

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

February 24, 2025

11:00 a.m.

**Minutes of Board Meeting**

PRESENT: Rose-Marie Batley, President & Secretary  
Scott McDermott, Treasurer  
Carmène Levesque, Vice-President & Director of Communications  
Larry Boisvert, Director of Operations

ABSENT: Branislav Vračarić, Director at Large

OTHER: Kim Renwick, Property Manager, CMG

# Observers: 4

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1. President Rose-Marie Batley called the meeting to order at 11:00 a.m. with a quorum confirmed.
  2. On a motion by Carmène Levesque, seconded by Scott McDermott, the Agenda as amended was approved.  
**CARRIED**
  3. Approval of Minutes:
    - 3.1 Moved by Carmène Levesque, seconded by Scott McDermott, the Minutes of December 10, 2024 were approved.  
**CARRIED**
    - 3.2 Decisions Taken Between Meetings:

Moved by Larry Boisvert, seconded by Scott McDermott, the following decisions taken between meetings were formally approved for recording in the minutes:

      - 3.2.1 The Board approved the 2025 Budget.
      - 3.2.2 A new rowing machine was purchased for the gym (cost ~\$2600 including tax). It is being well used.
      - 3.2.3 The Board signed off on the BE (Victaulic) claim (cost ~\$3000).
      - 3.2.4 The Board approved the Baxtec Management Agreement for 2025 (cost ~ \$25, 316 + tax).
      - 3.2.5 Handicap access was approved and installed for the pool door from 3580 side (cost ~\$3300).  
**CARRIED**
  4. Treasurer's Report: (Scott McDermott)
    - 4.1 Financial Highlights to December 31, 2024 (Unaudited Results):

(YTD) **Total Revenue** is \$10.2K under budget (due to the rooftop rental income contract ending effective the end of August) at \$2.11M, while YTD **Total Expense** is \$44.3K under budget, at \$2.05M, leaving a YTD **operating surplus** of \$60.5K versus a **budgeted surplus** of \$26.4K. Overall, we are currently \$34.1K favourable to our 2024 budget. These numbers should be considered preliminary given that the audit process will generate a number of accruals and adjustments that will impact these results.

Based on these preliminary results, as of December 31, the major favourable contributors to the expense variance were Utilities (\$70.1K), Shared Facility (\$47.9K), Fire Alarm/Hydrant (\$16.0K), Security (\$5.0K), Discretionary expenses (\$5.0K), Repairs and Maintenance (\$4.3K), and Employee Wages (\$1.7K).

Please note that within our Utilities expenses, we are very favourable to budget regarding our Gas expense (due primarily to the mild weather in the winter of 2024) and Hydro, but we are currently running \$6.5K unfavourable regarding our 2024 Water expense.

Based on the preliminary results, unfavourable variances arose from Insurance (\$80.9K – please note this is an error as our 2025 insurance expense was incorrectly posted to 2024 – this will be corrected by our Auditors), Elevator expenses (\$10.6K), Generator expense (\$7.6K), Professional expenses (\$5.1K), and Management Fees (\$1.5K).

There are two known, large value issues with our current preliminary results (posting of our 2025 insurance into 2024 and the posting of our Shared Facility snow removal). These two issues and a number of other smaller posting issues will all be part of the adjustments to be completed by our Auditors before these statements can be finalized. That said, our two largest adjustments (Insurance and Shared Facility) will have opposite impacts on our results. The correction of our insurance posting will improve our results while the correction of the Shared Facility records will have the opposite effect. When we then add in the normal accruals for 2024 invoices that would have only been received and processed in the first two months of 2025, I am expecting our final 2024 operating surplus to be in the \$55K to \$80K range versus the \$60.5K that is shown on our current preliminary statements.

At December 31, 2024, our OCSCC 769 **Reserve Fund** stands at \$2.91M (\$2.3M being held in GICs) with \$240.7K spent so far this year primarily related to the new boilers and boosters, heat pumps, windows, and the refurbishment of the common area. The **Shared Facilities Reserve Fund** is at \$344.4K with \$29.9K spent so far this year related to the pool (\$26.3K), the Reserve Fund Study (\$2.4K), and Landscaping (\$1.3K – related to the podium load assessment).

The auditors contacted Kim last week and she is preparing documents for their review. This process should be completed in April. Once the results are finalized, our operating equity is expected to be close to our preferred one month's operating expenses.

4.2 EV Update: Our grant request was conditionally approved by Natural Resources Canada (NRC) in January. Scott has been working the NRC staff throughout the process. A GST/PST/HST form has been completed and submitted; this is required to prove that we will not be receiving any tax rebates from any other government agency. We have completed a direct deposit form to facilitate payment of any grants directly into the 769 operating bank accounts. A letter from the auditor was required to indicate our financial capacity to take on this project. Once the contribution agreement is complete, it will be signed by the Board's president and sent to the Minister of NRC. The contribution agreement is lengthy (27 pp), and changes were made before returning it to NRC for consideration:

- the timeline for completion of the project was shortened to September 30, 2025;
- \$24,000 was added to the project cost given the chargers are made in the USA and tariffs/reciprocal tariffs may apply. Should there be no tariffs at the time of purchase, this additional amount will not be spent. Once the contribution agreement is fully signed off by both parties, we then would sign off the agreement with MetroEV and we will have final numbers for the owners with respect to costs as well as a project plan and the execution timelines. We are hoping to have this completed by the end of March.
- We have requested our grant dollars be available in the government fiscal year starting April 1, 2025. Rather than moving any money into the current government fiscal year ending March 31, 2025, and risk not spending it, the low-risk approach was adopted to protect 100% of the grant money we receive

The owners' deposit cheques have all been cashed. The corporation will pay for the extra 15 breakers not assigned to owners in the grant request. Nine owners are interested in these available breakers, which they will purchase from the Corporation. We continue to work with NRC to finalize what will be included in our grant including possibly all 90 breakers (3 panels of 30 breakers each).

## 5. Operations Report: (Larry Boisvert & Kim Renwick)

### 5.1 Action List:

Item 1462: **Window Etching** – There are ~ 20-30 units with etched windows. We will delay further action until March as some owners who are away for the winter have asked to be able to add to the list when they return if necessary. We will determine if the window cleaning contractor can administer the remedy suggested by Larry Boisvert on the etched windows.

Item 1547: **Main Shut-off Valves** – Candor and Baxtec have provided quotes for the work on the shut-off valves that are inaccessible. The process in each affected unit involves Baxtec removing the heat pump, Candor relocating the valves, and Baxtec then replacing the heat pump. Candor inspected one suite to get an estimate of time, material, and labour required to relocate the valves. The estimated cost is \$3,000/unit in total split between Baxtec and Candor; there are approx. 15 units needing relocation of the valves for the plumbing work. This is considered a major replacement and is a Reserve Fund cost, albeit coming ahead of its inclusion in the RFS. On a motion by Larry Boisvert, seconded by Carmène Levesque, the Board approved the Baxtec/Candor installations to be actioned in April/May. **CARRIED**

One or two units can be done in a day, and water will have to be turned off in that riser.

Item 1578: **Fire Panel Replacement** – WSP engineering was approved to provide specifications for possible replacement of the fire panel. Siemens wants to meet with the Directors, Property Manager, and Building Superintendent to discuss possibilities for upgrading the fire panel vs replacement. Siemens will provide quotes for both options prior to the meeting. Other companies provide fire panels that are not proprietary and will be considered.

Item 1590: **Garbage and Cart Signs** – The signs arrived this morning and will be installed.

Item 1643: **Water Alarms** – Quotes were provided for a water alarm system for the common element areas (lobby, party room, gym, change rooms, guest suite). Two pieces are required: the Honeywell Home RWD42/A Water Leak Alert and the General Tools WA500 Water Leak Alarm as well as sensors to connect to the internet. The total cost will be approximately \$200, and the Board agreed to purchase the system and determine effectiveness in one of the areas.

Item 1683: **Two damaged unit affixed doors need to be replaced or repaired.** The Urbandale door specialist believes the problem is not with the door itself but with the soft pine interior frames. Larry Boisvert has reinforced the door frame in one unit, and it appears to have solved the problem.

Item 1691: **Garage Drain** – BCG has indicated it will provide quotes for replacement of the drain in front of the RG2 garage entrance. The work cannot be done until spring as BCG is fully booked now. Kim will continue to seek a quote providing 2 options (improve the drain at RG2 or install a drain like the one at RG1) and schedule an installation date.

Item 1721: **Reserve Fund Study** – Some directors met with a representative of RJC; a Draft 4 has been received. It will be reviewed by the directors and a response will be provided to Michael Park at RJC.

Item 1724 and 1775: **Window Repairs and Replacements** – Gold Seal was approved to complete the work, and a deposit was made for materials with final payment on completion of work. However, no responses to several requests to Gold Seal from both Kim and Yves were received. A visit to the Gold Seal work site indicated no activity. The Board discussed the legal advice received regarding pursuing the lost cost for materials (\$18,000). Given the circumstances relating to Gold Seal's future, the Board determined it is not worth investing additional funds to try to recover a portion of the loss. Centennial will be quoting on the window replacement.

Item 1730: **Vestibule Heat Pump**: The heat pump has been replaced.

Item 1736: **Exterior Doors (Party Room and Guest Suite)**: Yves will attempt to repair the corroded aluminum strip on the exterior doors to the Party Room and the Guest Suite. The doors will be replaced if cleaning does not resolve the issue.

Item 1742: **Door Handles Ajar** – The east tower doors are complete, and the west tower is ~70% complete.

Item 1746: **Exterior Person Doors** – These doors will be replaced in 2025 so will not be painted.

Item 1756: **Improvement Ideas**: This list includes deficiencies noted in walk arounds as well as suggestions owners submitted prior to drafting a 2025 budget. Kim and her staff are working on items that can be done in house. Some items require quotes and contractors or specialists.

Item 1764: **Painting Party Room**: Painting can be scheduled now that the carpet is installed. This will be done by someone other than staff. The party room carpet committee will be asked to submit

recommendations for paint colours to the Board for consideration. Three quotes will then be obtained from Mica, Shani, and Dynamic.

Item 1781: **Domestic Hot Water Tank** – Baxtec has quoted \$40,980 + tax for installation of the two new tanks. Two additional quotes have been requested.

Item 1782: **Unit Heat Pump Filters** – The corporation provides two filters per annum at the time the inspections are taking place in the units. Some owners have asked and received additional filters at no cost. The cost of the filters is increasing. The air coming into this building is filtered and hence clean. On a motion by Larry Boisvert, seconded by Scott McDermott, two filters will be provided to owners per annum. Should the owner wish additional filters, these may be purchased through the Property Manager. **CARRIED** We will continue to purchase filters that are appropriate for the heat pumps. A **recorded vote** was requested and votes in favour included Larry Boisvert, Scott McDermott, and Rose-Marie Batley; Carmène Levesque abstained. Kim will draft a revised rule for the air filters provided and additional available to owners at a cost.

Item 1787: **Shared Snow Blower** – The building superintendents at RG1 and RG2 have requested a snow blower for use only in emergency situations where access to the entrances to the building are blocked such as occurred in the last storm. The RG2 Board agreed to this in principle with some restrictions on use; the request will be considered by the RG1 Board as well.

Item 1789: **AV System** – No quote has been received from Aura yet.

Item 1790: **Window Cleaning** – Three quotes were received from Vertical (\$8475), Cody (\$11,294), and The High Rise Guys (\$9322.50). On a motion by Larry Boisvert, seconded by Scott McDermott, the Board approved the quote from Vertical for the spring cleaning. **CARRIED**

Item 1791: **Concierge Email Limits** – The concierges have a personal level account and are restricted in the number of mass emails they can distribute in a day. Now that many of our mass emails are administered by the concierges, this is causing some delays. Their account will be upgraded to commercial level at a cost of ~ \$400 - \$500 per annum.

Item 1792: **Make Up Air Unit Supply Fan** – Replacement of this fan will be done by Baxtec at a cost of \$4600.

Item 1796: **Gardening Terms of Reference** – A revised terms of reference document was drafted and approved by the RG2 Board. The revised terms clearly delineate the responsibilities of the Gardening Committee and those of Regional (our landscaping contract).

Item 1797: **Fan Motor** – The electric transfer fan requires replacement at \$1700; this will be scheduled as soon as possible.

6. Shared Facilities Report: (Larry Boisvert & Rose-Marie Batley)

- 6.1 Snow Removal – Regional was to be on site to clear sidewalks on February 24 after the storm and will provide a quote to relocate snow from the handicap parking area.

7. Communications Report: (Carmène Levesque)

- 7.1 Representatives of the Library Committee will be invited to speak with the Board on April 7 regarding the library processes.
- 7.2 Owners' Handbook: Directors are asked to review V2 of the Handbook updates from the Introduction section to the Bikes section and provide feedback. Carmène continues to determine if a 'search feature' can be added.
- 7.3 Newsletter: The winter newsletter was distributed recently.
- 7.4 Website Password: Directors decided a change to the password for the site was not required.
- 7.5 Pool Compliance Communiqué: This was distributed to owners but has not yet appeared on the website. Carmène will follow up.

8. New Business:

- 8.1 Parttime Helper: Kim and Rose-Marie will meet with Yves to determine what help could be provided and where it would be useful.

Date for Next Meeting:

Monday, April 7, 2025 at 11:00 a.m. **This is an open meeting.**

Adjournment: On a motion by Rose-Marie Batley, the meeting was adjourned at 12:40 p.m.

Rose-Marie Batley

Rose-Marie Batley, Recording Secretary