00 p.m. with a quorum confirmed.
  
- 2) **Approval of the Agenda**  
On a motion by Larry Boisvert and seconded by Scott McDermott, the Agenda of the October 10, 2018 Board meeting was approved. **MOTION CARRIED**
  
- 3) **Approval of the Minutes**  
On a motion by Larry Boisvert seconded by André Vinette, the Minutes of the September 12, 2018 Board meeting were approved. **MOTION CARRIED**  
On a motion by Irmela Murphy seconded by Scott McDermott, the Board approved the decisions made between meetings. **MOTION CARRIED**  
**Decisions made between Board Meetings**
  - i)     **Approval of balcony glazing in a unit**
  - ii)    **Approval of the cannabis survey**
  - iii)   **Decision to hold an Owners' information meeting to share the results of the cannabis survey**
  - iv)    **Decision to not send a legal letter to Greco**
  
- 4) **Business Arising from the Minutes**
  - 4.1. Sending a Legal letter re Balcony Railings  
Following the Board's decision to not send a legal letter to Greco, it was agreed that an engineer be engaged to examine the aluminum corner guards to determine if there are structural issues. **Action: Kim**
  - 4.2. Request for Microphones for Board Meetings  
The Board agreed that a second microphone should be purchased. **Action: Kim**
  - 4.3. Defibrillator to be Placed in/near the Fitness Room  
The Board authorized Kim to purchase a second defibrillator to be placed in the fitness room. **Action: Kim**

#### 4,4, Cannabis Survey Results and Meeting Feedback

At an owners' meeting, the Board shared the results of the cannabis survey. The rate of response to the survey was almost 90% and the results are as follows:

Residents May Smoke Cannabis in their Suite	In Favour	41	Not in Favour	85
Residents May Smoke Cannabis on their Balcony	In Favour	18	Not in Favour	108
Residents May Grow Cannabis in their Unit	In Favour	13	Not in Favour	112
Residents who would prefer no Rule at all	In Favour	7	Not in Favour	108

In accordance with the wishes of the majority of Owners, the Board agreed to draft an amendment to the existing "Rule" to prohibit smoking of cannabis in the units. **Action: Kim**

#### Treasurer's Report

##### Financial Report

##### RIVERSIDE GATE 11 CONDOMINIUM CORPORATION OCSCC # 769

September financial statements were not available. Scott McDermott reviewed the Financial Highlights as of August 31<sup>st</sup>. (These are documented in the Minutes of the September 12, 2018 Board meeting.) As soon as the September statements are available, they will be forwarded to the Board.

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

##### i) ACTION LIST:

**333 Urbandale Deficiencies** – Balcony railings addressed under Business Arising

**542 Sediment** – Keller Engineering (3<sup>rd</sup> Party) has been on site to take samples, The Board expects to receive a detailed report shortly.

**916 Elevator Inspection** – ThyssenKrupp has completed the items identified by Solucore as deficient. ThyssenKrupp indicated that in their opinion, the Board should proceed with the recommendations in the Solucore report. The priority is the Sheave Jammers. With regard to elevator # 2, Kim stated that the bearing in the large motor needed to be replaced. As soon as she has the information re how long the elevator will be down, a notice will be sent to Residents. **Action: Kim**

**973 Automation System** – A 3<sup>rd</sup> party engineer (Siemens) was onsite on October 9<sup>th</sup>. A report will be available shortly.

**989 Security Audit** – There has been an unreasonable delay on the part of Capello. On a motion by Rose-Marie Batley seconded by Irmela Murphy, the Board terminated the contract with Capello and approved proceeding with Kodiak. **Motion Carried**

**1001 Shut Off Valves** – The Board authorized Steve to inspect the following in every unit:

- i) Shut Off Valves which will be itemized, tagged and location indicated;
- ii) Connections of the dryer hose to the dryer vent;
- iii) The hose that connects the washing machine to the water outlet;
- iv) Fresh air flow will be verified.

**Action: Steve**

**1008 Art Work** – replacement of damaged art work in elevator lobbies is continuing.

**1034 Etched Windows** – Kim will make arrangements for Larry to view the replaced window before and after the fall window washing. **Action: Kim/Larry**

**1064 Reserve Fund Study** – The Board has reviewed the first draft. A second draft is expected shortly.

**1071 Cleanouts** – Work in 05 suites is completed. Upon Fire Alarm inspection 01 and 08 suites will be done this fall. The 04 stack was done previously.

- 1088 Freedom Mobile** – Negotiations for a new contract will begin in April.
- 1097 Maternity Leave** – Interviews for a new Night Shift Concierge will be completed by late October. Start Date is November 15<sup>th</sup>. **Action: Kim**
- 1104 ThyssenKrupp** – Addressed in 916.
- 1105 Defibrillator Options** – Addressed in Business Arising from the Minutes 4.3.
- 1107 Contract Listing** – Kim will ensure that it is up to date and circulate to the Board members. **Action: Kim**
- 1108 Boiler** – Waiting for additional quotes over and above the one quote received from Baxtec.
- 1109 Cannabis Results** – Addressed in Business Arising from the Minutes 4.4.

**7. Shared Facilities Meeting Report to OCSCC769:**

The Shared Facilities Committee meeting is scheduled for October 16<sup>th</sup>, Rose-Marie will forward its report when it is available. **Action: Rose-Marie**

**8. Communications, Library, and Social Committee (Director of Communications André Vinette)**

Social Events

The Happy Hour	October 26 <sup>th</sup> will celebrate Halloween	5:00 P.M.	Party Room
Coffee Klatch	November 5 <sup>th</sup>	10:00 A.M.	Party Room
Trivia Night	November 16 <sup>th</sup>	7:00 P.M.	Party Room
Dinner Night	November 19 <sup>th</sup> (TBD)		
Decorating Christmas Trees	November 28 <sup>th</sup>	9:30 A.M.	Main Lobbies
Happy Hour	December 2 <sup>nd</sup> will celebrate Christmas	5:00 P.M.	Party Room

**9. New Business**

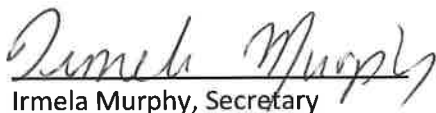
There was none

**11. Date for Next Meetings:**

<b>2019 Budget Information Meeting:</b>	<b>November 27<sup>th</sup>,</b>	<b>7:00 P.M.</b>
<b>Next Board Meeting:</b>	<b>December 5<sup>th</sup>,</b>	<b>1:00 P.M.</b>

**11. Adjournment**

On a motion by André Vinette, the meeting was adjourned at 2:00 p.m.

  
Irmela Murphy, Secretary

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

307 Robert Boisvert – asked if the Board had made a decision re concierge hours

604 Armand Agabab – presented a survey done by an Owner Peter Mitchell, re a return to the previous hours for concierges. Of the 46 Owners who responded, 40 were in favour of a return to the previous hours, 6 were opposed. It was requested that a return to the previous hours be part of the Budget planning for 2019. Kim indicated that the Board plans to provide Owners with information including costing re a number of options and seek feedback. **Action: Kim**

206 Terry Kirby – asked whether there had been any leaks in the windows which have been sealed. Kim indicated that none have been reported. Terry asked re the long term plan for replacement of the elevators. Replacement is provided for in the Reserve Fund 2031. Terry noted that his fob didn't work at the P level garage entry door during the recent power outage. He informed Steve. He also noted that the particular door seemed noisier than others.

1407 Clive Wolff – asked re the gas costs whether the Board had investigated the boiler controls. Kim responded yes that is why the Board contracted Siemens. Clive asked that when Steve examines the shut off valves and dryer hoses that he also inspects the hose linking the washing machines to the water outlet. The initial hoses that were installed had a 5 year life span. Hoses should be braided steel.

806 Linda Bowering – noted that it was important that a concierge have a welcoming attitude and suggested that an Owner be included as part of the team interviewing concierge candidates. The Owner could be a Board member. In response to her concern re the need for the Social Committee to be able to access the Party Room, it was noted that the Party Room is now unlocked 24/7.

302 Jens Skafta – asked whether the Board had a long term plan for the replacement of the boilers and suggested that the Board review his study. Jens also noted that when driving up the garage ramp, the mirror was difficult to see and asked whether it could be moved. Kim will investigate. Jens also asked when the contractor will finish the exhaust on the generator. Kim indicated that it should be done in the next two weeks.

706 Norm Slover – noted that the Board's contract with ThyssenKrupp ends 2021. Notice of termination is required well in advance of that date. He stated that it would be advisable for the Board to keep a comprehensive calendar which details the various issues/concerns re the elevators and Thyssen/Krupp. Kim indicated that she would do this immediately. **Action: Kim**

206 Terry Kirby – asked if the elevator log that ThyssenKrupp is required to fill out would address Norm's request. Kim noted that the regular logs do not include emergency calls, etc.

706 Norm Slover – asked re the process going forward re cannabis. He suggested that to prevent confusion, the entire "Rule" both the current and the amendment be included in information to Owners..

704 Dyane Dufresne – asked why the Board made a "Rule" as opposed to a "By Law" re cannabis. Kim indicated that a "Rule" was sufficient.

302 Jens Skafta – re the Rule re cannabis, asked whether consequences will be included in the amendment. Kim noted that there is no need. Consequences for Owners not complying with any rule are laid out both in the Declaration and the Act.

1005 Debbie Thornton – asked whether residents who need to smoke cannabis for medical reasons will be able to do so. Kim responded yes with the required documentation.

206 Terry Kirby – asked whether residents who are allowed to smoke cannabis for medical reasons will need to take steps to ensure that the smoke does not affect other units. Kim said yes.

704 Dyane Dufresne – asked about tobacco smoking.

1407 Clive Wolff – asked whether cannabis smoking in units will have to be grandfathered. Kim indicated no since by the time that the 30 days notice is up, cannabis will have been legal only 22 days and that this was not a long enough time period to require grandfathering. Clive also asked when the Board addressed tobacco smoking whether smoking on balconies will be grandfathered.

602 Marion Robinson – asked for clarification re tobacco smoking on property.

1806 Barbara de Schulthess – asked that the Board ensure that renters get the “Cannabis Rule.”

604 Armand Agabab – asked that visitors be informed re the “Cannabis Rule.”