OTTAWA-CARLETON STANDARD
CONDOMINIUM CORPORATION # 769

August 19, 2026

1:00 p.m.

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 12:56 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 Carmène Levesque, seconded by Dave Seymour, the Minutes of May 21st, 2026 as amended were approved. These will be posted on the website. **CARRIED**
   3.2 Decisions Between Meetings: Moved by Larry Boisvert, seconded by Carmène Levesque, the following decisions were approved for the record: **CARRIED**
      3.2.1 Purchase of a new gym bike
      3.2.2 AGM Package distribution
      3.2.3 Approved Final Audit

4. Board Roles –
   Rose-Marie Batley – President, Shared Facilities Rep; Liaison: Housekeeping, Property Management. Term up 2029
   David Seymour – Treasurer; Liaison: Concierge. Term up 2028
   Carmene Levesque – Director of Communication; Liaison: Library. Term up 2029
   Sheila Levy – Secretary; Liaison: Website, Social Committee. Term up 2028
   Larry Boisvert – Director of Operations, Shared Facilities Rep; Liaison: Building Superintendent. Term up 2027

5. Treasurer's Report: (Dave Seymour)
   5.1 Financial Update: The Financial Highlights to June 30, 2026, were previously issued to the Board for review but were tabled in the meeting for any follow-up questions. As recommended to the Board and approved in early August, a Reserve Fund GIC investment was made for $75,000 with PC Bank at 4.08% for a 5-year term and having CDIC coverage, which is a favourable rate given the current market interest rates ranging around 3.0% for a 5-year term. This leaves a balance in our TD Reserve Investment Savings Account of approximately $578,000. Currently reviewing the opportunity for another GIC investment through our TD Bank Reserve account with the National Bank, which is the only remaining CDIC covered lender that we do not yet have in our portfolio. After this search is concluded, the remaining balance of the TD Reserve Fund Investment Savings Account (ISA) will be transferred to the RBC Reserve account, having a preferred interest rate of 2.6% versus the TD Bank at 1.8%. Either account are open investments so fully flexible and available. These Reserve Fund account changes will be summarized in the next Financial Highlights report prepared to the end of September. (See Appendix A for Quarterly Report.)

5.2 The final Audited Financial Statements for 2025 have been received from the audit firm and are now complete.

5.3 The financial information and reporting that is provided to the Owners includes each of the quarterly Financial Highlights Summaries that are included in the Board Meeting minutes, the Annual Budget presentation (in draft and as the approved budget) in the fall and the Audited Financial Statements as part of the annual general meeting (AGM) in June.

5.4 Guest Suite - The Guest Suite Renovation has been completed with a final cost of $28,196. Positive feedback has been received from those that have been through the suite.

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

5.1 Action List:

Item 1683: **Doors 1607/1203/1204/1305/1903** – Paramount Windows and Doors are soon starting work on one of these doors damaged because the soft pine frame impacted the proper functioning of these doors. Once one door replacement is evaluated, we will decide whether to continue with this contractor for the remaining doors.

Items 1724: **Window Replacements** – On a motion by Larry Boisvert, seconded by Carmène Levesque, the new quote from Centennial Glass ($5842.10 + $97,653.47) was approved replace all the new windows identified and those that were damaged by the summer storms. **CARRIED**

Item 1829: **Balcony Railings** – Enviro Painting has been contracted to repair the 25 identified units. The work will be scheduled with the owners soon.

Item 1841: **P Level Resurfacing** – Larry and Dave reported that a quote was received from EXP Engineering to review the Lower Level garage floor condition. Keller and Egis firms will also be asked to quote on this work. Will coordinate the quotes to make sure they are all similar in terms of validity dates. Two garage cleanings might help with the dust that results from the concrete surface crumbling.

Item 1851: **Unit Plumbing Inspections** – Positive Plumbing submitted a comprehensive report identifying in all units where valves need replacing. Nick and Pierre will confirm with identified owners which valves are affected. Owners will be charged $135 plus supplies for replacing their in-suite valves. The riser valves still need to be tested before the main valves can be replaced. This is too big a job for Positive Plumbing. Kim will get another quote from Candor. Kim will print large copies for the directors as the electronic copy is difficult to read.

Item 1881: **Wood Areas** – The doors, frames, and some other wood areas have small marks needing repairs. This will be done over the winter months. The elevator cabs will be checked at the same time.

Item 1887: **Hydro Meter** – There is a meter labelled for our "Fire Pump" account (costing $24/month) that has not recorded energy consumption in many years (and possibly not since installation). Hydro Ottawa has been contacted and recommended we have our electrical contractor review the installation to verify the purpose. If not needed, this meter could be removed by Hydro Ottawa and eliminate this monthly fee.

Item 1894: **End Unit Stacks** – On a motion by Sheila Levy, seconded by Carmène Levesque, the quote ($12,600 + HST) from Candor was approved to clean out and flush the end unit stacks. This will include temporarily removing a toilet a toilet from some of the end units to gain access. **CARRIED**

Item 1900: **Elevator Audit** – There will be a meeting with Solucore on August 21st at 9 am to discuss issues. Ideas, and possible upgrades.

Item 1904: **Party Room Chairs** – The affected chairs will be repaired and refinished during the winter.

Item 1907: **Harassment Rule** – Kim will change the policy to a rule and send to all owners.

Item 1910: **Wall Painting** – The repairs will be completed over the winter.

Item 1911: **Elevator Pads** – Decision to get a quote for one new full set of elevator pad which are used for all moves. Hooks for the pad which cover the keypad wall will be installed.

Item 1913: **1202/1402 Balcony** – Centennial will do the required caulking when doing window replacements.

Item 1915: **Website Financials** – Board agreed to post quarterly Financial Highlight reports on the website.

Item 1916: **Elevator Pit Quote** – Will decide on this quote from TK ($12,000) once the meeting with Solucore happens and the pit is examined by the board.

Item 1917: **Cooling Tower** – The Cooling Tower sump pump needs repainting. The quote received for $27,038 needed further information regarding the amount and the timeline. Kim will ask Baxtec if this has been done in the past.

Item 1918: **EV** – The remaining EV breakers are taken. Some other owners now want EV Breakers. Kim will check with Metro EV as to how to move forward with adding EV Breaker capacity.
Item 1919: **Lighting** – RG1 has done a lighting retrofit with JSB Lighting and was eligible for a partial grant. The Shared Facilities Committee is investigating the saving for lights in the pool area. Kim will ask for a quote on lighting in the common area in RG2 (garage, hallways, stairs etc.) and set up a meeting with the contractors.
Item 1920 – **Welcome Package** – Kim prepared a welcome package to be given to all new owners that covers all the necessary information they need for a successful move in. It covers required meetings, scheduling the move in, security issues and the necessity of reading the Owners' Handbook to ensure they know our policies regarding the garage, pets, garbage etc.

7. Shared Facilities Report: (Larry Boisvert & Rose-Marie Batley)
   7.1 Metal Repair – The flashing quote for the area around the pool approved. The work should be completed soon.
   7.2 9.2 **Lights in the Parking lot** – some are not working. Larry will identify those needing replacement bulbs. Replacing bulbs is expensive as a boom is required so we normally wait until more than one light is out.

8. Communications Report:
   8.1 Website – would like to see it more user friendly and have the items showing in alphabetical order.
   8.2 Board Messages should be added to the website.
   8.3 Feedback on Owners' Handbook format was positive. It was noted that changes to the document will have to be made regarding such new items such as the tennis and pickleball courts, guest suite, etc.

9. New Business:
   9.1 **New Stove for the Party Room** – Sheila will research and get some quotes to bring to the Board for approval.
   9.2 RG1 has drafted a **proposal** for our consideration that would enable the two condominium corporations to work together, particularly on large projects that would benefit both RG1 and RG2 and save on costs. Copies of the proposal were provided to the directors, and it will be considered at the next meeting.
   9.3 **Unit Doors** – The Declaration identifies unit doors as condominium property (common element, exclusive use). They are not individual property and therefore cannot be altered without Board approval. Requests for such changes must be made through the Property Manager. The Board confirmed that keypads are not permitted on unit doors.
   9.4 **Protocol regarding entering and exiting the garage** – The car leaving has right of way. This mirrors elevator rule: the people exiting an elevator do so before anyone enters.
   9.5 **Painting in the garbage rooms** – Some of the wall paint was damaged when signs were removed. The walls will be repainted and the recycle signs posted.

10. Board Meeting: Thursday, September 24th, 2026, at 9:30 am in the Party Room

11. Adjournment: On a motion by Sheila Levy, the meeting was adjourned at 3:58 p.m.

Sheila Levy -
Recording Secretary