

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

April 18, 2013

**MINUTES OF MEETING**

**PRESENT:** Rose-Marie Batley  
Larry Boisvert  
Robert Boisvert  
Lise Gauthier  
Andy de Schulthess

**ABSENT:** Nil

**IN ATTENDANCE:** Frank Paterson, Property Manager, CMG  
25 resident observers

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Andy de Schulthess called the meeting of the Board of Directors to order at 1:00 p.m. and a quorum was confirmed. He reminded any observers that they are in listen mode only while the meeting is being conducted and will have an opportunity to make comments or ask questions at a specified time during the informal open session.

**Approval of the Agenda**

**On a motion by Larry Boisvert and seconded by Lise Gauthier the agenda of April 18, 2013 Board meeting was approved as amended.**

**MOTION CARRIED**

**Approval of the Minutes**

**On a motion by Lise Gauthier and seconded by Andy de Schulthess the minutes of the January 21, 2013 Board meeting were approved.**

**MOTION CARRIED**

**President's Report**

The President had nothing to add beyond the items included elsewhere on the agenda.

**Treasurer's Report**

**1. FINANCIAL HIGHLIGHTS TO 31 DECEMBER 2012**

**Summary:** (All amounts in thousands of dollars)

Unaudited Year-to-Date (YTD) **Total Revenue** is \$3.8 over budget, at \$1,211.5 - while unaudited YTD **Total Expense** is \$83.4 under budget, at \$1,124.3 leaving a YTD **operating surplus** of \$87.2 versus a balanced budget.

The unaudited 2012 surplus is \$23.2 higher than projected at 2013 budget time, due to some expenses approved and expected to complete before year-end (e.g., Make-Up-Air @ \$12.5, garage pipe insulation @ \$3.0, painting of the locker hallways @ \$3.0, carpet cleaner @ \$1.0). We must await the audited report to confirm in which year they will be reported.

The favourable expense variance is due primarily to continuing low natural gas prices (\$38.8 at year-end), cost savings on building's insurance by \$7.0, ThyssenKrupp Elevator agreement by

\$11.0, and lower maintenance and repairs costs. The Shared Facilities unaudited YTD Total Expense presents a small surplus of \$1.3 on a planned budget of \$196.2 per corporation. At 31 December 2012, our OCSCC769 **Reserve Fund** is at \$518.4 (\$477.0 held in Non-Registered GICs) and our **Shared Facilities Reserve Fund** is at \$39.2 (RG1 has a similar Shared Facilities Reserve Fund balance.)

## 2. FINANCIAL HIGHLIGHTS TO 31 MARCH 2013

**Summary:** (All amounts in thousands of dollars)

Year-to-Date (YTD) **Total Income** is on budget at \$334.1 - while YTD **Total Expense** is \$10.6 under budget, at \$322.6 - leaving a YTD **operating surplus** of \$11.5 versus a budgeted surplus of \$0.9. A reminder that the 2013 Budget includes \$60.0 from Operating Equity to support the legally required doubling of the annual Reserve Fund Appropriation, as requested by the Reserve Fund Study Update done last fall.

The major contributor to the favourable expense variance is for accounts payable not yet posted. April Highlights will be more detailed.

At 31 March 2013, our OCSCC769 **Reserve Fund** is at \$582.7 and our **Shared Facilities Reserve Fund** is at \$42.9. (RG1 has a similar Shared Facilities Reserve Fund balance.)

3. The SF account is being transferred to RBC where the other RG accounts reside.
4. Both RG2 and the SF audits are being reviewed by Lise prior to approval. Our auditors have cautioned the Board to: use 2 signatures for any transfer of GIC Reserve funds; review monthly bank statements and request any outstanding documentation on pre-authorized payments; periodically review all the controls we have in place. The Board currently satisfies the latter two cautions and will ensure 2 signatures are required for GIC transfers.
5. Document Storage: Lise requested clarification be obtained on how our documents are stored and for what length of time.

### **Operations Report** (Property Manager & Director of Operations)

1. See attached Action List for updates. Completed items will be deleted from the chart for the next report.
2. Remotes & Fobs: Remotes and fob replacements will be provided on a cost recovery basis. The corporation will continue to supply batteries for remotes needing them. An inventory of remotes and fobs outstanding will be completed.

**On a motion by Robert Boisvert and seconded by Larry Boisvert the Board approved that remotes would be provided to owners at a cost of \$60 and fobs at \$40.**

**MOTION CARRIED**

3. Kick Plates on Storage Hall entrance doors: the cost to provide these is \$46/door for a total cost of \$1870.

**On a motion by Lise Gauthier and seconded by Rose-Marie Batley the Board approved that the storage hall entrance doors would be equipped with kick plates, the funds to come from the improvement budget line.**

**MOTION CARRIED**

4. The failed boiler heat exchanger will be replaced by Clement Marchand; three quotes were received and reviewed.

**On a motion by Larry Boisvert and seconded by Andy de Schulthess the Board approved that Clement Marchand replace the boiler heat exchange.**

**MOTION CARRIED**

5. Inter Phones at front entrances: one panel serving 40 units is not working and cannot be replaced, as the model is obsolete. Parts cannot be acquired for it. The Board will consider

replacing the entire system and require a guarantee of 10 years and assurance that there are parts available.

6. Cleaning Service Contract: the cleaning duties for the full time employee and the part time employee have been delineated, specifications for the cleaning contract were sent to four companies. Three have supplied quotes and we await an update on the fourth. Three of the quotes are expected to be within the budget line range. Lise, Frank, and Rose-Marie will interview staff from these three companies and make a recommendation to the Board for the May meeting.
7. Gazebo Repairs: in the fall of 2012 the Board was discussing which tile to be used on the Gazebo roof. The provider subsequently closed operations for the season. The provider is now recommending a different tile supplier. Robert and Andy will visit the contractor's site to view the samples and investigate the warranties.

### **Shared Facilities Report**

1. Minor Repairs to the Gatehouse – removal of fungus/mould.
2. Tennis Courts will be pressure-washed, lines painted, cracks filled, and landscaping done this spring.
3. The approved landscaping plan for 2013 was reviewed.
4. Visitor Parking Infractions - Frank Paterson is to address on an individual basis. Owners/residents are not to park in the visitor parking including the handicap spaces for extended periods.
5. Pool Issues – Frank will send a notice to all owners in both buildings on the plan to repair later this year.

### **Communications Report**

1. Newsletter items were discussed and the issue date is projected to be April 29, 2013. The Guideline Notes would be issued as a separate communiqué in hard copy to all units.
2. Events:
  - a. April 25 – Happy Hour
  - b. April 29 – Dinner Hour – The Flying Piggy Italian Bistro
  - c. April 30 – Penny Jar will be removed (Frank will send a notice)
3. Financial Request from the Social Committee – the SC has requested funding support for a new dishwasher (\$3898.50) and an additional fridge (~\$700); the Social Committee may have ~\$1130 to contribute to the costs. The clasp is not working on the dishwasher and it does not clean well. The Board investigated whether the shelving could be reconfigured to allow for more storage in the current fridge, Frank will investigate additional shelving. The Board will wait to consider the dishwasher request until mid year when we are aware of our budget.

### **New Business**

1. As a result of new information from an electrical engineering consultant, the Board rescinded the motion of August 20, 2012 regarding electrical outlets for e-cars. The Board awaits new quotes before recommending action.

**On a motion by Andy de Schulthess and seconded by Robert Boisvert the Board rescinded the August 20, 2012 motion that the Board agreed to cover the cost of the first additional panel required for vehicle outlets.**

**MOTION CARRIED**

2. The pool signage on Ontario Regulation 565 was to be posted in both official languages. This will go to the Shared Facilities Committee for action.
3. Nominating Committee: a notice will be sent to all owners and posted on the bulletin boards to inform them of the three term positions on the Board that have expired. Any owner, including

incumbents, wishing to be considered for nomination should follow the directions in the notice.

4. Concierge Expectations and Interactions: The job description for the concierges will be reviewed and updated for clarification. A hard copy will be provided to each suite along with a summary of Board expectations for interaction with the concierges. These staff have outlined duties and owners/residents need to respect the duties and time lines inherent in their job description. Respectful interaction is expected on all parts.
5. Contacting the Superintendent for Personal Requests: any requests for Steve to do personal work for residents must be made directly to Steve, not through the concierges, and this work must be completed after his work hours.
6. Owner Gate and Remote Use: The sensor for the owner gate entrance has been desensitized so that it is not as easily activated when cars approach the RG2 garage door. Residents are asked to please use the garage entrance remote only when they reach the bottom of the ramp. Additional steps are being considered to further ensure that the owner gate only opens when activated from a car located directly in front of the gate. Frank is to obtain a quote for a ground loop gate activation option to improve on safety while accessing the property.
7. Large Grocery Carts: the Board discussed the purchase of larger carts similar to the smaller carts obtained but double in capacity with only one section and the disposal of the very large carts. Six carts would be needed at a cost of \$450 each.

**On a motion by Andy de Schulthess and seconded by Lise Gauthier the Board approved the purchase of six larger metal grocery carts and the disposal of most of the large plastic carts.**

#### **MOTION CARRIED**

8. Contractor Use of Elevators: Contractors sometimes leave after finishing work and leave the elevator on service mode. Frank will inform the concierges and Iron Horse that they must monitor the elevators and return them to use if the contractor has departed. Information regarding elevators on service should be passed on at shift changes.
9. Suite Entrance Doors: There are a number of entrance doors to suites that need replacing. Some of these are on the Deficiency List with Urbandale. Others cannot be deferred for safety reasons. Frank will send the cost of these to the Board members.
10. Efflorescence: This occurs when sodium leeches out on the bricks and turns them white. This is happening at some sites on our building. The Superintendent removes it where possible; however, the source of the moisture that allows the leeching needs to be identified.
11. Elevator Panels in Cabs 1 & 2: The damaged stainless steel panels on the walls and doors will be replaced at a cost of \$7846 + HST to be reimbursed by Urbandale.
12. Gatehouse Security Manual: this document has been prepared through the SFC. Both Boards have had input, have reviewed the drafts and have given approval. The manual is for use only by the Gatehouse staff. The Board is grateful for the work done by Moctar, Frank and Robert on this manual.

**On a motion by Andy de Schulthess and seconded by Lise Gauthier the Board accepted the final version of the Gatehouse manual for use.**

#### **MOTION CARRIED**

13. AGM: the AGM will be held Wednesday, June 12, 2013 at 7:00 pm. Any owners wishing to be considered for nomination to the Board (including the incumbents) should submit a brief résumé to the Property Manager and it will be included in the AGM package.
14. Automated Doors: The Board will communicate more fully the rationale, the process for the installation of automated doors, and any information we currently have. Some of this information was in the draft January 21, 2013 minutes, which did not appear on the website.

The floor was opened to the residents in attendance from 2:30 p.m. to 3:20 p.m. Topics mentioned are listed at the end of the official minutes.

**Adjournment**

On a motion by Andy de Schulthess, seconded by Lise Gauthier, the meeting adjourned at 4:14 p.m.

The **next Board meeting** is scheduled for **May 23, 2013 at 1:00 p.m.** in the Party Room.

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Rose-Marie Batley / Secretary

## OCSCC 769 - Action List – April 18, 2013

<u>Outstanding Items</u>						
#	Item	Lead	Comments	Date Initiated	Date Completed	ETA
115	Outlets for Electric Cars	Frank	<p>Frank will have an electrician provide an estimate for the owner who wishes to install an outlet for an electric car. Bolton quote was obtained. Do we have sufficient energy in the building and for how many electric cars? Do we need a by-law for the parking space modifications? Frank will speak with Roger Tuttle re capacity. Aug 2012: Frank to determine capacity of transformers.</p> <p>Sept 2012: Frank contacted Bolton to determine capacity. They recommended we contact an electrical consulting firm. Frank will follow up; perhaps Roger Tuttle can recommend a firm.</p> <p>October 25/12: Roger Tuttle recommended 2 contacts including Earl Carr; Frank has contacted the latter. Stuart Hall does not do this type of assessment. Nov 29/12: Earl Carr is looking into the capacity of the current distribution system and should have a report by early December 2012</p> <p>April 18/13: A meeting was held on Friday April 12, 2013 with Earl Carr Electric to discuss their findings. The current system can handle 100 hook ups while accommodating the safety range of our electrical supply. We are waiting for Carr to provide costing of the two stages (a sub meter to monitor use and some additional infrastructure to accommodate more than 6 cars). A Board decision has not yet been made.</p>	April 26/12		<p>May 2012</p> <p>Aug 2012</p> <p>Oct 2012</p> <p>Dec 2012</p> <p>April 2013</p>
123	Tile replacement in Elevator 1	Frank	<p>Aug 2012: obtain a quote for replacement of the two repaired tiles</p> <p>Sept 2012: NC</p> <p>Oct 25/12 Frank to get the manufacturer's name from Urbandale and follow up on replacement</p> <p>Nov 29/12: Romano (the original installers) are sourcing the tiles in Montreal. April 18/13: No reply from Romano – Argos cannot source; Athens will be asked.</p>	Aug 20/12		<p>Oct 2012</p> <p>Nov 29/12</p> <p>April 2013</p>
132	Garage entrances	Robert	<p>Aug 2012: investigate possible upgrades for the "P" level entrances from the garage</p> <p>Sept 27, 2012: obtaining quotes for painting and drywall installation</p> <p>Oct 25/12: a quote was received for \$3400 + tax; Frank will get a second quote. This item will be added to the list of possible common element improvements to be considered at budget time.</p> <p>Nov 29/12: For consideration in 2013</p> <p>April 18/13: The installation of the wall trim has been completed. Painting of the doors and touch-ups will be completed this week. Waiting on the new bulletin boards and some pressed board pictures to be installed.</p>	Aug 20/12		<p>Oct 2012</p> <p>Jan 2013</p> <p>May 2013</p>
134	Plumbing Cleanouts – 04 units	Frank Larry	<p>Sept 27, 2012: the PM tabled the report from the units inspected; he will ask Keller Engineering to investigate</p> <p>Oct 25/12: a report was received from Keller Engineering; this item will be added to the deficiency list.</p> <p>Nov 29/12: Several meetings have been held with Urbandale who offered to send their plumber to investigate. Keller is considering contacting the City of Ottawa to provide their opinion with respect to code issues. It appears the clean-outs will be required to be installed in approximately 32 units (4 of which have been completed). There is 1 riser every 5<sup>th</sup> floor for each of the 8 unit types.</p> <p>April 18/13: A meeting was held with Urbandale and BE Mechanical (the original plumbers for RG2) and they feel they can clean the risers via the small cleanout installed in each unit under the kitchen sinks. It will not involve any destructive work and should take ~ 7 – 8 hours to complete. This is scheduled for May 1, 2013. <b>FRANK</b></p>	Sept 27, 2012		<p>Oct 2012</p> <p>May 1/13</p>

135	Corridor Heat	Frank	Sept 27, 2012: Clement Marchand was asked to provide a quote to investigate the heating in the foyers/corridors. They provided one for ~\$4500. The PM is to obtain other quotes. <b>Oct 25/12: Keller Engineering will be asked to obtain quotes to fix the system.</b> Nov 29/12: The cost was approved and the installation of the drives is proceeding. <b>April 18/13: The drives have been installed however; to operate correctly they require a controller at a cost of \$1900. The controller has been installed and will be verified by the engineer this week. FRANK</b>	Sept 27, 2012		Oct 2012  April 20/13
139	Canada Post Delivery requests	Frank	Inform Canada Post that the concierges do not sort their mail on a regular basis <b>Oct 25/12: Frank will ask Julie when she returns if this practice has continued; if so, he will contact Canada Post and inform them of the problem.</b> Nov 29/12: Frank is to speak with the delivery person, as this is a continuing issue. <b>FRANK</b>	Sept 27, 2012		Oct 1, 2012 Dec 2012 May 2013
140	Owners List	Frank	Add parking spaces and locker numbers to the owners list; distribute updates to BOD <b>Oct 25/12: Only the President received a copy of the new owners list and it contained inaccuracies. A corrected copy will be sent to all Board members.</b> Nov 29/12: Frank continues to work on this. <b>Jan 21/13: To be provided to Board members on a regular basis as changes occur in ownership, etc. FRANK</b>	Sept 27, 2012		Oct 2012  Oct 26/12 Dec 31/12 May 2013
142	Transfer of Common Elements in Parking garage from Urbandale	Frank	<b>Oct 25/12: Contact Urbandale and have the four spaces noted in minutes of Sept 27/12 identified as common elements.</b> Nov 29/12: Nelligan has not had a response from Urbandale as yet. <b>Jan 21/13: Urbandale has indicated they are not willing to change the Declaration. This is an expensive undertaking (~\$20 – 30 k). 80% of owners must agree to the change to avoid a legal change; this is considerably cheaper at ~\$18k. Frank is to bring a recommendation to the Board via email. April 18/13: Frank is to check if Urbandale refused in writing to the lawyer. The item will remain on the Deficiency List. FRANK</b>	Oct 25/12		Nov 29/12 Dec 2012  Jan 2013 April 30/13
143	Hobby Room Lockers	Frank Andy	<b>Oct 25/12: Prepare a communiqué and template for log of locker use in the Hobby Room.</b> Nov 29/12: Four units have registered lockers and 6 lockers are empty; there are 22 lockers in total. <b>Jan 2/13: 14 lockers are occupied, 4 of these have not been registered. Frank will continue to seek out these users. April 18/13: There are three lockers not identified at this point. They will be tagged with a date for registration or removal of items. This will be repeated in the newsletter. FRANK</b>	Oct 25/12		Nov 29/12 Dec 2012  May 31/13
148	Insurance Claim Clarification	Frank	<b>The Board is getting clarification on claims against the condo insurance when damage occurs in a unit caused within the unit. April 18/13: Cohen &amp; Lord should send a representative to speak with owners at a meeting and clarify the conditions under which the Corporation would pay the claim. FRANK</b>	Jan 21/13		June 2013
151	Pool Light	Frank	<b>One light is burned out and requires a ballast change; this means draining the water below the level of the light. The part is on order. The Board discussed waiting to change all lights to LED fixtures when we next service the pool, probably in 2014. Although the cost of the LED lights is higher than those currently in use, they will last much longer. FRANK</b>	Jan 21/13		
152	Kick Plates for Storage Hallway Doors	Frank	<b>Obtain a quote and place kick plates on the doors entering the storage rooms on the unit floors. April 18/13: The cost will be \$46. Per plate or approx \$1870. Some walls will be repaired and touched up by the Superintendent. FRANK</b>	Jan 21/13		June 1/13
153	Boiler Heat Exchanger for Roof	Frank	<b>There is no warranty on these exchangers. Frank is obtaining quotes. April 18/13: Three quotes were obtained and the contract was awarded to Clement Marchand at a cost of \$12445 + HST with a 1-year warranty. FRANK</b>	Jan 21/13		

154	Bike Tags	Frank Larry	Tagging and identification and removal of unclaimed bikes. <b>FRANK</b>	Apr 18/13		May 2013
155	Flushing of Garage Floor Drains	Frank	Two quotes have been obtained (Multi Drain \$3995 + HST and Aqua Drain \$2249 + HST). Should there have been a third quote? <b>FRANK</b>	Apr 18/13		June 2013
			<b><u>Completed Since Last Meeting</u></b>			
<b>#</b>	<b>Item</b>	<b>Lead</b>	<b>Comments</b>	<b>Date Initiated</b>	<b>Date Completed</b>	
15	Telephone	Frank	<p>2 quotes have been obtained; awaiting third quote; concierges will have voice message in new system; three quotes from Bell (~\$40 per line), Allstream (~\$32), and Primus (~\$36); opportunity to replace phone system and reduce lines with Allstream (see motion in Minutes); Allstream has been requested to take over phone service. Expected turnover date August 10<sup>th</sup>, 2011.</p> <p>Ian left message with Toronto office to “flip the switch”; he will advise the Board as soon as the turnover is complete.</p> <p>The switch over commenced however Allstream did not have the correct phone numbers for 769. In order to correct, all the numbers had to be reclaimed by Bell and the process to start again. The service tech was to have a sales rep contact me to restart the process but I have not heard back. Several calls have been made as a follow up. Ongoing <b>NO CHANGE – switched to Allstream, back to Bell. Allstream no longer responding. CMG directed to repost the RFP. The RFP has gone out. Frank Paterson will bring a proposal for a functioning phone system to the Board in mid-June 2012. The phone lines are with Allstream at an average cost of ~\$400 per month. Allstream is coming to review the system. Frank is creating a list of phone and internet lines and numbers. The lines in the elevators, fire alarm, and hydro meters are not on this system.</b></p> <p>August 2012: the gatehouse requires a second phone for emergencies. Most phone lines are through 667 (10 lines) and 769 has 4 lines. With the new system, both the concierge desk and the PM office would have voice message capability. PM to action.</p> <p>The phone line for the front desk is not a direct line with AllStream and thus we have to find out which line it is linked to so we can get call answer on it. Waiting on the telephone tech to investigate this sometime this week. OCSCC 667 front desk phone has been successfully set up with call answer. Oct 25/12: Currently working to get the management office phone properly connected to the phone system and get call answer on the concierge desk phone. The Board directed that another line be installed for the concierge desk and there will be a second line put into the gatehouse. The Property Manager was also asked to investigate protecting the Emergency Button in the elevator, either by recessing it or otherwise, in order to reduce the number of false calls. Nov 29/12: Telephone at concierge desk is with Bell and is paid by Urbandale – this is being transferred to CCC769. Telephone in Office was repaired and this phone is connected to the Office line in RG1 and has a new number to be provided for all by Monday December 3. The cost of the line is to be shared with RG1. Call answer will be provided on the concierge desk Nov 30/12. <b>COMPLETED</b></p>	01-Dec-10	April 18/13	<p>Apr 29/11 Aug 10/11 Nov 30/11</p> <p>mid-June 2012</p> <p>Sept 2012</p> <p>October 2012 November 2012</p> <p>Dec 3/12</p> <p>Jan 31/13</p>



122	Close Door button on Elevators and Auto Close after a given time period	Frank	<p>Aug 2012: Investigate as to reactivation</p> <p>Sept 2012: PM to follow up on whether the forced closure can be deactivated and whether the close door button can be reactivated.</p> <p>Oct 25/12: Thyssen Krupp has been asked to investigate.</p> <p>Nov 29/12: TK has not yet responded; Seaway Elevator Consultants are looking into the close door button activation, the nudging feature, and the protection of the emergency button. <b>COMPLETED</b></p>	Aug 20/12	April 18/13	<p>Oct 2012</p> <p>Nov 2/12 Dec 2012</p>
129	Remotes and Fob tracking	Frank	<p>Aug 2012: list of remotes for entrance by unit</p> <p>Sept 27, 2012: reports have been prepared and are being reviewed. Oct 25/12: a working paper is being prepared by the SFC</p> <p>Nov 29/12: Urbandale has returned some of their fobs; some are outstanding. Owners will have to over the true cost of replacing or purchasing fobs. April 18/13: Remotes \$60; Fobs \$40. <b>COMPLETED</b></p>	Aug 20/12	April 18/13	Oct 2012
136	Engineering Glazing Review	Frank	<p>Concentric reviewed the Scandia installation in Unit 703 and the report is due October 10, 2012. The review is all without prejudice. Oct 25/12: the report from Concentric on the glazing system in Unit 703 was received. Several deficiencies were discovered and Scandia has been informed. And advised that no further installations can be made until the deficiencies are corrected and the Board is satisfied. Lumon has been informed of the areas that require attention.</p> <p>Nov 29/12: Concentric received a response from Scandia and is preparing a report for the Board; there are 3 items still requiring clarification. Lumon is proceeding with the installation of their first balcony glazing. April 18/13: Scandia has fulfilled the requirements of OCSCC. 769's Engineers and have been given approval to proceed with additional installations. Lumon has fulfilled the requirements of OCSCC. 769's Engineers as well however; Lumon has finished work on 1307 and they have been given permission to proceed. <b>COMPLETED</b></p>	Sept 27, 2012	April 2013	<p>Oct 10, 2012</p> <p>Jan 2013</p>
137	Building Automation System Quote	Frank, Larry	<p>BIC quote to upgrade the BAS for ~\$4000 to repair and \$9000 for upgrades. BIC has not been monitoring the system. Larry B and the PM will pursuer the quote for additional information. Oct 25/12: Keller Engineering advised the Board to obtain a second quote from a control company.</p> <p>Nov 29/12: the quote from BIC (~\$9k) was discussed with the BIC representative and Larry Boisvert, Andy deSchulthess and Frank Paterson at a meeting on-site. A new proposal will be submitted. Frank is waiting for 2 additional quotes from other companies. April 18/13: Lar Mex and BC provided quotes. BIC was awarded the contract and has completed the installation and it is up and running. <b>COMPLETED</b></p>	Sept 27, 2012	April 2013	<p>Oct 2012</p> <p>Dec 2012</p>
144	Heat Pumps	Frank	<p>Determine the length of the warranty on the Heat Pumps and ensure repairs are competed offsite.</p> <p>Jan 21/13: The superintendent confirmed that no welding was done during a recent installation; however, some soldering was done as is necessary for the installation. The length of the warranty has not yet been determined. April 18/13: The warranty period on a new heat exchanger is one year. <b>COMPLETED</b></p>	Nov 29/12	April 2013	
149	Insulation for Pipes in the Garage & Steam Room	Frank	<p>Insulation for the piping in the steam room and for a drain from the garage door drain has been ordered from G&amp;L Insulation. The work was to take place prior to the end of 2012; however, there has been a delay. The work will be completed the first week of February. <b>COMPLETED</b></p>	Jan 21/13	April 18/13	Feb 2013
150	Generator Contract	Frank	<p>Approval was given for GAL Power to complete bi-annual maintenance on the generator. Gal Power currently does the maintenance and their contract has expired. <b>COMPLETED</b></p>	Jan 21/13	April 18/13	
			<u>Deferred</u>			

#	Item	Lead	Comments	Date Initiated	Date Completed	
82	Marble Floor Buffing & Garage Tiles	Larry	Quotes and a schedule for buffing the marble floors 21 Oct- floors were inspected by Larry to determine if required now, elevator floors can be done in spring; individual lobbies and main lobby to wait until construction completed. Annual project. <i>Following lifting of hall and elevator carpets, the marble floors will be inspected to determine if buffing is required this year. Frank will work with Larry to review. Aug 2012: Frank to send quotes to BOD. Sept 27, 2012: PM to recommend in 2013 budget.</i> Nov 29/12: the elevator floors will be refurbished in the spring of 2013. Mats are not currently in the elevators as they have lost their edging; new mats are being ordered; in the meantime, the old mats will be placed in the elevators. <i>Jan 21/13: Buffing of the elevator floors is to be booked for spring 2013 asap. April 18/13: The elevator cab floors will be buffed on April 24 and 25, 2013. FRANK</i>	May 18/11		Aug 2011 June 2012  Aug 2012 Oct 2012  Dec 2012 Jan 2013
38	Performance Audit	Frank	Not yet signed - awaiting elevator resolution Sept 2012: PM to follow up. <i>Oct 25/12: Letter enclosed in backup; ongoing.</i> Nov 29/12: Several meetings have been held with Urbandale concerning the deficiencies; Urbandale has painted the stairway adjacent to the garage door and has agreed to look into the deficiency list. Ongoing. <i>Jan 21/13: emailed and called R. Tuttle; awaiting a response. Andy will contact R. Tuttle. ANDY</i>	08-Jun-09		
			<u>Ongoing / Maintenance Items</u>			
#	Item	Lead	Comments	Date Initiated		
4	Painting	Frank	Superintendent has commenced; will be assigned to basement areas. <i>Sept 27, 2012: PM will provide the Superintendent with a list of areas requiring painting. Nov 29/12: Ongoing. Jan 21/13: The Party Room has been painted (cost \$900). Storage hall floors have been painted.</i>	01-Dec-10		Oct 2012
28	Cleaning Contract	Frank	Review contract in spring; spring cleaning of doors to be done in May; <i>changed some staff; no formal evaluation as yet</i> <i>Frank has met with the cleaning supervisor when there are issues and will continue to do so. Response from the supervisor has been good.</i> Sept 27, 2012: Spot to have another opportunity to improve. PM to investigate and obtain quotes from other cleaning companies. <i>Oct 25/12: Frank to obtain 3 quotes for cleaning services; this is needed for budget preparation. Nov 29/12: No progress. Jan 21/13: Quotes obtained from 3 companies, a fourth declined. Frank, Lise, and Rose-Marie will review the Cleaning Contract list of duties and try to assess the quotes, as the specs were not clearly outlined. Spot Cleaning requires 30 days notice. April 18/13: Four quotes have been received. One was not within the Board's allotted budget. The other three companies will be interviewed and a recommendation brought to Board. FRANK, LISE, ROSE-MARIE</i>	10-Nov-10		Spring 2011  Oct 2012 Nov 8/12 Dec 2012  Feb 2013  May 2013
35	Residents Directory for residents who approved inclusion of information (name, email, unit #, phone #)	Frank	<i>Regular updates to this Directory will need to be prepared as ownership changes in the units.</i>	annual		

60	Garage washing	Frank	<i>May 16 and 17 by Van's Pressure Washing. Frank will post directions for residents to move cars.</i> Frank to call Vans regarding the inferior quality of work on the P level. Aug 2012: Frank to bring a plan to the next Board meeting and as Steve re the mid-year washing with a power hose. Sept 27, 2012: Vans provided a lower cost for the 2013 spring garage cleaning to account for the short comings of the 2012 cleaning. PM to issue a purchase order. The lower level (P) is to be given more time as it is larger and should be completed first. <b>Oct 25/12: Frank is to book the first cleaning for the first of May 2013.</b> Nov 29/12: the 2013 first cleaning will be during the last week of April 2013. <b>April 18/13: To take place April 22 and 23, 2013 FRANK</b>	annual		May 2012  Aug 2012 Oct 2012  Nov 29/12 April 2013
67	Wet Power Sweeping of traffic lanes in garage	Frank	Power wash to clear centre areas and any other accessible places in mid-winter <i>Frank to investigate a cost for two manual cleanings.</i> Sept 27, 2012: In-house cleaning with a general labourer for 2 – 3 days would cost ~\$450 per wash. The Board approved this cost. <b>Oct 25/12: Frank is to have the drive lanes power washed twice during the winter months by a general labourer using the RG1 power washer.</b> Nov 29/12: Two power sweeps of the garage drive lane areas will take place in mid-January and early March 2013. Jan 21/13: The first wash is scheduled for Jan 24/13. A wet wash and sweep are to be used. <b>April 18/13: Completed using a wet wash in March 2013.</b>	annual		May 2012  Winter 2013
102	Tenants' Leases	Frank	Obtain lease agreements from any owners currently renting their units. <b>Ian will request this when notified there is to be a lease.</b> <i>CMG notes those owners leasing units. Frank will provide an updated list and ensure leases are on file in the office.</i> Sept 27, 2012: an updated list of the tenants is to be provided to the Board members by October 2012 and a copy will be kept on file. <b>Oct 25/12: to be distributed to board members by Oct 28/12.</b> Nov 29/12: There are currently two units that are rented; Form 5 will be distributed to the owners for completion. <b>Jan 21/13: NO CHANGE</b> <b>April 18/13: Management has the names and phone numbers of the tenants living in the (2) leased units. They must complete a Form 5. FRANK</b>	Dec 7/11		May 2012  Oct 2012 Oct 28/12 Dec 2012 Jan 2013
113	Window Washing	Frank	<i>Cody quote – 2 years at \$6800 per wash; Soulard quote - \$6600 per wash. Frank to resolve in concert with Cody 201 invoice. Soulard to begin in June 2012.</i> Aug 2012: Frank to book now for a spring cleaning near April 30, 2013 and a fall cleaning in early October 2013 Sept 27, 2012: no change. <b>Oct 25/12: Frank to book dates and get a quote asap.</b> Nov 29/12: Waiting for a quote from Soulard. <b>Jan 21/13: Quote from Soulard is the same price as 2012 and the dates have been booked for May 6, 2013.</b>	April 26/12		May 2012 June 2012 Aug 2012 Nov 8/12 Dec 2012 Week of May 6/13
134	Resident Communication	Frank	<b>Aug 2012: copy all Board members on all resident communication and respond within 48 hours.</b> <b>Oct 25/12: A reminder to copy ALL Board members on communications received. FRANK</b>	Aug 20/12		Ongoing
146	Communications Binder	Frank	Maintain the communications binder placed in the Library. <b>FRANK</b>	Nov 29/12		Ongoing
130	Guest Suite Maintenance	Frank	<b>Aug 2012: follow up on cleaning and maintenance of guest suite</b> Sept 27, 2012: PM in discussion with Spot Cleaning – there is a need to improve or be replaced; PM to obtain quotes from other cleaning firms <b>Oct 25/12: Frank was directed to obtain 3 quotes for cleaning services at RG2</b> Nov 29/12: Specs sent to 4 companies for quotes; one company declined to bid. Frank is to send the specs to the Board members asap. <b>April 18/13: To be discussed under Item 28 Ongoing maintenance Items. FRANK</b>	Aug 20/12		Oct 2012  Nov 8/12 Dec 3/12

131	Storage unit halls and floors	Frank Larry	Aug 2012: obtain quotes for painting walls and doors Sept 27, 2012: waiting for quotes; to contact Urbandale re storage hall floors that are not well finished Oct 25/12: the status of the floors should be part of the deficiency list for Urbandale; the Board decided painting walls and doors will be deferred. Larry & Frank will visit each storage hall to determine which are in need of repair. Larry visited all storage corridors; floors 8 to 19 need to be repaired. Frank is to get a quote for the repairs.	Aug 20/12		Oct 2012  Dec 2012
			<b><u>No Action / Expired / SFC Responsibility</u></b>			
			<b><u>Urbandale Deficiency List (for correction by Urbandale)</u></b>			
39	Damaged Elevator Panels	Frank	To follow up with Urbandale on resolution of elevator issues. Frank to follow up with Urbandale. Oct 25/12: A letter was sent to Roger Tuttle and no response has been received as yet. Frank is to send another email and cc the Board and ask that Urbandale advise the Board <b>when</b> the panel will be repaired. Nov 29/12: Urbandale (R. Tuttle) will forward their quotes for the refurbishing; it was agreed that RG2 will contract the work using a 3 <sup>rd</sup> party and Urbandale will reimburse. Jan 21/13: still waiting for documentation from Urbandale. April 18/13: Urbandale provided the file on this to us recently and contact has been made with Thyssen and ECR in this matter. <b>FRANK</b>	08-Jun-09		Nov 29/12 Dec 2012 Jan 2013
92	Balcony drain deficiencies	Frank	Confirm that all balconies with the drainage lip deficiency have been addressed by Urbandale. <b>Half of the balconies have been repaired; CMG will arrange to repair the others, and will contact all owners of the 07 units. Repairs will have to wait for the spring for better weather.</b> Urbandale indicates they are complete; Frank knows of 2 outstanding. Oct 25/12: There are only 6 or 7 remaining and these will be repaired in-house. Nov 29/12: F. Paterson to follow up and is maintaining a list of affected units. Jan 21/13: There are 7 units with deficiencies. April 18/13: Urbandale will have to repair the outstanding issues, as they require major repair. This is a Deficiency issue. <b>FRANK</b>	Sep 26/11		Spring 2012  Nov 2012 Dec 2012 Jan 2013
105	Canopy drainage (relates to #117 below)	Frank	Spring project – resolve drainage issues on canopy over front door. In progress with Concentric. Sept 27, 2012: Concentric engineering have been on-site and looked at the canopy. They are awaiting construction drawings (currently with the Reserve Fund Engineers) and then will provide their report. The drawings they require are the architectural drawings. The PM obtained them from the registry office and has provided them to Concentric on August 16, 2012. The report is to be provided the first week of October 2012. Oct 25/12: Concentric provided a report and they have been instructed to proceed with the test opening (cost ~\$600) to confirm the construction. Nov 29/12: Urbandale has agreed to send their contractor to inspect the area. Jan 21/13: No Progress April 18/13: Spoke to R. Tuttle in March and he said he would send someone this spring.	Dec 7/11		October 2012
108	Corrosion of paint on Balcony railings and joints	Frank	Urbandale should be informed and should repair. Frank will visit unit 903 to examine the extent of the problem. Steve Chenier has a list of units requiring repairs. Frank to visit 903 to inspect. Oct 25/12: No progress. Nov 29/12: F. Paterson to follow up with Urbandale via an email on the warranty period on the railings and to visit Unit 903. No progress to date. Jan 21/13: Unit 903 was visited. Awaiting confirmation on warranty period from Urbandale. No Progress April 18/13: The list will be forwarded to Urbandale and Frank will get the name of the paint supplier from them. <b>FRANK</b>			Jan 2012 May 2012 ??????

109	Gravel overlay on roof	Frank	<p><i>Concentric provided a proposal for inspection, approved by the Board. The report to be presented to Urbandale with request for repairs. In Progress with Concentric.</i> Sept 27, 2012: Concentric carried out the inspection the week of August 20, 2012 and require clarification on the wind load ratings (not noted on the drawings). They are contacting the architects to obtain the information. <i>Oct 25/12: a report was tabled.</i> Nov 29/12: Urbandale has been provided with the report and maintains the amount of ballast is adequate. No decision was made on future steps. <i>Jan 21/13: PM recommends a roofing contractor come in to provide a quote to re-shift the ballast as required and provide roof maintenance.</i> April 18/13: FP is obtaining a quote and will contact the City of Ottawa to have one of their inspectors look at our roof and provide an opinion on the amount of aggregate required as per building code. He will also obtain a quote for a ground loop gate activation option to improve on safety while accessing the property (S.F. responsibility)</p> <p><b>FRANK</b></p>	April 26/12		<p>May 2012 Oct 2012</p> <p>May 2013</p>
117	Canopy Flashing and other canopy deficiencies (part of #105)	Frank	<p><i>Concentric quotes for inspections were approved by Board; following the reports, the information will be presented to Urbandale for repairs. (In concert with #105 – canopy drainage). Materials to be ordered to repair the damage. Jan 21/13: No Progress April 18/13: Urbandale is to send their contractor to inspect the canopy.</i> <b>FRANK</b></p>	April 26/12		<p>May 2012 June 2012</p>

Topics Mentioned at Open Session (2:30 – 3:20 pm) NOT part of the Official Minutes

- Sink Drain Nets – available at dollar stores to prevent debris from entering the sink drain
- Use of the Party Room – when the library is busy and owners wish to play games, they may use the party Room unless it has been booked; this is not exclusive use.
- Concerns re Electric Car Outlets – various positions were expressed ranging from not wishing to subsidize other's use of e-cars to reduced property value in the future without this provision; no money has been spent by the Board and significant caution is being taken to thoroughly investigate the project from all aspects (legal, owners, capacity of electrical system, etc.)
- Traffic Lights – some owners would like to know when the City takes the traffic survey; the cost of the traffic lights at Rivergate and Riverside is shared three ways: RG1, RG2, Mall
- Recycling Bays – the bays are owned by Urbandale and the Declaration indicates they will be turned over to RG2; Urbandale is willing to turn them over but not to pay the legal fees to change the Declaration. This will be discussed within the context of the Deficiency List.
- Automated Doors – owners were seeking additional information as to what doors required automation, how many are required and whether a compromise could be achieved; Andy explained that the Board could install automation in 2 doors within the authority of the Board each year; however, the Board decided in January to inform owners that they would consider a possible three or four year phase-in and the total cost would be ~\$50k. Notice was sent to all owners and it made reference to the requirement of the Condo Act that should 15% of the owners file a written request for a meeting; such a meeting would be called for all owners to vote.
- Could metal or plastic protectors be placed on the corners to protect the newly renovated P-level basement area?
- Noise in the Laundry Room caused when the power goes off (noticed by many residents in the last power outage) is caused by the damper closing in the laundry room ceiling.
- Would any surplus in 2013 be used to alleviate the impact on our condo fees? This will be a consideration in the 2013 budget preparation. It was pointed out that many owners are concerned about condo fees rising faster than the rate of inflation.
- Unclaimed lockers in the locker room – a notice will be placed on such lockers and occupants given time to register with the Property Manager; those not registered will have the locks removed and the locker emptied. It is possible the occupant no longer lives here. A Board member will be present when a lock is removed.
- Bike Room – requires cleaning and we need to ID bikes.