OTTAWA-CARLETON STANDARD
CONDOMINIUM CORPORATION # 769

OCTOBER 28, 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 12:32 p.m. with a quorum confirmed.

2. On a motion by Carmène Levesque, 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 September 25, 2025 were approved. These will be posted on the website. **CARRIED**
   3.2 Moved by Larry Boisvert, seconded by Carmène Levesque, the In Camera Minutes of September 25, 2025 were approved. **CARRIED**
   3.3 Decisions Between Meetings: Moved by Larry Boisvert, seconded by Dave Seymour, the following decision was approved for the record:
      3.2.1 A notice was sent to owners regarding the status of the EV project outlining the project implementation status and hydro costs ($0.2267/kwh) for those with full chargers. **CARRIED**

4. Treasurer's Report: (Dave Seymour)
   4.1 Financial Highlights for the 9 Months Ending September 30, 2025 (Q3)
   The Operating results for the period ending September 30th, 2025 are presented here excluding the revenues and costs related to the EV Charger Project. The net revenues showing for the EV Project at the end of September are $83,898 and this amount has been deducted from the RG2 financial results for this report. The EV project is being implemented with the intent of having no or minimal impact on the Operating results for OCSCC # 769. Only one EV breaker position remains available for a resident to purchase, which would then result in a net-zero impact on the RG2 Operating results.
   Total Operating Revenues year-to-date (YTD) slightly exceed the budget by 0.4% ($6.8K) with Miscellaneous Income creating most of this gain. Total Revenues were $1.642M for this nine-month period with Revenues from condo fees being the main source at 99%. Total Operating Expenses were $1.560M YTD and under budget by $59.3K (3.7%) for the period with 18 of 35 Expense items at or under budget and 17 Expense lines over budget. The Net Income year-to-date would be $104.8K with the changes that are discussed below.
   The Operating Expenses with material favourable variances (under-budget) include Water ($7.3K), Natural Gas ($33.7K), Discretionary Expenditures ($3.75K), Elevator ($5.4K), Window Cleaning ($9.5K), Wages & Benefits ($2.4K), and Shared Facility related ($36.7K). The eight General Ledger line items for Repairs & Maintenance combined have a favourable variance of $3.5K YTD, which has turned positive in

Q3. The significant over-budget (unfavourable variance) Expenses include Hydro ($26.0K), Telephone ($3.5K), Cleaning ($1.6K), Fire Alarm ($2.6K), Fitness ($3.7K), Generator ($1.3K), Pest Control ($4.4K), and Contract Security ($2.6K). There are a few cost items that have been noted in September, which could serve to further improve our variance position. The Hydro accrual for September is very high by approximately $12.5K and the Hydro cost transfers for the Shared Facilities Pool have not been completed, which will serve to reduce the total Hydro cost by a further $10.8K. These two factors would serve to reduce the over-budget Hydro Expense to $2.7K for the end of September. With the changes referenced above, the exclusion of the EV Project and the reduction in Hydro costs to RG2 Expenses, the Net Income for RG2 would be adjusted to $104.8K to the end of September. These changes would be made in the October Financial Statements. The budget overall looks to be achievable for the full year.
As of September 30, 2025, the OCSCC # 769 Reserve Fund stands at $2.9M with $2.36M being held in GICs. Reserve Fund spending thus far in 2025 is $507.8K including work on four main building systems including Fire Alarm, Heat Pumps, Mechanical (Heating & Water) as well as Window Units and Exterior Repairs. The invoice for the Exterior Repairs (from BGC Construction) this quarter will be reduced by $9.549K, which improves the Net Income for the Reserve Fund for Q3. The Reserve Funds are invested with TD Wealth in 26 different GICs. The next GIC to mature will happen on January 30, 2026. Included in the Reserve Fund balance of $2.9M is $104.3K in an interest-bearing account with RBC.
The Riverside Gate Shared Facilities Reserve Fund is currently at $358.5K. The RGSF Reserve Fund expenditures to date of $57.9K include Common Area Refurbishment, Pool Air Systems, Exterior Repairs and other minor costs.

4.2 Cancellation of Unused Hydro Ottawa Meter: There are four hydro meters on our account: main, apartment 101, pool (SF cost), and roof, the latter was for the contract for the antennas that were on the roof. This meter has a charge of $24.18/month and will be cancelled as we have not been able to find a replacement company to make use of the roof.

4.3 Reserve Fund Tendering Q3 2026: The RJC Comprehensive Reserve Fund Study was late and required too many edits/corrections. Although informed of missing items such as equipment in process of being replaced or already replaced, RJC included these in the study. The Board will obtain quotes from at least three firms and will interview the top two companies to determine a better fit for the next RFS. The interview process is to include the staff who will be completing the study. This RFS is scheduled to be an update of the RJC study. However, as the RJC study is not satisfactory, a comprehensive study will be undertaken and requests for quotes will go out in Q3 2026.

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

5.1 Action List:

Item 1462: **Window Etching** – Larry will ask if Centennial Glass can fix the etching issues.

Item 1578: **Fire Panel Replacement** – The installation of the new panel will require it be shut down for 3 to 4 days. During that time, we must hire a floor walker 24/7 as per the fire code. The cost is ~$30/hr. Kim will communicate well in advance with owners.

Item 1683: **Damaged Unit Doors Needing Replacement or Repair** – Two doors need to be replaced; two others need repairs. On a motion by Carmène Levesque, seconded by Larry Boisvert, Paramount Door and Window Service will remove one door and the soft pine frame will be replaced with hardwood at a cost of ~$4500. Restoration of the other three will await the outcome of this first door. **CARRIED**

Items 1724 and 1775: **Window Repairs and Replacements** – Centennial Glass is onsite repairing the windows. Owners will be notified in advance by Centennial when their windows will be scheduled. Approximately four units are completed per day.

Item 1746: **Exterior Person Doors** – On a motion by Larry Boisvert, seconded by Sheila Levy, the five exterior doors will be replaced by Paramount Door and Window Service at a total cost of $20,411.19 including tax. **CARRIED**

Item 1807: **Paint Touch Ups** – On a motion by Larry Boisvert, seconded by Sheila Levy, paint touch-ups, the gym, and floor locker corridors will be completed by Enviro Painting at a cost of ~$61,189.50 including tax subject to the information regarding the quality of the paint being used. **CARRIED**

Item 1813: **Canopy Repairs** – The canopy at the main entrance to 3580 will be repaired this fall if the temperature holds. Otherwise, the work will be done in the spring.
Item 1818: **Bricks** – Garrett Restoration will repair the spalling on the bricks at the entrance in the spring.
Item 1829: **Balcony Railings** – Enviro Painting repaired one balcony railing and it is looking good. There are ~40 railings to repair. Enviro Painting gave a quote (including a 7% discount) for $12,022.30 including tax. On a motion by Larry Boisvert, seconded by Sheila Levy, the Board approved Enviro Painting to do this work.

CARRIED

Item 1841: **P Level Resurfacing** – A quote ($13,200 + HST) was received from Keller Engineering to provide specifications, tender a request for bids, and monitor the project through installation. Rather than proceed with this engineering contract, the Board considered another approach. There are two projects to be undertaken: ~ 8 - 10 drains need to be replaced; the surface of the P-level needs to be cleaned, restored, and sealed. Larry and Dave will interview a minimum of three firms that can do this work and bring a recommendation to the Board for consideration. The supervision of the project is to be determined. This is a Reserve Fund item.
Item 1851: **Plumbing Inspection** – The Board reviewed the template for documenting the valves in each suite clearly identifying Corporation responsibility and Owner responsibility. The Board will receive a report and owners will receive a summary of the issues that need attention in their suites. The Corporation will make the replacements or repairs to the main shut off valves in each suite needing attention. Individual owners will be responsible for attending to the other issues in their suites. Kim will distribute a schedule when the work plan is finalised. Owners can refuse the individual suite inspection except for the main valves, which are the responsibility of the Corporation; here entry can be done with 48 hours' notice (less if there is an emergency).
Item 1857: **Guest Suite** – Sheila Levey will bring some options for upgrades to the Board for consideration.
Item 1862: **Steamer for Steam Room** – The steamer is available and we are waiting an installation date.
Item 1863: **Window Cleaning** – Vertical will be here the week of November 4 for our fall window cleaning.
Item 1868: **Draft Budget** – Dave and Kim will meet mid-November to prepare a penultimate draft to bring to the Board for consideration.
Item 1870: **Spin Bike** – An estimate of $5,127.94 was received from AC/DC for a commercial quality spin bike for the gym. The Board agreed any equipment in the gym should be commercial quality. At this time the Board does not support the purchase of a spin bike.
Item 1872: **EV Responses** to Questions from an Owner – The Board reviewed and approved responses to an owner regarding the EV Project implementation. Kim will forward the responses to the owner.

6. Shared Facilities Report: (Larry Boisvert & Rose-Marie Batley)
   - 6.1 The Gardening Committee Update: The committee will begin the fall cleanup of the 37 gardens on the property. A coordinated approach is being taken to balance the gardens and ensure appropriate watering and placement of plants in different gardens. The committee has had advice from a professional gardener as to plants and care.
   - 6.2 Festive Lights: The Board discussed a suggestion from an owner and the quotes expected soon about festive lights for the 2025/2026 season. One quote has been received.
   - 6.3 Pigeons: Abell Pest Control has removed the traps from the roof of our building. The bird house on an RG1 balcony has been removed.
   - 6.4 A question for SFC: Dave – could you send me this question and I will follow up with Sylvain.

7. Communications Report:
   - 7.1 Website: The Terms of Reference for the Webmaster were approved with one change: the Newsflash section will be limited to 3 months, rather than 3 to 6 months.
   - 7.2 Fall Newsletter: if anyone has a topic for the newsletter, please send it to Carmène.
   - 7.3 Website Password: The Members' Area of the website has had the password restored. You can get it from the Concierges. Please do not share it with non-owners.
   - 7.4 Year-end Accomplishments: Carmène will prepare the year-end communiqué to share with owners.

8. New Business:
   8.1 Guest Suite Reservations: Many owners want to rent the Guest Suite over the Christmas/New Years season, in particular December 21 to January 2. Rose-Marie and Pierre will draft a protocol for renting the suite for that period and also check history of rentals over the past few years. The protocol, if approved by the Board, will be in place for 2026.
   8.2 Owners' Handbook: Carmène is working on the Budget section of the Handbook.

Dates for Next Meetings:

Board Budget Review Meeting: November 12, 1:00 p.m., Party Room
Owners Draft Budget Presentation Meeting: November 26, 2025, 7:00 p.m.

Adjournment: On a motion by Rose-Marie Batley, the meeting was adjourned at 3:21 p.m.

Rose-Marie Batley
Rose-Marie Batley, Recording Secretary