OTTAWA-CARLETON STANDARD
CONDOMINIUM CORPORATION # 769

July 14 2025

11:00 a.m.

Minutes of Board Meeting

PRESENT: Rose-Marie Batley, President & Secretary
Dave Seymour, Treasurer
Larry Boisvert, Director of Operations
Carmène Levesque, Vice-President & Director of Communications
Sheila Levy, 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 10:58 a.m. with a quorum confirmed.

2. On a motion by Larry Boisvert, seconded by Sheila Levy, the Agenda as amended was approved.
CARRIED

3. Approval of Minutes:
   3.1 Moved by Larry Boisvert, seconded by Carmène Levesque, the Minutes of June 16, 2025 were approved. **CARRIED**
   3.2 Decisions Between Meetings: None

4. Treasurer's Report: (Dave Seymour)
   4.1 The Board discussed financial reporting timelines. On a motion by Carmène Levesque, seconded by Larry Boisvert, detailed financial highlights will be provided quarterly with general update at each Board meeting. **CARRIED**
   4.2 The operating equity from the June 30 financial statements is in the range to be expected this time of year.

5. Operations Report: (Larry Boisvert & Kim Renwick)
   5.1 Action List:
   Item 1462: **Window Etching** – Larry and Kim will meet with the window cleaners to determine if they can address the etching issues.
   Item 1578: **Fire Panel Replacement** – Most of the parts needed have arrived on site. Siemens will be on site July 15 with additional information (e.g., start date and time needed to install the system).
   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. Kim will follow up with the contractors that have not provided a quote but have had a site visit.
   Item 1721: **Reserve Fund Study** – Kim will get the wording Scott requires for the RFS; this will be inserted, initialed, and the report signed off as amended. RJC is not responding to the request to discuss the said wording.
   Items 1724 and 1775: **Window Repairs and Replacements** – Waiting for delivery of windows. A swing stage will be required to replace the windows.
   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 and request additional quotes.

Item 1803: **Relocation of Yellow Line** for delivery trucks on ramp – Everline will move the line at a cost of ~$600.

Item 1807: **Paint Touch Ups** – A contractor will visit July 15 to review required touch-ups in order to quote for touch-up painting. Kim will ask if he can also repair damage to doors or frames and possibly repair the loose arms on some chairs in the Party Room.

Item 1813: **Canopy Repairs** – The canopy at the main entrance to 3580 has been damaged and will be repaired. A quote has been received at a cost of $7655 from LAVAZZA. On a motion by Larry Boisvert, seconded by Sheila Levy, the Lavazza quote was approved. **CARRIED**

Item 1818: **Bricks** – Water dripping down the side of our front canopy brick pillars is causing some brick damage. Garrett Restoration will be onsite to review the spalling and provide a quote.

Item 1823: **Abell Pest Control** – Has been engaged to control the pigeons. Kim has received some reports on activity. To date no pigeons have been trapped but there are pigeons here.

Item 1829: **Balcony Railings** – The paint colour and type are known; Kim will ask if the contractor looking at touch-ups is able to repair the balcony railings as well.

Item 1835: **Website & Password** – A show of hands was requested at the AGM of those who log into the RG2 website. The response was encouraging. There is some information on the website that should only be available to the owners in the building. The password has not been changed since 2017. Sheila (liaison for the webmaster) will determine a new password and the frequency it needs changing. Carmène will complete the Terms of Reference for the Webmaster and share with the Board for approval.

Item 1836: **Contract Listing** – This list is updated annually. An updated list will be provided to all the Board members including the Ottawa Regional contract for grounds (a SF contract).

Item 1840: Banking Documents – These have been requested for Sheila and Dave to sign.

Item 1841: **P1 Level Resurfacing** – Kim will have an engineer review the surface and determine the best long-term solution.

Item 1842: **Filters** – Yves will be changing filters in the units the week of July 15. A memo has been sent to owners.

Item 1846: **Car Sharing** – The Board reviewed a request from an owner to have a car sharing service available to the residents. This was not approved.

Item 1847: **Code of Ethics** – The two new Directors will be provided a hard copy of the code for their signatures.

Item 1848: **Board of Directors Update**: The directors reviewed the memo to go to residents of the roles for each director for this year.

Item 1850: **Draft AGM 2025 Minutes** – These were provided for review and comment. A DRAFT watermark should be inserted and the draft minutes could be posted on the website. This year's AGM was well attended and several useful comments and suggestions were shared. Many residents were recognised for their volunteer service on committees or for certain tasks. Two volunteers of note were missed: Robert Boisvert for organising the Movie Nights and Barb Hershorn for Rummikub on Mondays.

Item 1851: **EV Installation Update** – One of the transformers must be placed in the Bike Storage Room rather than the initial placement chosen. A small hole needs to be drilled in the floor at one location for piping to reach other install locations.

5.2 **Shut-off Valves**: Kim will have a plumber check all valves in each unit (hot and cold, large main shut-off valves and owner-responsibility valves) and provide a summary of valves that require some work. The review will be a corporation expense as will any work needed on main shut-off valves. Work required on the other valves will be an owner expense.

6. Shared Facilities Report: (Larry Boisvert & Rose-Marie Batley)
   6.1 Gardening Committee – Currently the GC has 5 members from RG2 and 2 ad hoc volunteers. The grounds are presenting very well. Thank you to the GC.
   6.2 A repair cost for the sewer at the hydro box near the entrance to the RG1 garage was considered high for the extent of work done. Kim will review with the contractor.
   6.3 Pool Flashing Removal: a quote has been received at a cost of ~$5900. This is a decision for SFC.

6.4 Kim will share Moctar's response to the communiqué that went to residents regarding Mctar's 20 years as our Gatehouse Manager. Residents are asked to congratulate him when you see him and thank him for his service. We could not do better than Moctar.

6.5 The power washing of the tennis courts was to occur tomorrow but Kim has not has a response from the company regarding timelines for next steps. We do not want a break between the power washing and the resurfacing/relining and time is required to inform owners.

7. Communications Report:

7.1 Website Password: See Item 1835.

7.2 Terms of Reference for the Website Master: See Item 1835.

7.3 Accessing the website: The website, or some parts, are not accessible on a phone or tablet as a wide screen is required.

8. New Business:

8.1 Owners Suggestions: Prior to setting the 2025 budget the Board requested suggestions from the owners. Approximately 74 different suggestions were received. Of these, 29 have been implemented, 18 are works in progress, 10 have been deferred (not required until the item needs replacing, unable to find an appropriate contractor or fit in to current contract schedules, cancel a project that was not approved), and 17 will not be implemented (insufficient space for the request, moved to closer to the date they appear in the RFS, cost exceeds benefit, already in place).

Date for Next Meeting: Monday, September 23, 2025 10:30 a.m. to 12:30 p.m.

Adjournment: On a motion by Rose-Marie Batley, the meeting was adjourned at 12:49 p.m.

Rose-Marie Batley

Rose-Marie Batley, Recording Secretary