

OTTAWA-CARLETON STANDARD
CONDOMINIUM CORPORATION # 769

September 12, 2018

MINUTES OF MEETING

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

ABSENT: Scott McDermott, Treasurer

In Attendance: Kim Renwick, Property Manager, CMG

- 1) President Rose-Marie Batley called the meeting of the Board of Directors to order at 1:04 p.m. with a quorum confirmed. Rose reminded Residents that while the Board is meeting there should be no talking.

- 2) Approval of the Agenda
The Agenda was amended as follows: In 4.3. the word "Approval" was changed to "Feedback".
On a motion by Larry Boisvert and seconded by André Vinette, the Agenda of the September 12, 2018 Board meeting was approved as amended. **MOTION CARRIED**

- 3) Approval of the Minutes
On a motion by André Vinette seconded by Larry Boisvert, the Minutes of the August 9, 2018 Board meeting were approved. **MOTION CARRIED**
On a motion by Irmela Murphy seconded by Larry Boisvert, the Board approved the decisions made between meetings. **MOTION CARRIED**

- 4) Business Arising from the Minutes
 - 4.1. Sending a Legal letter re Balcony Railings
The Board reaffirmed that a legal letter should be sent. **Action: Kim**
 - 4.2. Solucore Report re Elevators
Rose-Marie and Kim met with a representative from Solucore. Kim confirmed that ThyssenKrupp has received a copy of the report. It was agreed that the Board get an opinion from ThyssenKrupp re the recommendations in the Solucore report. The Board also asked Kim to contact ThyssenKrupp to determine the increase in annual costs if we required ThyssenKrupp to come in as soon as a second elevator was down. **Action: Kim**
 - 4.3. Approval of "Rule re Smoking and Cannabis"
Owners present at the meeting were invited to give feedback to the Board. After hearing the various views, and receiving a notice of Requisition of a Special Owners' Meeting re the Proposed

“Rule”, the Board on a motion by Rose-Marie Batley seconded by Larry Boisvert, withdrew the “Rule”. The Board will discuss how best to proceed. **MOTION: CARRIED**

4.4. Approval of “Rule” re Booking of Amenities by Non-Resident Owners
The Rule has been approved and distributed to Owners.

4.5. Approval of “Rule” Requiring a 1 Year Minimum in any Rental Lease
The “Rule” has been approved and Owners will receive it shortly. **Action: Kim**

4.6. Humidity in Elevator Lobbies
Deferred to October Board meeting.

Treasurer’s Report

Financial Report

RIVERSIDE GATE 11 CONDOMINIUM CORPORATION OCSCC # 769

FINANCIAL HIGHLIGHTS TO AUGUST 31, 2018

SUMMARY :

(YTD) **Total Revenue** is \$12.2K over budget, at \$1.02M, while YTD **Total Expense** is \$31.0K over budget, at \$1.05M, leaving a YTD **operating deficit** of \$31.5K versus a **budgeted deficit** of \$12.6K

The major favourable contributors to the expense variances were due primarily to shared expenses (\$10.9K), repairs and maintenance (\$5.0K), security (\$4.3K) and window cleaning (\$2.4K).

Unfavourable variances arose from utilities (\$43.6K), cleaning (\$4.6K), discretionary (\$3.4K) and elevator expenses (\$3.2K). The primary driver of the large utilities unfavourable variance is gas expense which is \$37.6K over budget.

At August 31, 2018, our OCSCC 769 **Reserve Fund** is at \$1.6M (\$1.53M being held in Non-Registered GICs). Reserve expenditures YTD are \$68.6K. The **Shared Facilities Reserve Fund** is at \$81.8K, with \$6.3K in expenses YTD.

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

i) ACTION LIST:

333 Urbandale Deficiencies – Balcony railings addressed under Business Arising

542 Sediment – Work has commenced.

973 Automation System – A 3rd party engineer will review the system and provide the Board with an opinion re the functionality of the updated Automation System.

989 Security Audit – Kim is continuing to follow up re status.

1001 Shut Off Valves – Kim indicated that Steve will on this during the winter months.

1008 Art Work – Peter Mitchell indicated that 10 pictures are currently at Koyman’s. When they are completed, he will send another 10.

1034 Etched Windows – Larry will view window shortly. **Action: Larry**

1064 Reserve Fund Study – is underway.

1069 Garage Membrane – Repairs commence September 24th.

1070 Generator – Work is underway.

1071 Cleanouts – Work in 05 suites is completed. 01 and 08 suites will be done this fall.

1097 Maternity Leave – Nick will move to day shift starting November 15th. An ad is being prepared re the night shift.

1099 Duct Cleaning –The Board did not agree with an Owner’s request that the Board get a group rate for Duct Cleaning. Larry will speak with the Owner. **Action: Larry**

1100 Retirement Home – The Board did not approve the request by Revera Living to conduct an event for Residents.

1081 Entrance Bench – the bench looks great and does not need to be replaced.

1091 Garbage Rooms – felt tabs have been installed in the garbage chute dampers on all floors.

1092 Hot Water – issues remain. **Action: Kim**

7. Shared Facilities Meeting Report to OCSCC769: September 12, 2018

The Shared Facility Committee met on September 10, 2018 at RG1.

7.1. Financial Report: Operating balance is getting low; the surplus is decreasing more quickly than expected. Jean-Guy will speak with the accounts personnel at CMG to determine if there are adjustments to be made. It was agreed that only the first four pages of the financial monthly documents would be included in the meeting backup package.

7.2. RG1/RG2 Cliffs and BBQ Areas: the preliminary inspection of the areas was done on August 13 by Keller Engineering. The report was received on September 10.

- i. The work recommended for the RG1 cliff exceeded the allocation in the recent Shared Reserve Fund Report. Kim will ask Keller to explain the discrepancy. The committee will await the response prior to further discussion.
- ii. Settlement in the RG2 cliff is minor and may have been the result of recent replacement of vegetation. The recommendation is to continue to monitor the cliff for changes in grade and signs of slope instability. The area should be reviewed in 12 months.
- iii. BBQ Areas: Kim will obtain quotes for the repairs of both BBQ patios; repairs will be such that proper drainage is in place, pavers sloped to ensure proper surface runoff, and resealant joints replaced where required.
- iv. RG2 Garage Bed: the report did not comment on this bed; Kim will follow up with Keller.

7.3. Summer and Winter Grounds Contracts: Kim is obtaining quotes from 3 suppliers; quotes will be requested for summer alone, winter alone, and full service. The current landscaping contract ends October 31, 2018. The snow removal contract is a priority. The committee does not recommend hiring a full time gardener. The committee will determine expectations for the next 3 years and provide this information to the Landscape Architect. It was noted that the time of the Property Manager must be guarded in order to keep management costs reasonable.

7.4. Reserve Fund Study report: the SFC will meet Thursday, September 13 to discuss the report and summarize questions/concerns.

7.5. Painting of the front gate wrought iron fence is required. Replacement of the fence is beyond the 30-year period of the Reserve Fund Study. Minor repairs are considered operating expenses.

7.6. Pavement Repairs: there is 1 minor repair required in the visitor parking; Kim will try to get this completed when the RG2 garage membrane is being repaired.

7.7. Drainage Culverts: Only 1 culvert requires repair; this will be done in the future as it requires asphalt be removed.

7.8. Exterior Pathway to the Pool Patio: the committee agreed this would not be done.

7.9. Pool Clock: the design was approved and Rose-Marie will order the clock.

8.0. Speed bumps will be installed in two places entering and exiting the property. They will be removed in the winter to facilitate snow removal.

8.1. Pool defibrillator: The committee did not approve the installation of a defibrillator in the pool area. The Board asked Kim to get the cost for a second 769 defibrillator to be placed in/near the Fitness Room. **Action: Kim**

8.2. The committee discussed the exterior light sensors and how to manage concurrent on/off lighting in the parking area. An estimate for one sensor to control all exterior lights will be obtained.

8.3. The following items have been completed: trimming of columnar spruce; stump removal; new microwave for the gatehouse; pool valve repairs; 3 walk arounds with landscapers; meter reading for water and reimbursement.

The next meetings will be at RG2 on October 16 and November 19.

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

The Board reaffirmed when Owners donate books to the Library, it is the responsibility of the Library Committee to determine which books will be placed on the shelves and which will be donated to a charity.

The next Social event is a Happy Hour on September 21st. This is a special Happy Hour to celebrate with Julie the up-coming birth of her baby. Residents who wish to give her a card or gift before the event may leave it in the PM Office.

On October 1st there will be a Koffee Klatch at 10:30 am. The preparation for a Koffee Klatch involves minimal work. Residents who would like to host one should contact Denise Dawson or Pat Wood.

The Happy Hour on October 26th will celebrate Halloween.

The next meeting of the Social Committee is on October 3rd. New members are welcome.

9. New Business

9.1. Party Room Overnight

The Board agreed that the Party Room door will be left unlocked at all times on a trial basis.

9.2. Concierge Hours

The Board agreed to leave the hours as they are currently.

9.3. Review of Cancellation Deadlines for the Guest Suite

The Board agreed to stay with the current deadline of 48 hours.

11. Date for Next Meetings:

Next Board Meeting: October 10, 2018 1:00 P.M.

11. Adjournment

On a motion by André Vinette, the meeting was adjourned at 3:30 p.m.


Irmela Murphy, Secretary

Topics Mentioned at Open Session NOT Part of the Official Minutes

Cannabis

706 Norm Slover – ask if the Board would withdraw at this time any approval of the current “Rule” and agree to hold an Owners’ meeting.

805 Bill McCoubrey – indicated that it would be helpful for the Board to get feedback from Owners and Owners to get feedback from the Board.

1307 Carmene Levesque – stated that she did not agree with being told what she could do within the privacy of her own home. She also expressed concern re the divulgence of medical conditions.

204 Don Monk – said that he had a problem with grandfathering certain people to smoke on their balconies. He stated that he believed that the “Rule” was an infringement on privacy. He asked who would enforce the Rule.

1508 Cattis Esbensen – expressed a concern re how the non-smoking part of the “Rule” would affect property values. She indicated that she disagreed with being told what she could do within the privacy of her own home. She said that it would have been wise to have had a meeting before a “Rule” being passed and that there should be a vote by Residents.

1407 Clive Wolff – said that he objected that someone can rule what he could do in his own unit.

1307 Mitch Yakovishin noted a variety of concerns with regard to the “Rule”.

401 Bakhshish Singh asked if the Board was looking for feedback.

1008 H el ene Azam – noted that there was a petition circulating and asked if this would give the Board the information that it needed.

807 Mary McCoubrey – indicated that she was surprised that the Board had not consulted real estate agents. She noted that real estate agents will not show residences in which cannabis plants have been grown. She requested that if there is an information meeting for Residents that information from real estate agents be available.

704 Dyane Dufresne – express concern re the health issues of breathing second hand smoke.

1403 Bruce Johnston – noted that insurance will not cover grow ops. He expressed concern re the reference to “Human Rights” in the “Rule”.

1207 Sheryl Kardish – mentioned a concern re grandfathering smoking on balconies. Sheryl indicated that she had no problem with what Residents do in their own units as long as they do not affect others.

903 Richard Kear – indicated that he was concerned with grandfathering smoking on the balconies.

703 Pat Wood – mentioned the Public Health Gowling Report which proposes prohibiting cannabis smoking in all condos.

604 Armand Agabab –asked if the “Rule” would apply to guests.

706 Norm Slover – asked whether the Board would commit to having a meeting. He then passed the petition for a requisition Meeting to Kim.

703 Pat Wood – asked that the Board contact the City to determine if the City planned to act on the finding in the Gowling Report.

207 John Murphy – noted that if the “Rule” is withdrawn, then there are no grounds for a Requisition Meeting

1403 Bruce Johnston – indicated that the language of the “Rule” was unclear and asked if the Rule was approved today could it be amended in the future.

602 Marian Robinson – asked whether the Board could pass a “Rule” after October 17th.

703 Pat Wood – indicated that people who use cannabis for medical reasons usually do not smoke it.

- 607 Ian Stacey – indicated that RG2 should be consistent with RG1. He also said that smoking tobacco should be separated from smoking cannabis.
- 806 Linda Bowering – mentioned the need for the “Rule” to balance the right of individuals in their own homes with a sensible policy.
- 706 Norm Slover – recommended that Legal Counsel be present at an Information Meeting.
- 903 Richard Kear – asked if there would be the ability to vote by proxy at a meeting.
- 1407 Clive Wolff – suggested that a vote should be a yes or no vote.

General Open Session

- 204 Peter Mitchell – indicated that he had submitted a request to Kim re an extension of concierge hours which contained the signatures of 15 Residents, 14 in favour.
- 602 Marian Robinson – noted that one cannot get the key to the Guest Suite early in the mornings on weekends.
- 703 Pat Wood – noted that “Shadow” was the proud father of a baby boy. She also mentioned that the Party Room is sometimes not arranged properly for Bridge and asked that a diagram of the desired arrangement be placed in the room. **Action: Kim**
- 1407 Clive Wolff- asked if cleanouts have been installed and flushed in the 05 stacks. He asked about the items the Board had approved has a result of the security audit. Clive noted that if the increase in gas costs was a usage issue as opposed to a rate issue, this was most likely the result of all boilers running at maximum capacity when they should not be.
- 803 Richard Kear – expressed concern re the potential to duplicate fobs.
- 806 Linda Bowering – noted how clean the carpet in the Party Room looked.
- 502 Kay Stanley – asked if the Gatehouse had a master list of the approved guests for one’s unit.
- 706 Norm Slover – expressed a concern that residents who attend a Board meeting cannot hear everything that is said and asked if the Board could get fixed microphones for the Directors and 2 hand held (wireless) ones for residents for future meetings. **Action: Kim**
- Norm also asked if the company with the signal tower on the roof had paid all the outstanding monies and whether a sub-meter had been installed. Norm indicated that he had discussed some issues related to the elevators with one of the technicians. He asked if Solucore was familiar with the type of contract the Board have with ThyssenKrupp. Norm suggested that the Board purchase carpet cleaning equipment so that messes could be cleaned promptly. Norm asked about the follow-up from the dust study, how many Residents were complaining, and he noted that the Board had not engaged a professional.
- 703 Pat Wood – asked whether there had been a charge back for the recent mess in the Party Room after a private event.
- 806 Linda Bowering – suggested that the Board ask for a security deposit on rentals.
- 1407 Clive Wolff – that the situation at RG2 was not like that in Vancouver. Julie and Nick do not let people in that they do not know. On weekends, the Gatehouse calls.