

MINUTES
of the Board of Directors of
CARLETON CONDOMINIUM CORPORATION NO 379
Meeting Held
Thursday April 8th, 2021
Via video and teleconferencing

Directors	Address	Phone	Term of Office
Lloyd Scott President, Treasurer, Secretary, OOP	6583	837-0992	to AGM 2022
Veronica Phelan-Munroe Vice President	6595	837-8171	to AGM 2021
Huma Fazil	6669	519-709-3113	to AGM 2022
Anthony McCooeye	6535B	890-3486	to AGM 2021
John Donovan	6551A	292-2176	to AGM 2022

Present: Property Manager (PM) Michelle Richards

Absent : Huma Fazil

Establish a Quorum

1. As a quorum was established, the meeting commenced at 6:34 p.m.

Approval of Minutes

2. The minutes for the budget meeting March 25th were presented in draft for approval via email. The minutes were approved. Lloyd will sign the minutes and send them to the PM to put them into the records.

Finances

3. Review of the operating and reserve accounts – Lloyd’s spreadsheets sent to all prior to the meeting. No monthly input to the reserve fund for May and June due to the requirement to pay the insurance in 3 months. Lloyd advised CIPM finance department on April 6th. The GIC coming due on May 17th will be cashed in to look after any requirements during May and June.
4. PPO for March required. PM advised it was not ready.
5. Possible move from the TD bank to RBC for the operating account is being studied by Lloyd. Apparently, we are the last corporation managed by CIPM to be with TD. Lloyd will only move if it is economical to do so. Lloyd is attempting to find out the charges that we have to pay TD vs RBC. Laura (head of accounting) is to obtain the info and advise Lloyd Jan 28th. Lloyd sent an email to Yawar requesting action and communication Feb 16th. Laura called Lloyd to advise that we will be looked after by the small business section of TD instead of commercial section with our operating account. Laura advised in an email that they would contact her on March 18th. Delay with the transfer from Commercial to Small Business within TD. A very slow process. Not done yet. Laura advised that they do not want our business. Lloyd requested to be able to speak with them directly.

Budget

6. The budget was sent to all owners March 29th via email and, in addition, in print via mail and hand delivery. **Item closed.**

Reserve Fund Study

7. The final Study was received November 26th. Lloyd has a second copy which will be sent to the auditor once the board has no other need for it. The Notice of Future Funding of the Reserve Fund was prepared by Lloyd and sent to the owners March 29th via email and, in addition, in print via mail and hand delivery. **Item closed.**

Insurance

8. Quotes for insurance. The Board reviewed the options at the last meeting and agreed to add Legal Expense Insurance – Canadian Human Rights protection for \$135. Lloyd advised Gifford Brokers and final arrangements were made. A new payment schedule was received and sent to Laura at CIPM March 29th. A letter was sent to all owners once the Certificate was received March 29th via email and, in addition, in print via mail and hand delivery. **Item closed.**

9. The new insurance company has not asked for info on the state of our chimneys. However, Lloyd stated that we should definitely continue as though they had. **Item closed.**

Review of files for destruction

10. Review and digitalization of our files. About 12 boxes need to be destroyed. Lloyd will arrange for the boxes to be destroyed once COVID restrictions and time will allow. \$1 per pound at Staples, \$15 per box at Shred-it if we deliver (almost \$300 if they come to us), \$13.97 at Dymon all plus HST. Low priority. Lloyd advised that he will transport the documents for destruction after the COVID-19 restrictions are lifted.

Reserve Fund savings plan.

11. Next GIC renewal is 17 May 2021. Lloyd recommends cashing it in to prepare for the summer budget as we have to delay input from the operating account for 2 months due to the new insurance payments required in the first 3 months. Agreed.

Status Certificate (S/C)

12. Lloyd updated the SC with the new budget; the Notice of Future Funding of the Reserve Fund; and the insurance certificate March 29th. The next change is as of May 1st to remove the FY 2020/21 info.

Parking Report

13. March received. Three tickets issued.

14. Unequal parking spot sizes noted July 27th. We will have to verify the size of the parking spots for each parking lot as they were all done by the same company to determine the extent of the issue – are we dealing with - inches and if so, how many. What should be our standard? The PM advised that according to a site on the web the size should be 5 feet long and 6 feet wide. To be reviewed against our actual spaces.

Contracts Requiring Renewal

15. No contracts require renewal at this time.

Reports

16. **Annual** CAO report between Jan 1st and March 31st each year via electronic means. The PM advised that Lisa will be doing these reports. It has been submitted. No action required.

17. **Notice of Change** to the annual report, if applicable, within 30 days of the change via electronic means.

18. **Periodic Information Certificate (PIC)** twice per year – **no later than Sep 30th (as of end July)** and Mar 31st (as of end January) for our Corporation. Next report is as of the end of July.

19. **Information Certificate Update (ICU)** within 30 days of a change to the PIC. **ASAP if the insurance policy has been terminated but no later than 30 days. Required** re the budget and new insurance with increased deductibles. PM to prepare and send out once approved by Lloyd.

20. **New Owner Information Certificate (NOIC)** within 30 days once the owner has complied with the provision of their name and unit number IAW Section 46.1(2). Several new owners recently. Only one unit outstanding at the March 25th meeting. Other units have sold. The PM advised that all were completed to date.

Maintenance Items

21. Quotes will be needed for window cleaning for early June. We do not supply water. PM to obtain quotes. Two quotes received Cody March 30th = \$3,107.50 and Capital Window Cleaning April 2nd = \$3,949.35 both tax in. Cody was approved. The PM to arrange for the cleaning.

22. Firebox inspection. Two additional terrace homes fireboxes have been identified as dangerous and are not to be used. The PM reported that after many attempts to have two owners arrange for the inspection, the two owners did not have their fireboxes inspected as required. Lloyd stated that we either use Rule 1 or rewrite it as we cannot be selective. One of the owners appears to be having issues. The current COVID-19 restrictions will not allow the inspection until about May 8th. The PM to find out from the contractor when they could be done, and then send a letter to the owners invoking rule 1.

23. 6535B reported a leak in his skylight Oct 10th, 2018. Campbell has been contacted by Lloyd on May 5th via email. The owner is to notify Lloyd if they have not contacted him by June 12th. No contact as of June 14th. Campbell reported that the inspection will be done the week of June 29th. Lloyd tried to get a report on July 14th but was unsuccessful. Tony reported that it was still leaking. Chris Levitt was to inspect July 27th. No report received. Apparently, he was not aware that the inspection was to be done via the inside. The PM advised that Chris Levitt will attend the unit again with a helper next week one outside and the other inside. Lloyd advised that we have had a roofer inspect the roof several times without success. Lloyd spoke with Chris November 26th and was advised that Chris can only go on the roof if a lift is rented. He also advised that the owner mentioned to him that the leak appears in the winter. It appears to be coming from the skylight. Still not found. The owner advised that the only company that was in the attic to review the problem was the first company. *This is contrary to Lloyd's understanding.* Lloyd spoke with Chris Levitt Jan 21st and he suggested that he should go into the attic when the leak is occurring possibly in the spring. If the roof needs repair, then we would call in Campbell Roofing to go on the roof once the entry has been identified. Tony sent pictures to Lloyd following the meeting. Leak is at the base of the skylight according to the pictures at the upper part of the cone. No need to go into the attic at this time. The owner advised that it is still leaking. Lloyd to contact Campbell Roofing.

24. 6575 and 6647. Now that the tree stumps have been removed, repairs are needed to the areas which now require filling in and seeding. Veronica to arrange when all landscaping issues are identified and planned.

25. 6623A one patio stone cracked TBC. Not done. **Spring inspection.**

26. The mailboxes are looking shabby and should be replaced. A count will be necessary to determine the exact number of each to purchase (Veronica to provide). Lloyd suggests that only *the ones that clearly require replacing* be replaced. Veronica is reviewing and comparing the requirement to the modification list. Not completed yet. **Spring inspection.**

27. Flashing repairs under 19 villa rear patio doors reported by Rene. To be confirmed with repair action in the **spring inspection.**

28. 6533B the front flashing on edge of the window, is also badly rusted, or covered in mold. Noted July 22nd. Checked by Mr. Levitt and he found that it was dirty and in need of cleaning. **Spring inspection.**

29. Creeping vines causing problems August 24th. Veronica to investigate. The vines are killing the trees along the back of the property. We will have to keep an eye on the issue as it is possibly on City property and they should be taking action. Veronica to investigate.

30. 6577 owner concerned, Sep 1st, about the tree in front of her unit. Starting to show signs of distress. Will see if it will grow this spring, if not, the tree will require pruning. Owner has been notified. Veronica to check and advise if action is required once spring growth occurs.

31. Eavestrough cleaning quotes required. We do not supply water. The PM advised that one quote has been received Nov 5th from Window Butler for \$2,249 + HST. Lloyd approved the quote on Nov 6th. Work to be done Nov 13th. Confusion concerning if the work was done. It appears not. Contractor will come back to complete the job week of Dec 1st. No sign of them according to Lloyd. Lloyd contacted the owner of the company. He states that the GPS for his vehicles show that they were on the property. Lloyd advised him that they were not identified as doing the eavestrough. There was no noise nor ladders used as reported by some owners. He has agreed to comeback at no charge to check/clean the eavestrough in the spring. The invoice has been submitted and denied. He will cancel the invoice and resubmit a new one once the work is finalized possibly the week of April 5 to 9 (COVID-19 has restricted their capability). A notice is required to be sent to all residents once the date has been confirmed. Lloyd will contact the contractor and the PM will prepare the notice once the dates are set.

32. 6631 advised there is a **broken branch in the tree behind their unit which** needs attention noted Oct 7th. Request for an update from the owner on Nov 1st. Broken branch was missed. Lloyd spoke with Yannick to have the branch removed Nov 27th. Not done as yet. More branches fell in the last storm. Rene removed them and cut the hanging branch down and will dispose of them in the spring. Lloyd spoke with Rene March 30th. Rene advised the tree appears to be sick and we should look at removing it. Veronica to review.

33. 6655B requested insulation be improved at his doors and windows October 22nd. To be sent to Ener-Tight. The PM advised that it was late being sent to the contractor by the PM. Not done yet. The owner advised that they will wait until COVID is more under control.

34. 6563 frozen pipes in the past winter Nov 19th. Lloyd inspected the unit on Nov 20th and is researching the issue. He had pictures taken of 6595 which is also an outside unit which he found out has the same issue. Lloyd sent an email to the owner stating that it was a unit specific problem and not a common element issue. Lloyd is continuing to see if he can find a method of tracing the pipes without having to remove the ceiling. **6669** had a frozen pipe leak in the garage ceiling. Pictures were provided by the owner and sent to the board for information. Discussion ensued re how cold it was in the garage and the floor above. Lloyd advised that the area is an owner's responsibility to improve the insulation between the garage ceiling and the floor above as it is not common element. **Item closed.**

35. 6651A eaves dirty at lower level. **Spring inspection**

36. 6527 chimney stack dirty. **Spring Inspection**

37. 6545B top of bay window dirty. **Spring inspection**

38. 6515 requested the trimming of the bush at the left of the building to prevent scratching the vehicles Nov 30. Lloyd sent a response Nov 30 stating that we would trim the bush and that the owner should remove the bush on the right of the driveway as it goes beyond the plants, flowers, and bushes as stated in Rule 53 Annex "A" (13). Lloyd tasked Yanick to trim the bush next to the house. Not done as yet.

39. 6551B requires a new mailbox January 7th. Veronica reviewed and agreed that it should be replaced. Lloyd contacted Rene. Rene replaced a repainted used one Jan 11th due to COVID. Done (more expensive than buying one). A new box is not required. **Item closed.**

40. 6657A is having a problem with garbage cans being blown into his car and damaging it. Some of the owners are still leaving their boxes out after pickup. Suggest we consider installing a 4-foot-high metal post about 8 feet along the walkway and use a netting between the posts. Veronica suggested that we plant a hedge between the walkway and the garbage collection area. Costing required. Lloyd inspected the area April 3rd. It was garbage day, and the garbage was from the vehicle side of the walkway to the curb at the roadway. A hedge would not have stood up. The area for garbage is too small. Veronica suggested that we should allow garbage pickup on both sides – one pickup for each block. The PM to review with the City to determine if they would have any issues with the proposal.

Reserve Fund Repairs

41. Replace the hydro/cable/phone boxes at the end of the terrace home units. Lloyd has taken over this project. Only 1 remaining and painting of the last box (no charge) for next FY. Spring/summer.

42. Tot lot repairs. Lloyd contacted the PM for CCC 388. There is a small hole in the slide which Lloyd did not see. Someone tried made a repair. Lloyd spoke with the PM, James Kritikos, for CCC 388 June 10th. James will try to obtain a new slide and we will pay for half of the cost per the agreement. Lloyd checked the slide October 10th and the slide has not been replaced only repaired. Lloyd inspected the slide, and the fix will have to be smoothed out. To be further inspected in the **spring inspection**.

43. Repairs to 4 chimneys and possibly the fireboxes – 6529, 6547B, 6643B, and 6645A. Lloyd contacted the company High Energy June 9th for a quote (recommended by Capital Chimney). Inspection to be done July 9th for both units. 6547B was inspected on July 9th and 6529 will be done on July 17th – NOT DONE. A quote has been provided after the inspections. Lloyd requested the PM to obtain 2 other quotes as the quotes are high \$7,412.80 tax in for each. No other company was available to do the work in 2020. The owner of High Energy contacted Lloyd and suggested 2 other options which, if accepted, would be considerably cheaper. Lloyd sent the options to the board for their approval. For the **Villa** units it would be much cheaper for us to allow the unit owner to convert to a natural gas fireplace and that the Corporation would pay for the installation and registration on title. Future repairs etc. would be the owner's responsibility IAW By-Law 14. The Board approved this option. For the **Terrace Homes** there are possibly 4 options – replace the chimney, remove the firebox and cap the chimney, install an electric fireplace insert, and possibly install natural gas to the units and convert to a natural gas fireplace (not available until at least 2021 according to Tony). The last option would have to be costed to determine if it is cost effective as there is no natural gas in the immediate area of the units. The natural gas would have to be connected to the nearest line feeding the closest villa unit. A possible charge of \$2,500 would be applied to the owner if the gas was not used to reimburse the company. A meter would be required, and safety issues addressed. For the immediate case only the first three options were approved. Lloyd to contact the owners and the contractor. Lloyd contacted both owners October 10th. 6529 would like a natural gas fireplace. He does not use the fireplace normally. 6547B is considering an electric fireplace. He does not use his fireplace normally. Lloyd to send out a formal proposal to each. Discussion concerning allowing the owner to select and arrange for the installation IAW the By-Law 14 or should we do it. Also, would there be any savings if we were to do several (all) if the owners were willing. We could set a price that we would pay say up to \$6,000 for the villas and \$4,000 for the terrace homes and let each owner select their choice and do their own and be responsible for any cost over the amount. We would pay for the registration. To be discussed at the AGM 2020. Only discussion was if the villa units could have an electric insert vs natural gas. Lloyd stated yes. *After discussion it was agreed that we would pay for a gas/electric insert up to a total cost of \$6,500 tax in. We would also pay for the registration on title. These cases will be used as a trial. Although it would be cheaper to have all of the fireboxes/chimneys converted to natural gas or electric it is not required at this time. Once we have experience with the units, we can then move forward with others to obtain possible cost savings. There are now 2 additional terrace home units that require repair. With the COVID requirements Lloyd is waiting until all units are done.* Lloyd contacted J.G Lemay on Jan 21st for a possible quote. They will review Lloyd's firebox and chimney to have an idea of the issue. They have been too busy with no heat issues to arrange for a time to date. Lloyd spoke with a rep from Enbridge and was advised that the gas line would have to be run from the road, a location would be required for the meters and that we would have to find and hire our own contractor to install the gas line from the meter to

the home. This was done via phone and Lloyd suggested that an onsite review be made if that is our wish. Tony agreed to investigate and prepare his proposal for natural gas to be supplied to the terrace homes including the meter locations and the detailed costs. Lloyd stated that it would be a modification and would have to have the owners approval in accordance with the Act art 97.

44. Eavestrough repairs/replacement. Lloyd contacted Capital Chimney Sweep for a quote March 31 for all of the items below. Lloyd to meet on site once COVID-19 restrictions will allow.

a. many units have broken roof diverters – the contractor to review and replace, as necessary. Lloyd spoke with Chris Levitt Oct 20th. He would look at the issue on Oct 21st. 18 have to be replaced but a lift is required. Lloyd is trying to determine if they are needed due to the snow and ice issues on the roofs breaking the diverters or, are we wasting our money in replacing them. Received a quote from Chris Levitt for \$325 per and 18 required. Not required until spring. Two other quotes will be required as the cost is over \$5K.

b. Eavestrough over the garage at 6631 (water collecting along the basement wall during thaw), 6611 over the small lower roof needs to be replaced with a trough type eavestrough or rerouted.

c. 6553/5 Review the downspout to change the run from the top to join the downspout of the next unit instead of going across the entranceway. Lloyd to discuss with the contractor.

d. 6583 and 6595 remove the leaf guard for the eavestrough at the roof.

e. 6669 check the eavestrough run for a better way to remove the water. Lloyd to discuss with the contractor.

f. 6559 top eavestrough appears to be broken as the water is pouring out the end close to the building noticed by Lloyd March 17th.

g. 6563 top eavestrough appears to be blocked at the top as the water is overflowing about a foot left of the downspout noticed by Lloyd March 17th.

45. Repairs required at the upper balcony areas around the window frames. Balcony inspection report received from BLP Sep 15th. The area between the swing door and the window for all units requires painting. Rene also inspected an upper balcony during the repairs to 6655B and is recommending a complete painting and repair of the privacy fences or they will have to be replaced soon. Rene or a contractor? Lift required. Quotes required via the PM.

46. 6601/3 step is slipping down the back by about $\frac{3}{4}$ of an inch. NR Construction has had a look and will be back to determine why the step is slipping. Not a safety issue currently. NR Construction has not returned. Rene confirmed that there is a pad under the steps. Lloyd will contact the contractor.

47. Repairs to the office area – bathroom (new toilet, utility tub vs the current sink and stand, mirror, paint, new flooring); entrance (paint, new flooring); meeting room (paint and new flooring); plumbing (to have a connection into the garage so that water would be available to contractors if needed in small quantities, new flooring). It was agreed that all areas would be updated by Rene. Lloyd purchased the flooring \$1,199.50 and was reimbursed. Reserve fund item. Lloyd advised that the job should be completed by the end of April.

48. 6631 garage bottom rusted out and a new rubber weatherstrip is required. Lloyd obtained quotes from Al Parsons and RAM. Lloyd is running with this project. Lloyd prepared the modification documentation for owner's approval IAW the Act art 97 (3) for the Wayne Dalton model 8300 to replace all garage doors. It was sent to all owners March 29th with a response date of May 5th.

49. 6529 garage foundation outside wall spalling and white in color both inside and outside. Lloyd arranged to have the foundation checked by Steven at Garrett Restorations May 8th. Done. Repairs were made to the outside siding. Foundation repairs to be determined during the **spring inspection**.

50. Asphalt pitted in the area in front of the unit about 6' x 6' at the start of the walkway 6583 and 6595. Others may also need to be done. Verbal quote from Kevin Dorman (613-797-7100), who is working as an independent at this time, is for approximately \$300 up to \$500 per area plus HST (TBC) depending on the number that have to be done. Another option is being explored by replacing the asphalt with patio stones. A quote has been received from Landtech - \$508.50 to just dig out the area and put in patio stones; \$762.75 to dig out the area down to 8 to 10 inches, install geotextile tarp at the bottom, add crushed stone and compact. To do a complete job it was suggested to do the whole area from the step = \$1,525.50 (Lloyd's front requires it and there could be others). A third option would be to just replace the asphalt which has not been costed yet. It would make the most sense to do the driveway at the same time and that is not needed at this time. Lloyd to cost.

51. Support beams for the terrace homes rear patio should be painted according to veronica. **Spring inspection.**

Declaration, By-Laws, and Rules

52. Insurance deductible by-laws may be grandfathered. To be confirmed. Our By-Law is still in effect. No action required.

53. 6525 cedar tree removal. Rule 12 vs By-Law 14 Sep 25th. Lloyd advised that the Rule should be updated to remove the possible conflict. Lloyd stated that the **Rules should be reviewed** over the winter to determine if there are any other changes. Board members are requested to review the Rules and advise Lloyd of any changes required. None provided. Lloyd advised that he will be proposing some changes once he has time.

Modification to common elements

54. All modifications to the common elements will be reviewed and new modification documents will be prepared for owner's signatures, as necessary. Veronica has volunteered to take this on as the chair of the **modification committee** with the help of the other members. Updates are required as soon as possible.

55. 6585 installed a rear patio out of material requiring registration on title. Edging stones have been installed around the tree in front of the unit without approval. No modification request has been received. According to the mod sheet register no mods have been approved for this unit yet up to 10 items have been modified. The PM sent a draft to Lloyd for his review. For board discussion. Lloyd suggested that we act on this now, and for any other units that we are aware of, that have made unapproved modifications. Agreed. Not actioned at this time. Lloyd advised that it will be done once an updated list of all modifications is completed.

56. 6635 front entrance has been modified without approval + other mods need schedules. Awaiting updated modification review.

57. The cedar tree in the rear patio of 6525 has been removed by the owner and only a small, about 1-foot high, multiple branch stump remains. Stump to be removed in the spring (owner's responsibility). Owner to be contacted re the removal. Lloyd stated that the stump does not contravene any of our rules but looks ugly.

Infraction letters

58. Inspection of the exterior water taps were completed by Rene. The Owners that have not winterized their taps have been notified. Rene has completed a second inspection and reported his findings to the PM Nov 20th. Infraction notices have been sent. – 6501A, 6503A, 6569, and 6651A have not acted. 6569 has stated that she should not be charged as she is not fluent enough in English to understand. She uses google translation as does Lloyd for translation from French. Lloyd to prepare a response. Response sent to the Board Jan 14th for review and comment. 6501A did not have time as she is a nurse. After discussion it was decided that the administration fees are not to be charged to the 4 owners in this case. The PM is to advise the owners. Lloyd will respond to 6569. Lloyd prepared a response and the PM translated it into French and sent it to the owner on January 25th. The PM did not advise the other three owners. The PM was requested to do so.

Lloyd has received the draft letter April 7th and is questioning the lack of action taken. Charges were not applied to any of the accounts apparently.

59. 6663 tree in rear patio needs to be trimmed back IAW rule 53. **Spring inspection.**

60. Veronica advised that there is snow on the balconies which has not been removed from the last storm. Veronica to take pictures and advise which units need reminding. After discussion, it was agreed that a reminder notice would be sent out to all applicable owners before we implement rule 1. The PM prepared a letter which was sent to all applicable owners. Snow is now gone March 20th due to the mild weather. Some of the units did not respond to the letter. **Item closed.**

OLD BUSINESS

61. AGM 2018 - speed bumps or other similar methods of slowing the traffic on Bilberry Dr. Bilberry Dr. is planned for a traffic calming review. No noticeable result so far. A new 40 speed limit has been installed going south before the bus stop. An actual speed sign has been installed by the school parking lot going south. Lloyd contacted the councilor to try to get the sign moved and to include both directions. Request sent May 13th. Response received and sent to the board. Waiting for possible action due to the councilor's budget constraints. Nil so far. Lloyd sent a request for an update to the councilor April 4th, 2021.

62. Community website. Lloyd spoke with Yawar on Friday March 27th, 2020. Lloyd recommended removal of the site as it is not being used. The Board wants to keep it at this time, but it must be brought up to date and advertised as being available. No action to date. Lloyd to discuss with Yawar. Lloyd discussed with Nadia on Jan 7th, 2021. It was decided to be kept in the contract as other corporations are using it to success. Once we are satisfied that it meets our needs, we will have to advertise the website. Low priority.

63. Water shutoff for "B" units. Apparently, there may be different shutoffs in the unit. We will have to request each owner to confirm the location within their unit. The PM is to prepare a letter to the "B" unit owners to verify the shutoff location is correctly stated as being at the hot water heater. Lloyd revised the proposed email to the owners. The revised document was sent out April 15th. Some unit owners have responded. The PM provided an updated copy of the responses which will be reviewed by Lloyd. Lloyd reviewed the report and there are 3 owners who did not respond and some of the answers indicated that they could not find the shutoff in their unit. To be reviewed in the fall with the owners who have not responded and had confusion. Dec 28 after hours call from 6611B wanted to know how to turn off the water as there was a stain on the 1st floor ceiling cost \$50.85. PM to take action with the "B" unit owners to ensure that they are knowledgeable of how to shut off their water. The PM requested meeting with Lloyd to determine the way ahead. Not done.

64. Tenant's registration rental/lease document (Act 83) is not up to date June 19th, 2019 and again Sep 4th. A copy of the document held on file is to be included for those owners who we believe are renting their units to confirm accuracy. A blank copy of the required form would be sent to all other owners. Sent Feb 21st, 2020. The board will have to decide on the action that should be taken for those owners who have not complied. This is a requirement of the Act. How many have complied or not complied? The PM will advise Lloyd of the number and units that have tenants according to the register. Two new columns have been added to the database to reflect this info. Not populated yet. Owners are not responding to the requests. Lloyd suggested that Nadia may be able to assist the PM in this issue as it is a violation of the Act. Instead of going to legal at his time Lloyd suggested that we send a notice to the owners from the Board stating that this is a requirement of the Act and failure to respond will result in legal action at the owner's expense. PM to draft a letter – received Nov 18th. Lloyd reviewed the database. There are several errors on the database concerning the tenants and owner's info which need correcting e.g., 6515, 6503B, 6505B, 6641A, 6669 etc. It would appear that there are only 2 form 5s received according to the database. *Lloyd determined that it is the PM's responsibility for the database updates. The database should be kept current and any errors corrected ASAP.* Lloyd will check the database again. As of February 11th, there are **zero forms recorded** yet there is some info re the tenants. The form from CAO is optional which means we may amend it. The info from the Act 83 is still required within 10 days of rental or cancellation of the agreement. What form are we using? Info on the database is not up to date in many cases. Lloyd spoke with Nadia concerning this issue. Admin support is required in Lloyd's opinion. Nadia is to review and advise action taken. Lloyd discussed with Nadia as to whether

or not it is a common database or could it be modified. If it can be modified, then we should display info that we want and not try to use 1 column instead of 2 e.g., parking.

65. Watering lawns, plants, etc. reimbursement 6553A. Owner to be reimbursed for the extra water charges as identified on his water bills. The owner 6553A has provided his water bills and after review by Lloyd, it was determined that he should be reimbursed \$40.00. The PM is to make the arrangement and prepare a letter to the owner for review by Lloyd. Approved February 25th. Not done. Letter finally sent April 8th. **Item closed.**

66. 6607A is not happy with the painting completed in her patio area. All painting requirements will be reviewed. Painting review in the **spring inspection**.

67. Proxies from the AGM may now be destroyed as it is now past 90 days IAW CCC 379 Policy for Record Keeping & Access to Records. The PM to take action for their destruction. The PM advised that they have been destroyed. **Item closed.**

NEW BUSINESS

68. Spring inspection dates and who is available to attend. The dates will not be available until the end of the COVID-19 lockdown about May 8th. Lloyd, Veronica and the PM.

69. Arrange for the inspection and repairs of the brick, mortar, and parging – COVID-19. Lloyd to contact Honey Construction as they have done the work for the past number of years satisfactorily.

70. 6611A bed bug problem identified March 8th. Letters sent to the owner and also to all units in the block approved March 9th. No update provided.

71. 6611B roof leak coming in around the fire alarm March 9th. Campbell roofing not responding to the PM. Lloyd will contact.

72. Arrange for the cleaning of the dryer vents from the outside to the back of the dryer – quotes required. Ottawa Duct did it in 2019. Ottawa Duct has been contacted but 2 others are required due to the cost.

73. 6549A requires a fence post cap for a post in the rear patio area. Rene replaced. **Item closed.**

74. 6593 bedroom window needs weatherstripping repair March 22. Inspected by Ener-tight recommended replacement (1997) of the window – window not square. Lloyd approved replacement - \$1,011.35 tax in. Reserve fund.

75. 6507A requested that we relevel the rear patio stones March 22 (requested last year apparently and was missed). **Spring inspection.**

76. 6539A/41A downspout in the rear not functioning properly March 23 – outside out instead of inside. Lloyd to action.

77. 6651A ticketed again for parking in a visitor spot March 28th. A response was sent March 30th denying the request to cancel the ticket. The owner was advised, rule 24 and our recent newsletter, that owners are not to park in the visitor spots. Their car has now been identified as an owner's car and will be ticketed in the future if found parking in the visitor's spots. They have been using the register system, but that system will not identify the car as an owner's car and will approve the registration. **Item closed.**

78. 6633 patio screen door latch not replaced as yet although it was recorded as being done at the Feb 25th meeting. Owner queried March 28th. Enertight advised that it has now been replaced at no charge March 31st. **Item closed.**

79. Hydro reimbursement to 19 owners. Sent to the PM April 3rd. The PM is to confirm action taken including the payments.

80. 6655B window shutter fell off and needs to be reinstalled if in good shape or replaced. PM looked at it and appears to be in good shape. Lloyd will review and determine if we need to replace both shutters as they come in pairs.

NEXT MEETING

81. The next board meeting is scheduled for Wednesday **May 5th** via teleconferencing/video. Board members are requested to sign on 5 minutes early if possible.

Adjournment

82. The meeting was adjourned at 7:36 p.m.

A handwritten signature in black ink, appearing to be 'LD Scott', written in a cursive style.

LD Scott; Secretary; May 6, 2021