

Wednesday, November 13, 2024

MINUTES

Date: Wednesday, November 13th, 2024

Location: Castle Arms 3 Common Room

Time: 5:57 p.m.

Present: Larry Fuld
 Sherry Culling
 Mark King
 Paulette Point

Staff: Jamie Lowery- ED
 Jennifer Carriere- Operations
 Coordinator
 Jillian Duchesne- Health & Wellness

Regrets: Billy Brooks- CFO

Guests: Yannick Beniot

	ITEM	ACTION
A.	CALL TO ORDER	
	<p>** Recorded Meeting** “Moved by: Paulette Point and seconded by Sherry Culling that the meeting be called to order at 5:57 p.m.</p> <p>Res. #66-24 <u>Carried</u></p> <p>“Moved by: Paulette Point and seconded by Sherry Culling to appoint Larry Fuld as Chair for this meeting”</p> <p>Res. #67-24 <u>Carried</u></p>	
	1. Approval of Agenda	
	<p>“Moved by Sherry Culling and seconded by Paulette Point that the agenda for this meeting be adopted as presented”</p> <p>Res. #68-24 <u>Carried</u></p>	
	2. Conflict of Interest	

	<p>“Moved by Mark King and seconded by Sherry Culling that no member present has declared a conflict of interest.”</p> <p>Res. #69-24 <u>Carried</u></p>	
3. Approval of the Minutes		
	<p>“Moved by Mark King and seconded by Paulette that the minutes of the Meeting held on Friday, October 25th, 2024 be adopted as presented”</p> <p>Res. #70-24 <u>Carried</u></p>	
4. Business Arising		
	None	
5. New Business		
	<p>5.1- Fill Vacant Board Position(s)</p> <p>“Moved by Sherry Culling and seconded by Paulette Point that the Board move New business to #5 in the agenda.”</p> <p>Res. #71-24 <u>Carried</u></p> <p>“Moved by Mark King and seconded by Paulette Point that the Board appoint Larry Fuld as Chair of the Castle Arms Board of Management.”</p> <p>Res. #72-24 <u>Carried</u></p> <p>“Moved by Mark King and seconded by Sherry Culling that the Board appoint Paulette Point be elected as Vice Chair of the Castle Arms Board of Management.”</p> <p>Res. #73-24 <u>Carried</u></p> <p>5.2- North Wing 30-day notice.</p> <p>Larry reviews the written motion with the Board.</p> <p>*** Mark King declares a conflict related to the North Wing. ***</p> <p>“Moved by Sherry Culling and seconded by Paulette Point that the Board move to submit the 30-day notice to Cassellholme”</p>	

	Res. #74-24	<u>Carried</u>
6. Castle Arms Operations Update		
	6.1- Health and Wellness* 6.2- Finance update* 6.3- Operations Update* 6.4- Executive Director Update	
	Larry asks about the security and coordinating it better. Jennifer is meeting with Tracy Bethune at the end of the week to see if there is anything more we can learn about what they have done at Edgewater. Sue Renneard and Jennifer have been playing phone tag, they have yet to connect. Jennifer is trying to gather up a group of people to see if they are willing to help with security costs. Jamie mentions that the board resolved a motion to send a letter to the DNSSAB about the extra security costs. Jennifer will have the letter ready to send out next week.	
B.	CORRESPONDENCE	
	None	
C.	REQUEST FOR FUTURE AGENDA ITEMS	
	Yannick to come back to discuss the ByLaws and changes that should be made.	
D.	DATE OF NEXT MEETING	
	December 12 th , 2024	
E.	ADJOURNMENT	
	“Moved by Mark King and seconded by Sherry Culling that the meeting be adjourned at 6:22 p.m.” Res. #75-24 <u>Carried</u>	

Secretary

Chairman

Board of Management Meeting – November 13th, 2024

Jennifer Carriere –Operations Coordinator

Billy Brooks – Chief Financial Officer

Jillian Duchesne – Health & Wellness Coordinator

❖ OPERATIONS UPDATE (Jennifer Carriere, Operations Coordinator):

❖ Manager of Project Development, DNSSAB

We will meet with Adam Mannella, the Manager of Project Development from the DNSSAB later this month. He would like a tour of our facilities and to discuss any upcoming projects.

❖ Maintenance updates

Alain is currently completing the annual apartment inspections, with no major issues identified to date.

This summer, an energy audit was conducted by Enbridge and Save on Energy as part of the Energy Affordability Program and Home Winterproofing Program. As a result, energy-efficient light bulbs, shower heads, and power bars were provided where applicable. Fridges and small freezers manufactured before 2015 also qualified for replacement. New appliances have been delivered to CA1 apartments, with additional units scheduled for delivery as soon as they arrive from the manufacturer. This program includes the CA1, CA2, and CA3 buildings.

❖ ONPHA Conference

This year's ONPHA Conference took place in Ottawa and was highly successful, as indicated by the positive feedback received. The sessions provided valuable insights and covered a broad range of relevant topics and perspectives. We hope that Jillian will be able to attend next year's conference, which will be held in Toronto.

❖ COCHI Funding Request

Billy and I have finalized the proposal to request funding from the Canada-Ontario Community Housing Initiative (COCHI) through the DNSSAB. Based on recent Building Condition Assessment findings, we have outlined the following priority areas:

1. Replace exterior steel fire-rated doors (CA1, 2, 3)
2. Replace windows in CA1 & CA2. (Windows in CA3 have been changed approximately 10 years ago)
3. Replace the fire panels in CA1 & CA3 (CA2 fire panel was replaced 6 years ago)
4. Repair the patio pavers around CA1, CA2 & CA3

❖ FINANCE UPDATE (William Brooks, Chief Financial Officer):

I am providing my written budget update by email. Apologies as I've been away sick over the past few days and I am playing catch up. The report summaries you will find in your board package are high level and cover January to September 2024 (Q3).

❖ Castle Arms I, II, & III

Both revenue and expenditures are over budget at quarter end. Revenue is over budget due to higher than planned RGI revenues. This will likely result in a clawback of RGI subsidy funding, so revenue should be considered on budget rather than in a surplus. Expenditures continue to trend over budget for many of the same reasons as last quarter. These include water line repairs in CA II, security expenses, and marketing and promotional expenses which I believe primarily relate to your ongoing website design process.

❖ Castle Arms IV

Both revenue and expenditures are under budget at quarter end. Revenue is under budget due to lower than planned rental revenue due to a mixture of occupancy and timing of rental rate increases. Expenditures are under budget due to lower than planned service contract costs. This is related to snow removal costs not yet incurred for Q4 2024, and possibly some unallocated costs which could be sitting in the budget for CA I, II, & III. A review of expenses will be performed to ensure that all costs are reasonably allocated to the correct buildings, and if any are moved, this would improve the overage in CA I, II, & III. An example would be allocating some of those web design costs to CA4 and Mattawa.

❖ Castle Arms Mattawa

Revenue is slightly under budget, and expenditures are over budget at quarter end. The variance in rental revenue for CA Mattawa appears to be related to RGI subsidies not yet received by the DNSSAB, and should not be a concern. Expenditures are over due to higher than planned plumbing costs which have already been brought to the board's attention. Property taxes for Q3 are also contributing to the overage, and will be partially offset by the property tax rebate not yet received for that period.

❖ 2025 Budget

NON-PROFIT SENIORS APARTMENTS

I will present the 2025 budget to the board at the December meeting pending receipt of the subsidy information for 2025 from DNSSAB. This information dictates how much funding you will receive, how much you need to put away in reserve, and so on. I have checked in with the DNSSAB already, and I'm told it's on someone's desk over there for approval. Other than this information, the budgeting process is fairly straightforward given that your rent increase is already known and occupancy rates are stable. I anticipate there will continue to be growing pressure on your 2025 operating budget given the impacts of inflation on your expenses relative to the capped 2.5% rental increases over the past few years, however we are seeing inflation trending down, which is promising.

If you have any questions, please feel free to reach out and I will be happy to address them.

❖ HEALTH & WELLNESS (Jillian Duchesne):

- Castle Arms Craft and Bake sale was a success. We had 10 tables and tenants were very pleased to participate. One table was all donated baked goods by 3 tenants and we made just over \$500.00 to go back to the Health and Wellness Program. We also made a Christmas raffle basket, the basket raised just over \$400.00 to go back to Health and Wellness as well.
- Grief Group with Tracy Davis took place yesterday evening from 6:30-8:30. With all the loss we have experienced in our small community personally and with Tenants passing away I thought it would be good to have someone come and support our Tenants.
- Community paramedics were here to facilitate giving out vaccines on Nov 7th. They will return on the 20th of November.
- We hosted a baby shower for the North Bay Pregnancy & Resource center today and it was huge success. Camie Duggan the Executive Director came and joined us for the shower and expressed her gratitude to all the tenants who donated and participated.