



**Board of Directors Meeting & Owners Forum
October 29, 2020**

In attendance:

President:	Bruce Miller (PH6)
Vice President:	Kathy Stiles (406)
Vice President:	Rudy Vandenberg (PH4)
Treasurer:	Philip Stone (210)
Secretary:	Patricia Skinner (409)
Property Manager:	Anne Makuch

1. Call to order: 5:55 pm

2. Approval/additions to the Agenda:

The agenda as provided was approved.

3. Approval of minutes:

The minutes for the Board of Directors meeting on August 18, 2020 were approved.

Moved: Rudy Vandenberg
Second: Kathy Stiles
Carried

4. Confirmation of e-votes:

Renovation requests from units 205 and 206 were approved.

Moved: Rudy Vandenberg
Second: Patricia Skinner
Carried

The quote from 1CleanAir for vent cleaning was accepted.

Moved: Philip Stone
Second: Kathy Stiles
Carried

A decision was made to hold the AGM on October 3rd, accepting that the initial notice would be sent 33 days in advance rather than 35 days.

Moved: Patricia Skinner
Second: Philip Stone
Carried



The proposal from Atwill Morin for the brickwork was accepted.

Moved: Kathy Stiles
Second: Rudy Vandebelt
Carried

The audited statements for the Condo Corporation were approved.

Moved: Philip Stone
Second: Rudy Vandebelt
Carried

5. Confirmation of Decisions:

Unit 203 vent cleaning reimbursement:

The owner requested that the BOD reconsider its decision not to pay for vent cleaning that she ordered. As the blockage noted by the cleaning company was at the booster fan, within the owners unit, the BOD's decision stands.

Mask Signage:

Following the Ottawa city council ruling to make mask use mandatory in common areas of condo buildings, the BOD decided to post new signage to make the ruling clear for all residents and visitors.

Garage Cleaning:

Due to a delay caused by equipment failure, November 10 was chosen for the garage cleaning.

1CleanAir Site Visit:

The BOD requested that Anne/PM arrange a site visit with the company that managed the vent cleaning, as they missed some units. The invoice will be paid once all work is complete.

6. Board Member Positions:

The members of the BOD agreed to keep the same positions.

Kathy reiterated her preference that the Presidency rotate.

7. Annual General Meeting Debrief:

Balcony Netting:

In accord with owner's opinions expressed at the AGM, the BOD has agreed to allow the installation of netting to deter birds. This will be at the owner's expense, and



the netting must conform to the standard set by the BOD. Rudy will prepare a proposal for January, to allow time for owners plan for the spring.

Hallway Paint Touch-ups:

The BOD will mark all the locations where paint in the hallways and on doors needs touching up. Bruce and Kathy will find a painter for the work.

Carpet in 959 Elevator Lobby:

The ripped carpet will be replaced after the garage is cleaned. Anne/PM will arrange for the carpet cleaning and replacement.

Move Guide:

Bruce will prepare a guide to assist with moves in and out as CCC423's rules have been broken quite frequently in recent months.

Renovation Guide:

Kathy will prepare a guide to assist owners who are considering renovations to their unit.

Rules and Regulations:

Anne/PM will send CCC423's Rules and Regulations to all owners, to ensure all have the most recent version. Owners must share these documents with their tenants.

Garbage Chute & Recycling Notices:

Kathy will prepare and post a notice to advise residents when the garbage chutes should not be used (when the bins have been removed for emptying), and another on proper cleaning and sorting of recyclables.

Email Acknowledgement:

The BOD committed to improving communication by acknowledging all owner emails, sent to either a BOD member or CI. Patricia will manage this on behalf of the BOD.

Composting:

Anne/PM informed the BOD that she manages two other condominiums where composting is possible. It's working well, but may be because one is a new building, and the other has only 12 units. The BOD raised concerns that recycling here continues to be a problem with non-recyclables mixed in and containers and bottles not cleaned. This increases the chances that composting guidelines will be ignored and flies and vermin will result. Arrangements will be needed for cleaning, and to bring the bins to the curb for pick-up, and return them. Anne will look into the issue more deeply, and Kathy will ask the Environment Committee to look into the issue further.



Virtual Residents Forum

The BOD committed to holding a virtual forum for residents at the next BOD meeting. CI will use the Google Meet platform for the meeting.

Newspaper 'Baskets':

At the AGM an owner asked if a basket could be installed at the entrances for newspapers, to keep them from getting wet. After a discussion, the BOD decided not to proceed, reasoning that the delivery people throw the papers from the street so it would be unlikely that they would start to walk to the entrance to place the paper in a covered basket. In addition, a basket may end up being used by passers by for garbage.

Parking during Ramp Repair:

Alternate parking will be needed next year when the garage ramp is being repaired. As this is not an immediate issue, the BOD will address it later.

Garbage Bins

The BOD discussed purchasing extra bins to place under the garbage chutes when the large bins are removed for garbage pick-up. It was decided to first try signage to advise owners when the bins are not in place. Anne/PM will explore an option to block the chute when the bins are not in place. The BOD discussed purchasing small bins to put in place when the larger ones are at the curb, but the garbage rooms are too full with discarded items that should not be there.

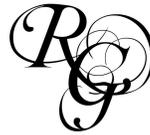
2021 AGM Timing

The BOD requested that CI provide the financial date to the auditors earlier next year, so that the AGM may be held in the summer, as it normally is.

8. Financial Report (provided by the Treasurer, Philip Stone)

General economic developments are showing unease and slow signs of recovery. The growth in employment numbers showed more people were actively employed last month with many new jobs created. However, the unemployment rate nationally remains relatively high at 9% in September. Inflation is stagnant as reported by the CPI at 0.5% September. The Bank of Canada in early September maintained its target for the overnight rate at the effective lower bound of ¼ percent, with the Bank Rate correspondingly ½ percent. The BOC survey of business intentions, recently released, indicated growth weakness, some reemployment, but no wage advances.

Trade: Canada's Trade Balance recorded a deficit of \$1.8B USD in Aug 2020, compared with a deficit of \$1.9B USD in the previous month. Canada's total exports reached \$34.0B USD in Aug 2020, a decrease of 10.5 % year on year. Total imports recorded \$35.8B USD in Aug 2020, a decrease of 8.2 % year on year. Trade data show narrowed deficit as the pandemic is affecting both the US and Canada business and consumer demand.



Federal pandemic recovery programs have been rejigged to provide up to \$500 a week for those laid off; a rent scheme was introduced to assist businesses that combined with provincial measures will help small businesses at this critical time. However, some economy observers have also signalled that increased debt levels pose a longer-term fiscal liquidity concern for Canadians. The downside being higher tax levels to secure longer-term Canadian economic security. Given the array of services purchased by Rideau Gate higher taxes could hold implications for future RG budgets.

Notwithstanding the afore noted, the market for contractors in Ottawa remains tight and costs to RG for maintenance and repairs continues to pressure budgets. The recent submissions for refurbishing RG walls, balconies, etc. points to the wide variation in cost estimates your BOD had to consider in choosing a suitably experienced contractor. Work will be starting on a range of repairs soon.

Turning to RG accounts, last month I reviewed the first quarter of our FY. This month the discussion covers the period May through September. As part of the financial review please refer also to a detailed CI management report which has been submitted. From the most recent report on the first four months of the 20-21 FY, revenues are consistent with the budgetary expectation. On the operations side, total Utilities costs are close to budget with hydro showing some 9% above cumulative budget likely due to rate increases. Looking at contracts, for the 4 months, total costs are reported below budget for some unexplained reason as the janitorial account 5450 was debited some \$6k. There probably is an explanation which I expect CI will provide. There is also an unexplained credit in snow removal also being explored. In light of the anomalies total contract costs for the four months are reported below budget. HVAC costs due to higher maintenance issues in 969 for the spring show costs exceeding the budget. Due to the pandemic, the four-month total for cleaning and supplies is above budget accommodating the additional cleaning necessary to ensure RG is safe for owners. Administrative costs are in line with the budget. Overall, total cost for the four months May through August are below expectations.

Looking at the Reserve accounts expenses, given there has been no activity against anticipated expenses, the balance in the account reflect several structural issues that have been reported previously (e.g. plumbing/water pipe). This could well change as we move deeper into the FY as the RG brickwork refurbishing is likely to occur this fall. Finally, concerning future investments, with the BoC daily rate close to zero, we cannot expect that GIC rates will improve in the short term when an additional GIC purchase by the RF is anticipated.

Philip believes there are missing entries in the most recent reserve fund report Anne will look inot why these 4 items do not appear: CO meter, Water valves, Garage door and CEL contract.

Also, there continues to be confusion on what Orleans Quality cleaning is charging. Anne is asked to provide a clear reconciliation, as items seem to show up in Condoworks for payment, are removed, but later show up again.



Philip asks why cheques show both his and Bruce's signature when they have not signed. Anne says Condoworks use auto-signature for approved payments, but will confirm this.

9. Review of Issues Document / Action List:

Window and Man-door Repairs:

Verdun is seeking proof that they installed the original equipment before proceeding with repairs or replacement. Bruce will look for the paperwork, but also suggests that some minor repairs can be done now to get through the winter, and full replacements would then be done in the spring. Anne/PM will arrange for Verdun to repair the mullions that need work.

Leaking Skylights (PH1, 2 & 6):

CanDo will inspect the skylights in the next week and propose solutions.

Smoke Smell in Units:

Some residents continue to smell tobacco smoke in their units, despite the notices sent to all units. Rudy will recommend an air purifier to the units that have been grandfathered, in hopes this reduces the nuisance.

Garbage Bin Removal and Return:

Anne/PM will meet with the City within the week in hopes of reducing the time the bins are left on the street before being returned.

PH3 Soffit Repair

Rudy will as Capacity Engineering to repair the soffit of PH3.

Intercom System Update:

CI will update the owners / residents list by next week, and send to Capello to reprogram the entry systems. Capello was asked to provide the instructions, so CI or the BOD can do future updates. Any will also look into outsourcing the updates, to be done for a nominal fee. Anne will send a letter to the units that have not provided owner & resident information, as is required.

10. New Business:

Mailboxes:

Bruce will look into options to replace the mailboxes, as some have faulty or missing locks, and some number plates are missing.

*Carleton Condominium
Corporation 423
Rideau Gate*



*Association condominiale
Carleton no 423 Rideau Gate*

11. Date of next meeting:

The next Board of Directors meeting including a virtual owners forum will be on December 3. The owners forum will be held at 6:00pm, and the BOD meeting at 6:30pm.

12. Adjournment:

The meeting was adjourned at 7:50 pm.

Patricia Skinner, Secretary

Bruce Miller, President