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

April 7, 2025

10:30 a.m.

**Minutes of Board Meeting**

| | |
|---|---|
| PRESENT: | Rose-Marie Batley, President & Secretary<br>Carmène Levesque, Vice-President & Director of Communications<br>Scott McDermott, Treasurer (by conference phone)<br>Larry Boisvert, Director of Operations |
| ABSENT: | Branislav Vračarić, Director at Large |
| OTHER: | Kim Renwick, Property Manager, CMG |

---

1. President Rose-Marie Batley called the meeting to order at 10:35 a.m. with a quorum confirmed.

2. On a motion by Larry Boisvert, seconded by Carmène Levesque, the Agenda as amended was approved. **CARRIED**

3. Approval of Minutes:
   - 3.1 Moved by Larry Boisvert, seconded by Scott McDermott, the Minutes of February 24, 2025 were approved. **CARRIED**
   - 3.2 Moved by Larry Boisvert, seconded by Carmène Levesque, the In Camera Minutes of February 24, 2025 were approved. **CARRIED**
   - 3.3 Decisions Taken Between Meetings: None

4. Treasurer's Report: (Scott McDermott)
   - 4.1 Financial Highlights to February 28, 2025:

     (YTD) **Total Revenue** is $1.8K over budget at $365.2K, while YTD **Total Expense** is $13.4K over budget, at $377.3M, leaving a YTD **operating deficit** of $12.0K versus a **budgeted deficit** of $0.5K. Overall, we are currently $11.5K unfavourable to our 2025 budget.

     Please note that while these financial statements are somewhat valuable as a snapshot in time, financial statements this early in the year are highly impacted by timing differences between actual results and budget as well as our 2024 year-end audit accruals and adjustments that have not yet been posted.

     As of February 28, the major favourable contributors to the expense variances were Insurance ($13.5K), Shared Facility ($13.1K), Window Cleaning ($4.0K), Fire Alarm/Hydrant ($2.5K), Elevator ($1.6K), and Generator ($1.0K).

     Unfavourable variances arose from Utilities ($32.5K), Repairs and Maintenance ($9.7K), Professional ($5.7K), and Security ($2.8K).

     I remain comfortable with our financial position.

     At February 28, 2025, our OCSCC 769 **Reserve Fund** stands at $3.01M ($2.3M being held in GICs) with $8.5K spent so far this year related to the replacement of one of our domestic water tanks. The **Shared Facilities Reserve Fund** is at $360.8K with no money spent so far in 2025.
   - 4.2 Audit Update: The audit proceeded smoothly this year; progress is ahead of schedule. Responses to the last two questions have been received; Scott will review the responses. The audit will come to the Directors for review in about two weeks. Preliminary results indicate the surplus of revenue over

expenses at 2024 end is ~$118K. Coupled with the operating equity from 2023, this brings out total operating equity to ~$235K, which will allow for some special projects while protecting the one-month operating expense for emergencies.

4.3 EV Update: The MetroEV electrician has been onsite to determine location of chargers and to inspect electrical paths. MetroEV has been asked to give a tentative schedule to Kim Renwick so that she can schedule installation around other activities in the garage and on the property. T&M Electric noted their recommendations about the placement of some infrastructure and will be involved in the planning of the hookup. The role of the EV Committee was to make a recommendation to the Board regarding a solution to EV charging. They tackled a complicated task and did extensive research. Their recommendation was received well both with Owners and the Board. Going forward with installation, the Property Manager is the lead on installation and Scott is the lead on liaison with Natural Resources Canada. The Board thanks the Committee for their resolve in finding a solution.

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

5.1 Action List:

Item 1462: **Window Etching** – We are waiting until mid-April to finalise the list of windows when most owners have returned from the winter travel.

Item 1547: **Main Shut-off Valves** – Kim will create a schedule for installation by Candor and Baxtec, work to be completed between seasons, i.e., when heat will be available if needed through baseboard heaters. It will take ~1-2 weeks to complete installations. 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** – Kim and Rose-Marie met with Goodkey Weedmark and Associates (GWAL). GWAL can arrange the permit that is required for the installation of a new fire panel. GWAL also confirmed that all fire alarm panel systems are proprietary and require any replacement parts be theirs. A different company can be engaged for maintenance; however, obtaining parts might take more time. Since our fire panel system is linked to all units in the building, to the Gatehouse, and to RG, there would be significant additional hardware and installation costs to create a viable system. Directors met with Siemens staff on March 10 and requested changes to their proposal in terms of warranty period (3 years vs 1 year) and support for the equipment (15 years). We are waiting for confirmation from Siemens to the agreements made at the meeting. The Board received a second quote for maintenance for the system from Professional Fire, which is lower than the Siemens quote; however, this would require significant additional installations as noted above at an additional cost. On a motion by Larry Boisvert, seconded by Carmène Levesque, the contract to replace the fire panel will be awarded to Siemens pending assurance of the two changes in the contract. **CARRIED**

Item 1683: **Damaged unit doors needing replacement or repair** – 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. Yves has repaired some others. Kim is seeking quotes for the remaining doors; however, there are differences in the issues for each door necessitating different solutions.

Item 1691: **Garage Drain** – BCG has indicated it will provide quotes for replacement of the drain in front of the RG2 garage entrance. The longer drain at the threshold is not a viable option given the slope of the ramp. BCG recommends a larger square drain (16” vs current 10” with a 156 square inches increase in surface area). The current infrastructure pipes are sufficient in size to accommodate the larger drain. Asphalt repairs will be required. A quote will be coming from BCG. Should one 16” drain not be sufficient, a second drain could be installed.

Item 1721: **Reserve Fund Study** – Scott will be completing his review of Draft 5, with particular attention to responses to our last questions. When the Directors are comfortable with the RFS from RJC, the reserve fund study will be accepted. This has no effect on the 2025 condominium fees; the Board used the RF fees from the previous RFS given that decisions had to be made in November for the 2025 budget.

Item 1724 and 1775: **Window Repairs and Replacements** – Centennial is the only company that can supply and install the tinted glass. They have had staff in the building measuring windows. The project’s

anticipated completion date is end of June 2025. Some windows require repairs only. Approximately half the items on the list have been reviewed; the balance will be completed shortly.
Item 1746: **Exterior Person Doors** – The five doors will be replaced in 2025.
Item 1764: **Painting Party Room** – The Party Room carpet committee submitted recommendations for paint colours to the Board. The Board accepted the colour selections of the committee. Quotes were obtained from Shami, Dynamic, and John Strahlendorf. On a motion by Scott McDonald, seconded by Larry Boisvert, the Board awarded the contract to Shami Construction Ltd., subject to an updated quote given that additional painting is required to cover the darker walls. **CARRIED**
Item 1773: **Hot Water Boilers** – Three quotes were obtained: Baxtec $40,980 + tax, 1 year warranty; Ottawa Mechanical $45,000 + tax, no warranty stated; and Optimum $26,625, 30-day warranty. The Optimum system will not connect with our BAS and would require significant additional work and costs. On a motion by Larry Boisvert, seconded by Scott McDonald, the installation contract to install the hot water boilers was awarded to Baxtec. **CARRIED**
Item 1782: **Unit Heat Pump Filters** – The corporation replaces two filters per annum at the time inspections are taking place in the units. Some owners have requested 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. At the meeting on February 24, the Board approved the following motion. 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 though 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. This decision was reviewed at the April 7 meeting and confirmed.
Item 1789: **AV System** – Two quotes were received for projection and a TV: AV Geeks ~$12,000 + tax; Audio Visual at ~$11,000 + tax. On a motion by Carmène Levesque, seconded by Larry Boisvert, the contract for the AV system was awarded to Audio Visual. **CARRIED**
Item 1790: **Window Cleaning** – Vertical will be cleaning windows beginning on April 28, weather permitting.
Item 1799: **AGM** – The AGM is tentatively scheduled for June 26, depending on the availability of a professional recording secretary. The pre-AGM package is due 35 days in advance (May 22) and the formal notice is due 15 days in advance of the meeting.
Item 1800: **Audit** – See §4.2
Item 1803: **Relocation of line** for delivery trucks on ramp – this line will be moved forward 6' to allow for better visibility and space to enter and exit the garage.
Item 1804: **Gazebo Light** – on a motion by Larry Boisvert, seconded by Carmène Levesque, a light will be installed in the Gazebo at a cost of $2300 + tax. **CARRIED**
Item 1805: **Locker Corridor Lighting** – a quote was received to install a motion sensor for the lighting in the locker corridors on floors 2 to 19 at a cost of $17,170 + tax. This was not approved.
Item 1807: **Paint Touch Ups** – The Building Superintendent does not have the flexibility in his work schedule to complete this task. The Board will consider other contractors, possibly Shami Construction, currently awarded the contract to paint the Party Room.
Item 1808: **AGM Minutes** – The AGM minutes of the previous two years have been unsatisfactory (incomplete and many errors) requiring significant time for review and completion by the Board and Property Manager. The Board approved hiring Minute Solutions (Carol Slack) to record the minutes of the 2025 AGM. This is a professional company with experience in AGM minute-taking.
Item 1813: **Canopy Repairs** – the canopy at the main entrance to 3580 has been damaged and will be repaired. The Board discussed options to prevent collisions in the future. A sign will be posted reading "Low Canopy – No Trucks".
Item 1816: **Office Printer** – The Board approved the purchase of a new printer that uses ink tanks rather than cartridges. The initial cost of a printer is more; however, the cost of ink is much less than purchasing cartridges.

5.2 Bricks: Water dripping down the side of the four front canopy brick pillars is causing some brick damage. Quotes will be obtained to replace the impacted bricks and the installation of an aluminum cover for each of the pillars to direct the water away from the bricks.

6. Shared Facilities Report: (Larry Boisvert & Rose-Marie Batley)
   6.1 Gardening Committee – An email was sent to all volunteers asking them to select the chair for this year. Management of the committee is on the agenda for the SFC meeting on April 9, 2025.

7. Communications Report: (Carmène Levesque)
   7.1 Owners' Handbook: Carmène will investigate whether the handbook updates can be inserted into the handbook online.
   7.2 Newsletter: Carmène will update the summer newsletter to include progress on owner suggestions and deficiencies that have been addressed. Once the project is underway, the EV Committee will be recognised along with a picture of the committee.

8. New Business:
   8.1 Suggestion/Deficiency List: completed items will be moved to a second summary and progress on the other possible items will go forward as time permits.
   8.2 Code of Conduct – separate Codes of Conduct will be drafted for employees and for owners; Kim will draft the code for employees.

Date for Next Meeting:

Wednesday, May 21, at 11:00 a.m. **This is an open meeting.**
AGM June 26, 7:00 p.m. tentatively scheduled.

Adjournment: On a motion by Rose-Marie Batley, the meeting was adjourned at 1:05 p.m.

Rose-Marie Batley
Rose-Marie Batley, Recording Secretary