OTTAWA-CARLETON STANDARD
CONDOMINIUM CORPORATION # 769

May 21, 2026

12:00 Noon.

Minutes of Board Meeting

PRESENT: Rose-Marie Batley, President
Dave Seymour, Treasurer
Larry Boisvert, Director of Operations
Carmène Levesque, Vice-President & Director of Communications
Sheila Levy, Secretary

ABSENT: None

OTHER: Kim Renwick, Property Manager, CMG

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1. President Rose-Marie Batley called the meeting to order at 12:00 p.m. with a quorum confirmed.

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

3. Approval of Minutes:

3.1 Moved by Larry Boisvert, seconded by Sheila Levy, the Minutes of April 8th, 2026 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 April 8th, 2026 were approved. **CARRIED**

3.3 Decisions Between Meetings: There were no decisions made since the last meeting.

4. Treasurer's Report: (Dave Seymour)

4.1 Accounting Year-end Audit Update – in progress and nearly completed.

4.2 Financial Update – First Quarter Report sent by email on April 24, 2026. It was felt to be clear and concise.

4.3 Forecast of Financial Results for 2026 as of April 30, 2026 – With the approval of the Guest Suite renovation at $35,000, this additional expenditure will lead to budget deficit of approximately $73,000 but keeping within our Operating Equity objective.

4.4 RG2 Reserve Fund Investment Update as of April 30, 2026 - $3.052 million with TD Wealth GIC investments and our interest savings account.

4.5 RG2 Reserve Fund Appropriation – Work continues on preparation of a Reserve Fund Project Plan, so we have an estimate of the funds needed in the near term for RF projects and therefore what funds are available for longer term investment.

4.6 RG2 Reserve Fund Project Planning – Discussions took place regarding several items from the Reserve Fund Study for the years 2026 and 2027 as prepared by the firm of RJC. A number of items are in progress (fire alarm, painting, etc.) and other items are being reviewed for earlier implementation (such as the lower-level parking garage floor deterioration).

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4.7 EV Project Update on project balance – reduced to $3,309.25 (not including the 4 breakers remaining to be sold/claimed). Three of these breakers have been spoken for. We are awaiting payment.
4.8 Discussion on "Fuel Surcharges" being claimed by some of our suppliers (e.g., – TKE Elevators) It was discussed that some suppliers are looking to include fuel surcharges. For TKS specifically, it is not in our contract, so it was decided we would not pay as presented.
4.9 Next Quarterly Report planned for June 30, 2026, intended for issue by the end of July.

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

5.1 Action List:

Item 1462: **Window Etching** – 22 units have reported etching on windows. These appear to be primarily in the 07 drop. Larry reported that the product VIM was used on one window and it worked. Because each window needs to be scraped and then have the product used, the window cleaning might take longer and therefore might be more costly.

Item 1683: **Damaged Unit Doors Needing Replacement or Repair on the Soft Pine Entrances** – One unit is scheduled for the month end and if the work is successful, the other units will be done.

Items 1724 and 1775: **Window Repairs and Replacements** – Most previously known replacements are completed, but there are 8 new failed IGUs reported as well as unfinished items from the first list. Kim is meeting with Steven from Centennial Glass to determine cost and ensure the list of unfinished and newly reported repairs/replacements is accurate.

Item 1807: **Paint Touch Ups** – Work is progressing well and close to being completed. There was supposed to be an inspection walk through on May 19th, but it did not happen as the company did not attend. Yves and Pierre will do an inspection and note any deficiencies.

Item 1818: **Bricks** – Garrett Restoration quote was approved, and work should start by the end of May.

Item 1829: **Balcony Railings** – Enviro Painting repaired one balcony railing with satisfactory results. The necessary plugs will be purchased, and the remaining units will be done in July.Item 1841: **P Level Resurfacing** –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 consulting firms that can do this work and bring a recommendation to the Board for consideration. Expertise is required as there is a lot to be done including adding a membrane to the lower floor to prevent deterioration. An engineering firm will be engaged to manage the project.

Item 1851: **Unit Plumbing Inspections** – The first round of inspections is completed and included unit 1507 and suites on the 14th floor. The average time required is 30 minutes/unit. The remaining floors have been scheduled for inspections and owners informed. Owners can refuse the individual suite inspection except for the main valves, which are the responsibility of the Corporation; entry can be made with 48 hours' notice (less if there is an emergency). When all units are completed, the Board will receive a report of the deficiencies. Most of the problems are occurring in the 07 units. Main valve deficiencies will be undertaken by the Corporation; owners will decide whether they wish to have their deficient valves replaced at their cost.

Item 1857: **Guest Suite Upgrading** – With the Board approving the $35,000 expense, the room will be vacated from June 10th to July 3rd. The painting and the rug cleaning will be done before the new furniture is moved in.

Item 1878: **Window Cleaning** – "Vertical" plans to be here the week of June 8 for our spring window cleaning, weather permitting.

Item 1881: **Wood Areas** – The doors, frames, and some other wood areas have small marks needing repairs. This is particularly evident on the move-in doors. Kim will get a quote for miscellaneous touch-ups.

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Item 1887: **Hydro Meter** – There is a meter that is on our account but is not functioning. Kim sent an email to Hydro Ottawa and is awaiting an update. There will need to be an inspection before the account is cancelled to ensure that we do not need it. Kim has asked that this be scheduled by Hydro Ottawa.
Item 1894: **End Unit Stacks** – Candor inspected on April 8. We are still awaiting the report regarding what, if anything, needs to be done. The inside units have been done several times over the years. Although the outside units have larger pipes, they have never been flushed. The report will determine if flushing is needed.
Item 1895: **2025 Audit** – The audit is underway and must be completed to be included in the AGM package. The audit for Shared Facilities is completed.
Item 1896: **Holiday Season Guest Suite Booking** - Carmène and Kim will draft a letter to go to all residents explaining the rules around booking the Guest Suite over the December holidays.
Item 1900: **Elevator Audit** – The audit was completed and received. Larry will arrange a meeting with Solucore to review the report and determine next steps.
Item 1901: **Glass Tops of Tables in the Party Room** – Kim will replace the broken one and arrange for rounded corners.
Item 1902: **AGM** – The AGM will be held on June 25th at 7 p.m. in person. Moved by Larry Boisvert and seconded by Carmène Levesque a motion was approved to include in the Pre AGM notice the names of the two Board Members whose terms are completed. **CARRIED**
Item 1903: **Concierge Chair –** The chair at the front desk needs replacing. Motion to pay up to $2500 for a new chair was Moved by Larry Boisvert and seconded by Carmène Levesque.**CARRIED**

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

6.1 Pool Issues Decisions – So far there have been no complaints on the early morning schedule for use of the pool.
6.2 Pickleball/Tennis and Fence Update on Pickleball/Tennis court area – The request for a permanent fence to separate the tennis court from the pickleball courts was not approved
6.3 Gardening Committee – Several volunteers are active on the committee this year. If owners have ideas, they must present them to the committee. The members connect by emails and meetings.
6.4 Gatehouse Restoration – This will be a major expenditure for SF this year as the Gatehouse needs significant improvements.
6.5 Dectron Unit Update – An engineer will be engaged to determine the specifications for what needs to be done to replace the unit in the pool.
6.6 Spring Walkaround completed by the committee members.
6.7 DND Report – No news yet. The locks on the gates will have to be replaced.
6.8 Reimbursement from RG2 to RG1for employee health benefits costs – These benefits were being paid fully by RG1 and a reimbursement is required.

7. Communications Report: (Carmène)

7.1 Owner's Handbook –The conversion of the Owners' Handbook from Corel to Word is completed.
7.2 Definition of a Communiqué –For our condo, a communiqué is an official announcement, report, or bulletin issued by the Board or Property Manager to the owners. Communications to owners will be titled Message from the Board, with the creation of a menu item of same name added to our Website

8. New Business:

8.1 New Refrigerator for Party Room and Safety Bars for the Bathrooms – It was determined that safety bars in all the bathrooms were not needed as there were some in the accessible bathroom already. The refrigerator was broken, leaking and needed replacement. Motion to purchase a new refrigerator for the Party Room up to $4000 was moved by Larry Boisvert and seconded by Rose-Marie Batley.**CARRIED**
8.2 Update to Calendar of Absences – Rose-Marie Batley will continue to update the calendar of absences.

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8.3 Pigeons on the Balcony – An owner's request to have the balcony cleaned is denied. It is each owners' responsibility and expense to clean and maintain their own balconies.
8.4 Violence and Harassment Policy – Kim will check the protocol on changing the policy to a rule.
8.5 Website Future – Sheila will continue to work with our webmaster; Kim will send him minutes and other updates to be added to the website.
8.6 Credit Card Purchases – We do not have a corporate card so that any purchases by members made on behalf of the condo will be reimbursed as long as they are substantiated with proper invoices and receipts and approved by the Property Manager.
8.7 Fire Extinguisher for the Barbeque area – This has been ordered.

Dates for Next Meetings:

Annual General Meeting: Thursday, June 25th, 2026, at 7:00 p.m. in the Party Room

Adjournment: On a motion by Rose-Marie Batley, the meeting was adjourned at 3:32 p.m.

Sheila Levy

Sheila Levy, Recording Secretary

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