OTTAWA-CARLETON STANDARD
CONDOMINIUM CORPORATION # 769

May 21, 2025

11:00 a.m.

Minutes of Board Meeting

PRESENT: Rose-Marie Batley, President & Secretary
Scott McDermott, Treasurer (by conference phone)
Larry Boisvert, Director of Operations

ABSENT: Branislav Vračarić, Director at Large
Carmène Levesque, Vice-President & Director of Communications

OTHER: Kim Renwick, Property Manager, CMG

# of OBSERVERS: 12

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1. President Rose-Marie Batley called the meeting to order at 11:01 a.m. with a quorum confirmed.

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

3. Approval of Minutes:
   3.1 Moved by Larry Boisvert, seconded by Scott McDermott, the Minutes of April 7, 2025 were approved. **CARRIED**
   3.2 Decisions Taken Between Meetings: On a motion by Scott McDermott, seconded by Larry Boisvert, the following decisions taken between meetings were formally approved:
      3.21 The new fire panel from Siemens was approved for purchase and installation at a cost of ~$92,000 + tax;
      3.22 The Board agreed that the transformers do not need to be waterproofed as confirmed by MetroEV and T&M Electric;
      3.23 The Financial Audit for 2024 was approved (cost $4500 including tax);
      3.24 The quote for the garage drain was approved at a cost of ~$28,000 + tax. This includes repairing/replacing the lower drain body. If this is not required, the cost will be ~$20,000 + tax. Work will begin June 2 and is expected to take 2 weeks. During this time there will only be one lane on the ramp; there will be one day when no access to the ramp will be possible as it is resurfaced. Owners will be informed. **CARRIED**

4. Treasurer's Report: (Scott McDermott)
   4.1 Financial Highlights to April 30, 2025:

   (YTD) **Total Revenue** is $1.1K over budget at $727.8K, while YTD **Total Expense** is $7.1K under budget, at $756.7M, leaving a YTD **operating deficit** of $28.9K versus a **budgeted deficit** of $37.1K. Overall, we are currently $8.2K favourable to our 2025 budget.

   As of April 30, the major favourable contributors to the expense variances were Utilities ($14.1K), Window Cleaning ($8.0K – this is a pure timing difference given we simply have not yet processed the invoice for the recent service), Elevator ($2.3K), Generator ($2.0K), and Discretionary Expense ($1.7K).

   Unfavourable variances arose from Fire Alarm/Hydrant ($5.6K), Shared Facility ($5.3K), Employee Wages ($3.5K – this variance is under further investigation), Security ($3.0K), and Repairs and Maintenance ($2.2K).

I remain comfortable with our financial position.

At April 30, 2025, our OCSCC 769 **Reserve Fund** stands at $3.1M ($2.35M being held in GICs) with $38.1K spent so far this year related to heating pumps ($29.6K) and the expansion water tank replacement ($8.5K). The **Shared Facilities Reserve Fund** is at $372.6K with $3.0K spent so far in 2025 on the reserve fund study.

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

5.1 Action List:

Item 1462: **Window Etching** – 22 windows have reported having etching issues. Kim asked if the Board was satisfied with the new window cleaners this year as the plan was to ask them to quote for removal of etching if possible. Impressions ranged from "good job" to "as usual" to "not cleaning sills" and that invariably it rains the next day! Kim and Larry will meet with the window cleaners to determine the process and see if they are interested.

Item 1547: **Main Shut-off Valves** – 15 units are having the main shut-off valves relocated as they are not accessible. The work should be completed by the end of this week. There are other units where the valves are difficult but not impossible to access; these are not being done at this time. Larry asked if Yves could check the main valves during his annual inspection. This will be determined.

Item 1578: **Fire Panel Replacement** – We have received part of the equipment required to replace the panel and are waiting for the remaining parts before installation can begin. Installation may be complete in 6 months.

Item 1683: **Damaged unit doors needing replacement or repair** – 3 unit entrance doors require repair or replacement. Three companies have been asked to quote but they differ on what needs to be done. One quote has been received. A second company is out of the bidding given that it does not carry liability insurance required by the Corporation.

Item 1691: **Garage Drain** – This will begin June 2 and last for ~2 weeks. See item 3.24 for more information.

Item 1721: **Reserve Fund Study** – Scott has not received a response to his last question. Another draft is expected this week. None of the directors is satisfied with the progress or the number of hours we have had to input to identify and request corrections/additions.

Items 1724 and 1775: **Window Repairs and Replacements** – Centennial is the only company that can supply and install the tinted glass. There are 25 failed IGU seals requiring repairs and ~7 leaking windows requiring replacement. They have had staff in the building measuring windows. The project's anticipated notice to owners is end of June 2025. We asked if Centennial would be able to begin work soon that can be done from inside the building and does not need a stage.

Item 1746: **Exterior Person Doors** – The five exterior person doors will be replaced in 2025. One quote has been received at $5250 – it is not clear if this is for all five doors or one door including both the door and frame.

Item 1774: **Garage Cleaning** – Vans will be onsite May 26 – 27. Cars will need to be out of the garage by 8 a.m. on the given day for each floor. There is no arrangement with the City of Ottawa re street parking. A notice will be sent to owners.

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. The Board approved a motion by Larry Boisvert, seconded by Scott McDermott, that the new rule regarding costs for additional filters be sent to owners on June 1, 2025. Owners have 30 days to comment after which the rule comes into effect unless a request for an owners meeting signed by 15% of the owners is received. **CARRIED**

Item 1799: **AGM** – The AGM is scheduled for June 26. A professional recording secretary has been hired given the unacceptable and late minutes received in recent years. The pre-AGM package has been issued; the formal notice is due 15 days in advance of the meeting. Owners wishing to run for one of the two open

positions should include their forms at least two days prior to the 15-day pre-period so that the information will be in the AGM package so that owners who vote by proxy are aware and can vote.
Item 1803: **Relocation of yellow line** for delivery trucks on ramp – this line will be moved up the ramp 6' to allow for better visibility and space to enter and exit the garage.
Item 1807: **Paint Touch Ups** – Shami Construction did the painting in the party room. Kim will get an hourly quote for minor touch-ups and repairs throughout the common elements. Proper use of drop sheets will be required.
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. There is also flashing requiring repairs/replacement along the exterior of the pool roof; this will be discussed at the SFC.
Item 1818: **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.
Item 1820: **Signage** – a sign has been ordered for placement at the entrance to the driveway at the front of the building indicating "DANGER – No Trucks, Low Canopy". Trucks have damaged the canopy in the past and the solution is to have no trucks enter the roundabout. Restitution for the damage is only possible if someone sees and informs the driver and has evidence. In the past we have recovered very little even when the truck and driver were known.
Item 1821: **Interior Garage Door Carpets** – the carpets have been ordered and will be installed after the garage cleaning.
Item 1822: **Abell Pest Control** – has been engaged for 5-6 months to control the pigeons. Kim will ask for regular reports on progress.
Item 1823: **EV Update** – 49 parking spots requiring full chargers have been confirmed. Locations for three transformers have been confirmed. The installation dates will be provided to owners when confirmed. Rough-in requests will receive a partial refund of $309.44; full charger installations will have an additional payment of $1470.31. Owners will be notified when their cheques are due, or refunds will be issued over the coming weeks.

5.2 Employee Code of Conduct: Kim will draft a code for all employees to go to the SFC initially and to the two Boards. The code will apply to all employees and both Boards will need to approve the final version.

6. Shared Facilities Report: (Larry Boisvert & Rose-Marie Batley)
   6.1 Gardening Committee – Currently the GC has 5 members from RG2 and no members from RG1. The SFC decided to work on the front of the property this year. Topsoil and mulch were ordered a week or more ago and have been distributed in the front. The GC will be purchasing and planting some annuals and perennials for the front beds. Ad hoc participation will be encouraged under the direction of the GC. A notice will be sent to all owners.
   6.2 An updated schedule now exists for the courts to be shared with pickleball and tennis players.

7. Communications Report: (Carmène Levesque by email received after the meeting)
   7.1 Owners' Handbook: Carmène continues to work on revisions to sections of the Handbook.
   7.2 Newsletter: Carmène is seeking items for the newsletter hoping to have it out by the end of May.
   7.3 The Library Committee has welcomed a new member, John Martin. The Directors were given a briefing on how the Library Committee functions prior to our Board meeting. The Library has so many books that they are only able to shelve post 2010 publishing dates and no duplicates. Often a member of the Committee is in the Library – if you have questions, please ask.

8. New Business:
   8.1 Suggestions/Deficiency List: An update on the items will be provided in the newsletter and possibly via communiqué to owners in the future. When an item is being processed, it is placed on the Action List and progress will appear in the minutes. Because of the number of issues/projects ongoing this spring, progress on some items has been delayed.

Date for Next Meeting:

Thursday, June 19, at 12:30 p.m. in Unit 1402.
AGM: June 26, 7:00 p.m.

Adjournment: On a motion by Rose-Marie Batley, the meeting was adjourned at 12:38 p.m.

Rose-Marie Batley

Rose-Marie Batley, Recording Secretary