**CARLETON CONDOMINIUM CORPORATION NO. 498**

**40 LANDRY STREET**

**OTTAWA, ONTARIO**

**MINUTES OF THE BOARD OF DIRECTORS MEETING**

**VIA TELECONFERENCE**

**NOVEMBER 28, 2022, 6:30 P.M.**

 **BOARD MEMBERS:**

 François W. Lalonde President

Scott Hewton Vice President

Claire Fréchette Treasurer

Diane Côté Secretary

Raymond Laflamme Director

 **GUESTS:**

 Réjean D’Aoust Property Manager, Capital Integral Property Management

Nadia Freeman Vice President of Operations, Capital Integral Property Management (until 9:07 p.m.)

 Joshua Rup Recording Secretary, Minutes Solutions

**1. CALL TO ORDER**

There being a quorum present, and the Directors having been given adequate and proper notice of the meeting, the meeting was called to order at 6:32 p.m. with François W. Lalonde presiding as Chair.

**2. APPROVAL OF THE AGENDA**

The Board approved the agenda of the November 28, 2022, meeting.

**3. FINANCIAL STATEMENTS**

**On a motion made by Diane Côté, seconded by François W. Lalonde, it was resolved to accept the unaudited financial statements for the period ending October 31, 2022. Motion carried.**

*ACTION – Moving forward, Management will include the cumulative general ledger data for the year-to-date in every monthly financial report.*

The Board reiterated that Raymond James Ltd. should provide quarterly reports on the performance of investments in savings accounts and updates when savings are switched to another institution.

**4. REVIEW AND APPROVAL OF THE PREVIOUS MINUTES**

**On a motion made by Claire Fréchette, seconded by Diane Côté, it was resolved to approve the minutes of the October 24, 2022, Board of Directors meeting, as presented. Motion carried.**

**5. RATIFICATION OF DECISIONS**

**a. Budget:**

**On a motion made by François W. Lalonde, seconded by Claire Fréchette, it was resolved to approve the letter of presentation and budget with a condominium fee increase of 4%, as submitted by Management via email. Motion carried.**

With regard to the next fiscal year budget, the Board decided to increase the condominium fees by 4%. Management provided a draft of the letter of presentation on November 27, 2022, and François W. Lalonde’s comments will be included in the letter. The Board noted that the increase in project costs and repairs was a factor in the decision to increase the condominium fees. Major projects may need to be completed incrementally, otherwise a special assessment will be required. The Board will discuss future repairs and projects in further detail when the reserve fund study is completed.

**b. Spot Maintenance Quote:**

**On a motion made by Raymond Laflamme, seconded by Claire Fréchette, it was resolved to ratify the Board’s email approval to accept the quote from Spot Maintenance for a deck over the jacuzzi at a cost of $6,840, plus HST. Motion carried.**

**6. ITEMS FOR DISCUSSION**

Items requiring elaboration during the meeting are documented below.

**a. Parking List Review:** Management advised that the resident parking information form will be prepared by December 15, 2022, for the Board’s review. The form will prompt residents to provide their contact information, parking spot number and licence plate number, bicycle information, locker information, and the number of household pets. Residents will also be asked to indicate whether they require assistance in the event of an emergency evacuation. The Board agreed to discuss smoking in the building at a later date.

**b. Update on the Corridors:** With regard to the 17th floor, Scott Hewton advised that the project is ready to move to tender with the current drawings. A discussion of the fire alarm systems and electrical items will need to be held prior to tender. Management will provide the Board with the finalized tender package by December 21, 2022. The tender package will include the drawings, details of the pot lights, and information previously sent by Management to Scott Hewton. A letter of invitation will be prepared for the six contractors bidding on the project. A separate contract will be required for Total Fire Protection’s scope of work and it will be coordinated with the other 17th floor items.

The Board noted that the six general contractors placing bids will be provided with a copy of T&M Electric Ltd.’s electrical study outlining power sources for the pot lights. The Board agreed that the general contractor’s scope of work will include all electrical items including the wall sconces, pot lights, the electrical baseboard heathers, and the fluorescent LED lighting in the elevator lobbies. The Board agreed that the pot lights are only for the 17th floor. With regard to questions from contractors, architectural questions will be directed to Serina Fraser and questions regarding electrical items will be reviewed by the Board and directed to the appropriate party. With regard to the electrical baseboard heaters, the general contractor will provide their own recommendations.

The bid request will also include the suitable timeline of the project and the Board noted that the work could take approximately three to four weeks to complete. The Electrical Safety Authority will need to be involved in the project to ensure the electrical work is completed to code. The start of the project will depend on the availability of material, and the Board agreed that the contractor will need to be held accountable to ensure they adhere to the timeline of completion. A CCDC contract will need to be executed once a contractor has been selected. Management advised that DHA legal counsel can review the contract to ensure items are not missing and all details have been accounted for.

**c. Investments:** *ACTION – François W. Lalonde will draft an email for the Board’s review to Raymond James Ltd. outlining the Board’s recommendations and direction regarding short-term investments.*

François W. Lalonde reiterated that a large portion of available cash can be used towards short-term investments to earn interest.

**d. Keller Engineering Contract – Balcony Repairs:** Management is working with Keller Engineering to schedule the concrete delamination work. A number of areas are not accessible from the unit balconies; therefore, they will be knocked down from the outside. The scope of work is under review and will be provided to Management by December 6, 2022. Once the concrete delamination work is completed, an aesthetic repair will be done in the spring of 2023, and the balcony structural repairs will be done in approximately two to three years. The Board noted that a separate contract may be required for the aesthetic repairs.

**e. Front Stairs Repairs:** *ACTION – Management will arrange a meeting with Norwood to discuss the completion of the front stairs repair. Scott Hewton will attend the meeting.*

*ACTION – Management will inquire into the execution of the CCDC contract for the front stairs repair.*

Management reported that Norwood has not been on-site as they are awaiting approval regarding the temperature requirement for the Masterseal 2500 system for the surface of the concrete stairs. The Board advised that the temperature requirement may be around 8 degrees Celsius which could delay the project to spring, 2023. The Board agreed to consult the engineering firm to discuss the delay in the completion of the front stairs repair. Either the repairs can be completed as soon as possible or the stairs can be protected during the winter season with the repairs resuming in the spring of 2023. If the repairs are delayed until the spring of 2023, arrangements will need to be made to ensure the stairs are operable during the winter season including the installation of a handrail and winter heat applied to the stairs to allow for some repairs to be done.

**f. Pool Painting:** *ACTION – Management will provide Scott Hewton with the quote for the installation of electrical components in the pool area.*

*ACTION – Management and Scott Hewton, and Jacques Dumont will meet with the electrician on-site to discuss the installation of electrical outlets in the pool area.*

*ACTION – Rayan Ghanmi will prepare a communique to residents outlining the date the pool will be reopened and will include pictures of the revamped area. Raymond Laflamme will translate the communique to French before it is sent to residents.*

The pool painting has been completed and Management has received a quote for $700 to install the electrical outlets for TV, projectors, and Wi-Fi. Scott Hewton advised that a contractor will need to install the projector.

Plants have been purchased and have been placed in the office. Pots will need to be purchased to store the plants. Scott Hewton brought the lockable filing cabinet on-site on November 25, 2022. The ironstone decking for the whirlpool was completed and Benvi Antelmi will attempt to colour coordinate the pots, ironstone decking, and all fixtures.

The pool washrooms and sauna require a deep cleaning. Management reported that the cedar floor and deck in the washrooms will need to be cleaned on a frequent basis. The pool deck will require cleaning on a weekly basis with a buffer machine. Management noted that an inventory of the Corporation’s equipment will be done to determine if additional items are required on-site.

**g. Lobby Painting:** Scott Hewton advised that the lobby painting may occur in early January, 2023. Two furniture and lighting options will be proposed by the end of December, 2022, for the Board’s consideration. The lighting elements need to be coordinated with the lobby painting as the surfaces will need to be prepared. Scott Hewton will meet with representatives of Flux Lighting during the week of December 5, 2022, to tour the area, discuss lighting options, and obtain pricing for the Board. Scott Hewton advised that a contract should be awarded to Waterdon to ensure work begins in the new year and dates can be agreed upon based on the availability of fixtures and the lighting options selected by the Board.

**h. East Parking Lot and Ramp Repairs:** The Board advised that the proposal from Fishburn Sheridan & Associates Ltd. was missing several items. The Board agreed to three surface cores rather than the four cores outlined in the proposal. The Board agreed to move forward with phase one of the east parking lot and ramp resurfacing project proposed by Fishburn Sheridan & Associates at a cost of $4,676, plus HST. Phase two and three will be considered at a later date.

1. **Emergency Access to Units:** Management will obtain quotes and colour samples for the plaque that will be used to display emergency contact information for residents. Management and Scott Hewton will discuss the colour scheme of the signage with the lobby painting team to ensure compatibility.
2. **Fob Entry System:** *ACTION – Rayan Ghanmi will prepare a communique to residents advising them of the new entry rules for after hours guests and deliveries starting December 15, 2022. The Board will review the communique before it is sent to residents.*

The Board agreed to institute a new policy whereby residents will be required to come down to the lobby and permit entry to their guests or delivery service workers during the hours of 10:30 p.m. to 6:00 a.m. The fob entry system will be installed outside the main entrance door in the near future.

1. **Visitor Handicap Parking Spaces:** Management advised that the work has been completed for the three visitor handicap spots next to the ramp.
2. **Bicycle Storage:** Management is awaiting a quote for a new door design for the bicycle storage area and a fob system will be implemented for entry. Once the expansion is completed and additional lighting fixtures have been implemented, Management will determine if additional items are required for the storage area.
3. **Reserve Fund Study – Stage 3:**

**On a motion duly made, it was resolved to approve the Fishburn Sheridan & Associates Ltd. proposal to complete a stage three reserve fund study at a cost of $6,700, plus HST. Motion carried.**

The Board noted that the stage three reserve fund study proposed by Fishburn Sheridan & Associates Ltd. will provide a 60-year projection.

1. **Building Exterior Membrane and Coating:** The Board noted that the matter is regarding the waterproofing of exterior walls and could be coordinated with the future balcony structural repairs. The exterior painting was scheduled for 2028 and exterior sealants scheduled in 2026 or 2027.
2. **West Podium Waterproofing Replacement:** *ACTION – Management will arrange a site meeting with Fishburn Sheridan & Associates Ltd. to discuss the pros and cons of the proposed investigation.*

The Board agreed to defer the west podium waterproofing replacement, podium deck expansion joint and membrane replacement, and the south podium waterproofing replacement projects to a future time. Management noted that another site meeting with Fishburn Sheridan & Associates Ltd. can be arranged to provide the Board with further information and direction regarding the proposed investigation and replacements.

1. **Maintenance Plan and Action List:** Management will complete the maintenance plan and action list by December 21, 2022.

**7. OTHER BUSINESS**

**a. Status Certificate Review:** Management reported no further updates.

**b. Parking Lights:** Management reported that the parking lights have been restored. In order to conduct efficient snow maintenance in the area, asphalt will be placed over the trench at a cost of $2,300.

**c. Board and CIPM Email Addresses:** *ACTION – The Board agreed to discuss the CIPM and La Renaissance email address matter in-person.*

The Board advised that the new La Renaissance email was to be used by owners to communicate with the administrative office or the Board; however, CIPM cannot access the inbox and inquiries would have to be redirected to them for the Board to address. The Board noted that the CIPM email address will be used to reply to owners’ questions or concerns.

**8. NEXT MEETING**

The next Board of Directors meeting will be held on December 19, 2022, at 6:30 p.m.

**9. ADJOURNMENT**

 There being no further business of the Corporation to transact, the meeting was closed at 9:15 p.m.

**DISCLAIMER**

The above minutes should be used as a summary of the motions passed and issues discussed at the meeting. This document shall not be considered a verbatim copy of every word spoken at the meeting.

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Director                                                                      Director

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Date                                                                      Date

**CARLETON CONDOMINIUM CORPORATION NO. 498**

**RESTRICTED RECORDS**

**NOVEMBER 28, 2022**

1. **Unit 305 Water Damage:** *ACTION – Management will consult with Clear Water Works and a second contractor to discuss an inspection of the horizontal connection to the main stack in approximately 10 units.*

Management advised that the mitigation is underway and they are awaiting a revised quote from CPS outlining standard unit components. The revised quote will include a price for the upgrade should the owner’s power of attorney decide to move forward. Management will arrange a meeting with the power of attorney to discuss the matter further. Management advised that the leak had occurred from a horizontal pipe between the toilet and vertical stack from the unit above. A weekly inspection was required as the unit was vacant for a period of time.

The Board noted that they have installed water leak detectors in their individual units. The water leak detectors would be ideal for bathroom ceilings to detect leaks in the piping and stack. The Board advised that a plumber could scope approximately 10 units to assess the condition of the horizontal connection to the main stack. Management reported water leak damage in Unit 813 and 1008.

Nadia Freeman advised that lunch and learn sessions are held with contractors across various industries. Property Managers can recommend services to the Board of Directors they represent based on the information gathered during the lunch and learn sessions. Nadia Freeman advised that the Corporation’s mechanical contractor, Francis H.V.A.C, would have further information regarding the building’s components and can recommend water detection devices. The insurance industry may mandate water leak detection devices in each unit as a requirement for coverage.

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Director                                                                      Director

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Date                                                                      Date