OTTAWA-CARLETON STANDARD
CONDOMINIUM CORPORATION # 769

June 16, 2025

1:00 p.m.

Minutes of Board Meeting

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

ABSENT: Kim Renwick, Property Manager, CMG

OTHER: None

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1. President Rose-Marie Batley called the meeting to order at 1:03 p.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 Larry Boisvert, seconded by Scott McDermott, the Minutes of May 21, 2025 were approved. **CARRIED**
   Moved by Larry Boisvert, seconded by Scott McDermott, the In Camera Minutes of May 21, 2025 were approved. **CARRIED**
   3.2 Decisions Taken Between Meetings: On a motion by Larry Boisvert, seconded by Carmène Levesque , the following decisions taken between meetings were formally approved:
   3.21 The AGM package was finalized and distributed;
   3.22 The Centennial Glass quote was approved and work has begun on leaking windows;
   3.23 The installation phase of the EV Project was approved. The Ad Hoc EV Committee's work is completed. Scott McDermott will be our liaison with NRC and Kim Renwick will oversee the installation. **CARRIED**

4. Treasurer's Report: (Scott McDermott)
   4.1 Financial Highlights to May 31, 2025:

(YTD) **Total Revenue** is $3.2K over budget at $911.6K, while YTD **Total Expense** is $30.0K under budget, at $907.0M, leaving a YTD **operating surplus** of $4.6K versus a **budgeted deficit** of $28.6K. Overall, we are currently $33.2K favourable to our 2025 budget.

As of May 31, the major favourable contributors to the expense variances were Utilities ($26.9K), Shared Facility ($20.7K), Elevator ($3.1K), Generator ($2.5K), Discretionary Expense ($2.1K), and Window Cleaning ($1.5K).

Unfavourable variances arose from Fire Alarm/Hydrant ($9.9K), Repairs and Maintenance ($5.0K), Security ($4.9K), Employee Wages ($3.3K), Fitness Equipment ($1.5K), and Professional ($1.5K).

I remain comfortable with our financial position.

At May 31, 2025, our OCSCC 769 **Reserve Fund** stands at $3.13M ($2.35M being held in GICs) with $54.4K spent so far this year related to heating pumps ($34.3K), the Audio/Visual upgrade of the Party Room ($11.5K) and the replacement of a water tank ($8.5K). The **Shared Facilities Reserve Fund** is at $380.7K with $3.0K spent so far in 2025 on Landscaping ($1.9K) and the reserve fund study ($1.1K).

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4.2 Auditor for 2025: At the 2025 AGM, Scott will recommend the owners appoint the current auditor for 1 year to complete the 2025 audit year.

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

5.1 Action List:

Item 1462: **Window Etching** – Kim and Larry will meet with the window cleaners to determine the process if they are interested.

Item 1578: **Fire Panel Replacement** – We have received some of the equipment required to replace the panel and are waiting for the remaining parts before installation can begin. The wait is expected to be ~6 months.

Item 1683: **Damaged Unit Doors Needing Replacement or Repair** – three entrance doors to units require repair or replacement. Three companies have been asked to quote. 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. There is some uncertainty as to whether the doors alone need replacing or if the frame is contributing to the poor function. This has yet to be determined.

Item 1691: **Garage Drain** – This work has been completed. The lower drain did not need to be replaced. The size of the drain did not require enlarging from the previous size; the function was compromised by the deterioration of the supports for the drain, which have been repaired.

Item 1721: **Reserve Fund Study** – Scott has not received a response to his last question. Another draft was received without explaining the response required. Scott will attempt to connect with the engineer at RJC once more to get a response.

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. An increase in price is expected soon; the Board asked Centennial to order the glass required before the cost increase of ~25%. These will be stored onsite until work can begin in the fall.

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. Kim will verify.

Item 1803: **Relocation of Yellow Line** for delivery trucks on ramp – After the drain repairs are completed 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** – Kim will seek quotes for minor touch-ups and repairs throughout the common elements. Liability insurance is required by the Condominium Act for workers onsite.

Item 1813: **Canopy Repairs** – the canopy at the main entrance to 3580 has been damaged and will be repaired.

Item 1818: **Bricks** – Water dripping down the side of our 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 1822: **Elevator Wood Cab 1** – Cab 1 repairs are complete – the work was well done. The Board will make a decision re repairs on the other three elevator cabs.

Item 1823: **Abell Pest Control** – has been engaged for 5-6 weeks in 2025 to control the pigeons. Kim will require reports on progress at regular intervals. No reports have been received to date.

Item 1829: **Balcony Railings** – The paint colour and type are known; the difficulty is finding a painter.

Item 1830: **Hobby Room** – A communiqué will be sent to remind owners that those using the hobby room are responsible for clean up after their use.

Item 1832: **New Grocery Cart** – A cart is missing and cannot be found. A new cart will be purchased; air tags to track carts have been placed on all carts.

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5.2 AGM Update: See 3.21

5.3 Shut Off Valves: Concerns have been raised regarding the main shut off valves, specifically identification of the areas they address. Yves will be asked to inspect this along with Larry.

5.4 A new item EV Installation Update will be added to the Action List. The EV Ad Hoc Committee has completed its work; the Board appreciates and is grateful for their assiduous research and recommendations.

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

6.1 Gardening Committee – Currently the GC has 5 members from RG2 and some ad hoc volunteers. The GC is now working on both the front and back properties. The initial budget of $2500 has been depleted and the SFC approved an additional $750 for flowers and bushes as well as a request for some additional top soil and mulch. The GC has been dividing some plants and redistributing throughout the property. Watering is needed daily when flowers/shrubs are first planted.

6.2 The SFC approved a change in relining the two tennis courts so that the east court will be lined for two pickleball courts and no tennis court, while the west court will be lined for a tennis court only. This is a result of consultation and cooperation on the part of all players to accommodate a growing number of pickleball players. The changes in the court resurfacing contract need to be made and costed.

7. Communications Report:

7.1 Website Password: We will ask for a show of hands at the AGM of owners who are using the website. Without the website, distribution of minutes will increase printing costs. The website will be a topic for the new Board to address.

7.2 Newsletter: The spring edition has been distributed.

8. New Business:

8.1 Suggestions/Deficiency List: An update on the items was provided in the recent newsletter. Carmène and Rose-Marie will review the lists and provide a summary planned for the fall.

8.2 Code of Conduct for Owners/Occupants: Carmène tabled a Code of Conduct for owners/occupants. The Board approved the code and that it be included in the Handbook, possibly with the Mission and Vision Statements.

Date for Next Meeting:

AGM: June 26, 7:00 p.m. Registration at 6:00 p.m.

Adjournment: On a motion by Rose-Marie Batley, the meeting was adjourned at 3:06 p.m.

Rose-Marie Batley

Rose-Marie Batley, Recording Secretary

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