

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

January 14, 2014

**MINUTES OF MEETING**

**PRESENT:** Rose-Marie Batley, Secretary  
Robert Boisvert, Vice-president  
Lise Gauthier, Treasurer  
Andy de Schulthess, President

**ABSENT:** Larry Boisvert, Director of Operations

**IN ATTENDANCE:** Kim Renwick, Property Manager, CMG  
11 resident observers

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President Andy de Schulthess called the meeting of the Board of Directors to order at 2:03 p.m. and a quorum was confirmed. He reminded observers that they are in listen mode only while the meeting is being conducted and they 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 Andy de Schulthess and seconded by Robert Boisvert the Agenda of the January 14, 2014 Board meeting was approved as amended.**

**MOTION CARRIED**

**Approval of the Minutes**

**On a motion by Andy de Schulthess and seconded by Robert Boisvert the Minutes of the December 12, 2013 Board meeting were approved as amended.**

**MOTION CARRIED**

**Treasurer's Report**

1. FINANCIAL HIGHLIGHTS TO 31 DECEMBER 2013

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

Unaudited full year **Total Revenue** is \$0.9 over budget, at \$1,276.9 - while unaudited full year **Total Expense** is \$23.2 under budget, at \$1,312.8 – resulting in a draw from accumulated operating equity of \$35.9. Please be reminded that we anticipated drawing \$60.0 from our operating equity in 2013 to support the doubling of the annual Reserve Fund Appropriation, as required by the Reserve Fund Study Update done in 2012.

The withdrawal from operating equity being \$24.1 lower than anticipated leaves a projected Operating Account balance of \$167.4 at year-end. These results are favourable to our projections at 2014 budget time; however, we still need to ensure that all 2013 invoices are received and posted. Also, the final audited statements may differ slightly, depending on how many year-end “timing adjustments” the auditor makes.

The major contributors to the favourable expense variance are low summer water consumption and routine repair and maintenance expenses remaining below budget.

At 31 December 2013, our OCSCC769 **Reserve Fund** is favourable to plan at \$729.2 (\$670.0 being held in Non-Registered GICs) and the **Shared Facilities Reserve Fund** is also favourable to plan at \$85.4.

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

1. See Action List below for updates.

- a) #183 & #251: The Board has cancelled the annual maintenance contract with Thyssen Krupp and has returned to a monthly contract. This adds 4% to the cost of the contract but allows for some leverage when work is not completed. Elevators 3 & 4 have been waiting for calibration since September 2013.

### **MOTION**

**On a motion by Andy de Schulthess and seconded by Rose-Marie Batley, the Board approved the withholding of payment to Thyssen Krupp until such time as the calibration of Cabs 3 & 4 is completed satisfactorily. The Property Manager will so inform Thyssen Krupp.**

### **MOTION CARRIED**

- b) #208: the Board agreed in principle to the purchase of additional garbage bins for the garbage room provided they will fit in the rooms and the tow motor can be connected to them.
- c) #209: the newsletter will contain information on responsibilities of owners with glazed balconies to provide proof of insurance and for those owners who installed UV window protection (with Board or PM approval, prior to the ban implemented in 2012) to so notify the Property Manager with a letter that will be kept on file. Please check with the Property Manager for details.
- d) #211: 4 elevator carpets will be ordered and the current carpets will be retained for emergency use.
- e) #218: companies will not guarantee that lining the walls and installing a lip at the door of the garbage room will prevent a flood. If the water rises above the lip, it will leak through the door. It is useful to lower the drains in the garbage rooms and the storage halls to enable better run off of water should there be a leak. The Board is not seeking a guarantee of no flooding, simply some measure, or restraint prior to serious flooding to allow for action.
- f) #239: Ping Pong table – the supplier for the replacement panels is in the USA; the cost of the panels is \$150 each. However, the shipping of this small order from the USA to RG2 is prohibitive. The Board is asking the branch in Montréal to accept shipment with an order of theirs and charge a considerably lower shipping cost only for delivery from Montréal to RG2.
- g) #240: Automatic Doors: during the installation phase, the doors will be returned to a slow closure to allow for safe entry and exit.

2. Matters Arising from Informal Communications: The following matters arose between the scheduled Board meetings and are included for information:

- a) Postpone the traffic report until fall;
- b) Install a TV on the bike in the exercise room and cover the wires;
- c) Complete employment contract for Building Superintendent;
- d) Accept quote to replace P-level matting in the fall from Parliament Cleaning;
- e) Replace garage door mats on P level;
- f) Replace pump on 7<sup>th</sup> floor to deter noise;
- g) Prepare a list of units with glazing on balconies and UV protection on windows;
- h) A phone will not be installed in the gym; however, a panic button is being considered;
- i) Purchased a new treadmill rather than repairing existing; and
- j) Approved elevator carpet quote.

## Shared Facilities Report

1. The address sign for the gatehouse entrance should arrive in ~2 weeks.

## Communications Report

1. Newsletter: the January newsletter should go out this week.
2. Events:
  - a. January 15, 2014 – Happy Hour organized by the Robinsons and the Burwells
  - b. February 15, 2014 – Valentines Pot Luck with RG1 (held at RG2)
  - c. January 26, 2014 – Winter Bingo with RG1 (held at RG2)

## New Business

1. Rogers On Demand: this is available in the Party Room system for Movie Nights if the movie desired is available.
2. Door Locks: The lock in the front door of each unit and the lock on the locker (same floor) are the responsibility of the owner. The remaining hardware is the corporation responsibility. If an owner wishes to change locks, permission of the Board must be obtained as the lock is on a common element.
3. Transfer of Parking Spaces from Urbandale: 5 spaces are to be transferred and only 4 are identified. The Property Manager will determine the fifth space and investigate the completion of the transfer.
4. Water Discolouration: one unit has informed the Board that there continue to be particles in the tub water, although this has diminished. The matter is being investigated.

The floor was opened to the residents in attendance from 3:14 p.m. to 3:38 p.m. Topics mentioned are listed at the end of the minutes and are not part of the official minutes.

## Adjournment

On a motion by Andy de Schulthess, seconded by Rose-Marie Batley, the meeting adjourned at 4:01 p.m.

The **next Board meeting** is scheduled for **April 24 at 1:00 p.m.** in the Party Room.

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Rose-Marie Batley / Secretary

## **OCSCC No. 769 – Action List**

**January 14, 2014**

## **Outstanding**

<b>#</b>	<b>Item</b>	<b>Lead</b>	<b>Comments</b>
169	Suite Entrance Doors	Steve	Visser completed 1903, 1508, 1507, 1402, Awaiting schedule for ~6 others - Also awaiting amended invoice
183	Wood Panel	Kim	Wood panel still outstanding in elevator 1 - Awaiting date; TK difficult to schedule
205	Owners Handbook	R-M	Develop a handbook for owners similar to that of the front desk handbook - When there is time
207	Recycling bulbs /batteries	Kim	Awaiting quote for pickups; cost is too high; education of and information to owners on recycling options

208	Replacement Bin	Kim	Board to discuss options - no easy solution; Board agreed in principle to purchase additional bins if they will fit in the garbage rooms and connect to the tow motor
209	Glazed Balconies & UV Windows	Kim	List for glazing completed, Insurance requested from a few units
211	Elevator Carpets	Kim/Robert	Quote approved - To be made and installed by February 7th, 2014
212	Walkway Lights	Kim	Steve to paint interior and monitor lighting
213	Super/Concierge Contracts	Kim	Superintendent's approved; Draft concierges
214	Book Shelf	Renata/RM	Confirming colour and then will order
218	7th Floor Quote	Kim/Steve	1 quote received - Having difficulty as they will not guarantee it will never leak if a mass flood occurs - Options on sensor
220	Elevator Buffing (3 & 4)	Kim	Awaiting price from ECR
229	Phone Line	Kim	Obtain new phone line for office with voicemail
239	Ping Pong Table	Robert	Looking at options for replacing or refinishing
240	Automatic Doors	Kim	Automation to commence installation on January 7th, 2014
241	Motor - 7th Floor	Kim	Replace motor to deter noise as per plumber and Board
242	Gatehouse Sign	SFC	Awaiting approval for 'no unauthorized entry' sign
251	Elevator Calibration (3 & 4)	Kim	Attempting to schedule with Thyssen and ECR
252	Canopy Flashing	Kim	Forestell to repair canopy flashing damaged by salt truck
260	Exercise Room	Kim	Investigate panic button options
261	CPR	Kim	Iron Horse sending a quote for CPR and Defibrillator
265	Invoice to Urbandale	Kim	Invoice Urbandale for skinning of elevator
268	TV for Exercise Room	Kim	Hook TV up to bicycle - Upon Steve's return from holidays
269	Garage Carpeting	Robert	No extra carpet from Steve, purchase new carpets
272	Annual Maintenance	Kim	Prepare a draft annual maintenance schedule - First draft attached; send to Board in Excel
273	Phone Lines	Kim	Prepare a listing on what lines the condo has; get office line
274	1605 - Balcony	Kim	Inform Board of pictures and issues pertaining to balcony above
275	1903 Isolation Valve	Kim	Draining of valve is temporarily repaired, needs to be replaced

**OCSCC No. 769 – Action List**

**Completed since last meeting**

#	Item	Lead	Comments
196	Communication Protocol	RM/Robert	Finalizing the protocol
224	DHWT Insp/Repair	Kim	Scheduled for December 12, 2013
231	Petty Cash	Kim	Obtain receipts for petty cash and leftovers
245	Service on Boilers	Kim	Quote approved to service 2 boilers approved - Work order sent
246	Invoice for Canisters	Kim	Discuss with Board option of invoicing owners for canisters
248	Hobby Room	Board	To discuss usage space of tables - Keep room as is

249	Emergency Key	Board	To discuss emergency key usage - Keep plan as is
250	Insurance	Board	Insurance approved
254	Budget	Kim	Draft approved and mailed to owners
255	Thyssen Krupp	Kim	Confirmed dates for January
256	Water Detectors	Kim	Ensure Steve has changed batteries in water detectors
257	Light in Car wash	Kim	Have a 30 minute timer installed on car wash
258	Dishwasher	Kim	Give social committee guide to new dishwasher
259	Newsletter	Robert	Prescriptions, batteries, lights bulbs, recycling
262	Defibrillator	Kim	Already registered
263	Treadmill	Kim	Obtain a quote to replace the treadmill
264	Carwash Nozzle	Kim	Leaking, will monitor and replace if necessary
266	Domestic Maintenance	Kim	Domestic Maintenance is \$1300 annually
270	Unglued Carpet	Kim	Ensure carpet is glued down to deter tripping hazard
271	DHWT Debris	Kim	Obtain opinion from National regarding the debris found in unit
276	701 Plumbing	Kim	Candor snake drain as sink and dishwasher were not draining
277	408 Condensation	Kim	408 adjusted humidistat and condensation no longer exists
278	Globalive	Kim	Supply Andy and Lise with Globalive contract

**OCSCC No. 769 – Action List**

**Deferred/Ongoing**

#	Item	Lead	Comments
35	Residents Directory	Kim	Continually update registry when an owner sells or purchases
60	Garage Floor Washing	Kim	Discuss with Board but may be best to wait till May to have more vehicles out of the garage
67	Wet Power Sweeping	Kim	Scheduled December 17th, 2013
102	Lease Agreements	Kim	Ensure lease agreements are received and up to date
113	Window Washing	Kim	April and October schedule window cleaning
135	Owner Correspondence	Kim	Blind copy all members and respond within 48 hours
146	Communication Binder	Kim	Maintain communication binder in lobby
154	Bike Tags	Kim	Four bikes not registered will be relocated and donated to charity in spring.
184	Roof Maintenance	Kim	Roof maintenance required every 2 years
193	Visitor Parking	All	Monitor visitor parking
195	Policy/Protocol Binder	Kim	Ensure staff reads and signs forms to ensure contents
197	Heat Pump Maintenance	Larry	Gas pressure to be tested when unit is not functioning properly
206	Library Restructuring	R-M	Replace Chair person and develop a structure and criteria for library materials
221	Urbandale	Andy	Communicate with respect to PA deficiencies
223	Traffic Count	Kim	Service request sent - Awaiting call back from traffic department Reference number 201301153316
243	Painting	Kim	Superintendent to keep up to date with painting

244	Pipe Cleaning	Kim	In spring 2014 have pipes cleaned as per approved quote
267	P Level Matting	Kim	Quote approved for next winter

**Topics Mentioned at Open Session (3:14 – 3:38 p.m.) NOT part of the Official Minutes**

- Recycling/Garbage – recycling and garbage are being mixed in many garbage rooms. When the recycling is contaminated, it is returned to the garbage at the dump and there is a cost. An owner suggested some positive ideas about improving our recycling and will meet with Kim to discuss. The suggestions will be brought to the Board for consideration. The Board welcomes the assistance and involvement of owners in improving our recycling.
- Olympics/Party Room/TV – the Social Committee has in the past booked the Party Room (assuming there are no other bookings) so that residents can watch the Olympics on the large screen.
- The path around the building is not clear for evacuation. The path is cleared at the BBQ end exit from the garage and should be clear to the Gazebo. There are liabilities associated with keeping the path around the building cleared in the winter.
- Fluorescent bulbs – every 2 months the City has a major depot for hazardous waste. Residents can take hazardous waste to these depots, sites available on the City website. It was asked if there could be a collection box that residents could deposit bulbs in for recycling; however, they must be in the cardboard container before disposal in order to prevent breakage. The board opted to inform owners of stores that accept recycled fluorescent bulbs. The board will put in place a plan to recycle properly those bulbs in the common elements.
- The fob will enable residents to use the automated doors coming in from the garage.
- RG1 Fire and Repair – the generator was here for ~ 2 weeks but the reports as to what happened are not in yet. As the building had no electricity or heat, the generator was necessary.
- Replacement of Remote for Front Gate – ask at the Gatehouse for batteries. Since the gate has been made more sensitive to the remote, those residents with the hand-held remote are experiencing difficulty. The sensitivity was reduced so that the gate did not rise when the resident was opening the garage door. It could perhaps be made a little more sensitive so the hand-held remotes would be more effective.