Carleton Condominium Corporation 60

Management Report

Prepared for the Meeting of the Board of Directors
Condo Office March 10 th, 2020 at 6 p.m.

- Agenda
- Management Report
- Annual Schedule
- Contracts/Info
- Financial Statements
- Correspondence
- Status Certificate

Property Manager:
Réjean D'Aoust, Capital Integral Property Management
Phone: (613) 722-1232 ext 112 Fax: 1-613-651-0306
Email: rdaoust@cimanagement.ca

205-1600 Laperriere Ave
Ottawa, ON K1Z 8P5
T. 1-613-722-1232
F. 1-613-651-0306
www.cimanagement.ca

Board of Directors Meeting CCC 60
March 10, 2020 6:00 pm Agenda

1. Welcome and Announcement of Quorum

2. Approval of Agenda

3. Approval of Minutes of the Board of Directors of February 4, 2020

4. Items Arising from Minutes of the last meeting

5. Ratification of Decisions Made Between Meeting

- IRC Engineering proposal for the amount of 4950+ hst
  to review Pool room condensation problem and give 2 insulation options.

6. Manager's Report

- **Vault replacement**
- **Back Podium Assessment**
- **Parking membrane replacement and insulation**
- **Retaining wall**

7. Monthly Financial Report

8. Items for discussion

- Reserve fund study update
- Pool Committee
- Date for AGM and Audit
- Bell contract versus installation

9. Items for Board Information

10. Other Business

11. Status Certificate Review

12. Notice of Next Meeting and Adjournment

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Capital Integral
PROPERTY MANAGEMENT

2020 ANNUAL SCHEDULE

JANUARY

FEBRUARY

MARCH
Prepare Landscaping Contract

APRIL
Inspect Winter Damage
Spring Inspection

MAY
Commence Spring Repairs
Smoke Detector Inspection
Carpet cleaning

JUNE/JULY
Road/Parking Sweeping
Asbestos Inspection Test
Building Fire Drill (must update fire plan prior)

AUGUST
Create Draft Budget
Budget Package Out (Due before 30 Sept)

SEPTEMBER
Secure Insurance Renewal
Prepare Snow Removal Contract
Year End

OCTOBER
Insurance (Due 21 Oct)

NOVEMBER
Winterize Property
Prepare AGM

DECEMBER
Christmas Tree Notice to be distributed
AGM

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CONTRACT SUMMARY
CCC No. 60

Service	Firm	Contact
Fire Protection/Sprinklers	Pyron Fire	613-860-3473
Cleaning Products	Romco	613-277-1143
Alarm Monitoring	ADT	613-722-0044
Elevators	Regional Elevators	613-880-6791/613-913-5520c
HVAC	Baxtec	613-738-7450
Plumbing	Baxtec	613-738-7450
Electrical	Bolton	613-748-3921
Garage Door	Pynacker	613-224-8536
Snow Removal	Yanick Dufresne	613-223-8360
Landscaping	John Fenton	613-799-4815
Lawn Care	Nutrilawn	613-317-2295
Waste Removal	WSI	613-235-9692
Sewer	Veolia	613-739-1449
Pest Control	Orkin	613-749-7008
Weekend Cleaner	Royal T	613-761-0049
Generator	Genrep	613-225-9244
Locks	Quality Locks	613-720-5056
Medeco Keys	Gunnebo	613-224-4335
Balcony Nets	Germex	819-243-9849
Pool	Poolworks	613-521-9444
Intercom	Capello	613-223-8360

CORPORATION INFORMATION

Next Reserve Fund Study	In process
Reserve Study Update	Completed 2020
Year End	September 31
Insurance	Gifford
Auditor	Neil Scilley (BDO)
Last AGM	June 27 2019

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Capital Integral
PROPERTY MANAGEMENT

MANAGEMENT REPORT

March 5**th, 2020.**

ITEMS FOR BOARD INFORMATION

Pool dehumidifier :
The dehumidifier installation is completed and have not trip since the vault replacement

Pool Room Painting and ceiling condensation:
Waiting for the slab to be insulated.

Balconies repairs :
The only item that is left is the damages net to be fixt. Manager was on site Wednesday March 4 with Colin from Bassi construction. They will repair the nest Monday March 9 2020.

Rooftop makeup air unit to be replaced
On hold until RFS is completed

Reserve Fund Study Update :
Heather received the RF balance and she will send the final product as soon as she has availability to work on it. Hope to have the copy for our meeting.

Podium Leaks :
Postpone to spring

Back parking podium membrane replacement and insulation :
BOD have accepted the proposal from IRC to up with 2 approach on how to do the insulation of the slab

Fob, Intercom and camera systems :
On Hold

Vault replacement and relocalization:
The switch over to the new system was completed as a plane and went very well.
Brother is working on the removal of old equipment and Hydro Ottawa will complete the removal of the old transfo once the snow is melted.

Water damage in unit 306 :
Nancy prepared the letter of offer and the owners are reviewing it with her Lawyer.

Retaining wall :
Authorization to access was granted by the City of Ottawa this inspection will take place this spring of 2020.

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CCC 60 Board Meeting

February 4th, 2020

Attendees: Marc Bouchard, Jake Collie, David Grant, Hugh Thorne, Rejean D'Aoust,
Apologies: Elizabeth Mengesha

Agenda:

1. Welcome and announcement of quorum
2. Approval of agenda
3. Approval of minutes of the Board of Directors of January 7, 2020
4. Items arising from minutes of last meeting
5. Ratification of decisions made between meetings
6. Manager's report
7. Monthly financial report
8. Items for discussion
9. Items for Board information
10. Other Business
11. Status Certificate Review
12. Notice of next meeting and adjournment

Minutes:

1. Welcome and announcement of quorum
    - DG welcomed the BOD and announced quorum at 5:10pm
2. Approval of agenda
    - Agenda items added by **DG** for a)change in board membership and b)Storage locker situation update. Agenda was approved by the board.
3. Approval of minutes of the Board of Directors of January 7, 2020
    - Moved by **JC**, seconded **HT**, approved by board
4. Items arising from minutes of last meeting
    - No outstanding items arising from minutes of last meeting; several action items still in progress but all being actioned.
5. Ratification of decisions made between meeting
    - Bell Fibe contract for provision of Fibre services in the building - ratified by board (Bell technical scoping scheduled for Feb 19th, **RD** will be onsite to support)
6. Manager's report
    - Pool area
        i. Most recent condensation issue was exacerbated by the Dectron unit tripping again. Once the Hydro work is completed this should go away. Pool temperature was left as it was and the Dectron reset.

ii. Measurements have been taken for the replacement of the patio door. We will wait to see if a manufacturer is able to deliver a new door unit at this time of year.
iii. Report containing recommendations for dealing with condensation on the slab have been provided to two additional engineering companies for a second opinion on the proposed solution.

- Balcony repairs
  i. Work is essentially complete and paid for however we will conduct an assessment of the repairs in the Spring to confirm the effectiveness and quality of the work done.
  ii. **Action: RA** will follow up to see where things stand with the issue of the netting repairs(believed to only be one unit). Board agreed that if it is only one unit we would consider replacing instead of repairing.
- RFS Update
  i. Final balance sheet for last fiscal in good shape but we need to confirm the investments status and numbers for the report to be finalised. **Action: JC** to provide information.
- Podium leak repair
  i. Confirmed by RA that leak was repaired, **Action: RA** will start work with OMS to get a price for the internal repairs and redecoration of the basement corridor area beneath the leak.
- Locker room status
  i. tenant in unit 601 is asking about locker space and when they can get it back following the work on the Vault replacement project. Nadia was to follow up but has not done so yet. **Action: RA** will follow up, information may have been provided to the unit owner and not passed on.
- Board membership change
  i. Jake Collie will be stepping down from the board effective as of the end of the meeting. Other commitments are making it difficult for him to continue to fulfil his obligations to the board and he feels that the time is right for him to step down now with the board's agreement. The board agreed to the request and thanked Jake for all his efforts and support over the length of his tenure. The board will discuss the situation outside of the meeting and decide whether or not to exercise their right to appoint a temporary director ahead of the AGM. **Action: DG** to organise the follow up discussion.

7. Monthly financial report
   December financials (issued separately from management pack) are looking in better shape. Still some issues with A/R with units 904 & 905 but Rejean is actively following up and hopes to have them resolved by the end of the week.

8. Items for discussion
    - Covered under discussion during manager's report.

9. Items for Board information
    - Rejean is going to produce a regular site report for 333 Chapel street and issue to board members to keep them up to date on the various operational activities going in in the building.
10. Other Business
    - No other business
11. Status Certificate Review
    - N/A
12. Notice of next meeting and adjournment
    - Next meeting scheduled for Tuesday, March 10, 2020.
    - Meeting closed at 6pm; moved by JC and seconded by MB..