

OWEN SOUND HOUSING COMPANY LIMITED  
MINUTES OF MEETING  
APRIL 19, 2022

Minutes of the meeting of the Board of Directors held Tuesday, April 19, 2022 at the County of Grey Administration Building.

PRESENT: Chair Ruth Lovell Stanners, Vice Chair Rod Wyatt, Directors Alan Barfoot and Ellen Anderson, City Representative Carol Merton, Executive Director Shari Huber.

PRESENT VIA ZOOM: Secretary Jan Chamberlain

ABSENT: Treasurer Robert Walker

COMMENCEMENT: 2:00 pm

CONFLICT OF INTEREST: None

CHANGES TO AGENDA: 2022 Insurance Quote

REGULAR MEETING: MOVED BY: Barfoot  
SECONDED BY: Wyatt

THAT the minutes of the regular meeting held Tuesday, March 15, 2022 be approved as presented.  
CARRIED

BUSINESS FROM MINUTES: None

CHAIR: MOVED BY: Anderson  
SECONDED BY: Chamberlain

TO move to Closed Session to discuss one matter regarding litigation or possible litigation.  
CARRIED

MOVED BY: Barfoot  
SECONDED BY: Chamberlain

TO move out of Closed Session.

MOVED BY: Merton  
SECONDED BY: Anderson

TO forward amended letter to architect requiring immediate action.

CARRIED

Lovell Stanners read aloud a letter of resignation received from Robert Walker.

MOVED BY: Anderson  
SECONDED BY: Barfoot

TO accept the letter of resignation received from Robert Walker, effective immediately.

CARRIED

Lovell Stanners surveyed members asking for someone to fill the role of Treasurer temporarily until a replacement Board member is appointed.

MOVED BY: Merton  
SECONDED BY: Anderson

That the role of Secretary be expanded to be interim Secretary/Treasurer until a replacement Board member is appointed.

CARRIED

SECRETARY: None

TREASURER: MOVED BY: Chamberlain  
SECONDED BY: Wyatt

THAT Operating Voucher #252 in the amount of \$86,274.51 be approved as presented.

CARRIED

PHASE 3: MOVED BY: Chamberlain  
SECONDED BY: Wyatt

THAT Capital Voucher #246(a) in the amount of \$798,138.72 be approved as presented.

CARRIED

MOVED BY: Chamberlain  
SECONDED BY: Anderson

TO receive the Odawa Heights Apartment Complex Financial Summary to April 8, 2022 as presented.

CARRIED

Huber presented a Request for Additional Fees submitted by the Architect to cover excess site meetings due to not the contract not being satisfied as of the original date. The requested additional fee is \$9,960.00 + HST and it assumes substantial completion by the end of June, 2022.

MOVED BY: Wyatt  
SECONDED BY: Barfoot

TO approve the Request for Additional Fees as presented.

CARRIED

Huber reported that Leon's has advised of a delivery delay for built in ovens(9). Should the built-ins not be available at rent up, staff is to investigate alternatives, which could include a toaster over or air fryer, until such time as delivery can be secured.

Huber advised that, at the latest site meeting, Allen Hastings advised that the emergency back up generator delivery date has been pushed back to May 24, 2022 at the earliest. City Building Inspector Linthorne commented that Allen Hastings could investigate a rental back up generator should the delay continue.

Huber advised that staff had the opportunity to tour the 2<sup>nd</sup> floor of the apartment complex. Generally the apartments are looking complete although small deficiencies could be seen.

Window coverings are a concern for staff. Board asked that we speak with architect about how best to prepare for window coverings.

EXECUTIVE  
DIRECTOR:

MOVED BY: Barfoot  
SECONDED BY: Wyatt

TO accept the amended Frank Smith Property  
Management Agreement as circulated.

CARRIED

MOVED BY: Barfoot  
SECONDED BY: Wyatt

TO accept the amended Odawa Heights Property  
Management Agreement as circulated.

CARRIED

OTHER BUSINESS:

Huber reviewed the property insurance package  
circulated with the agenda. The cost increase is 25%.

MOVED BY: Anderson  
SECONDED BY: Wyatt

TO accept the quote of \$41,937 + PST from Intact  
Insurance for property insurance at the Frank Smith  
Apartments and Odawa Heights.

CARRIED

Merton asked whether there was a need to set up an  
insurance reserve fund to assist with deductibles  
should we need to make a claim. Huber will check  
with Auditor.

**NEXT REGULAR  
MEETING:**

**Tuesday, May 17, 2022**

ADJOURN:

The meeting was adjourned at 3:45 p.m. by Chair.

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Ruth Lovell Stanners, Chair

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Jan Chamberlain, Secretary/Treasurer