

Carleton Condominium Corporation No. 264

Minutes of Condo Board Meeting on Wednesday, October 23, 2019

Present: Claude Durocher, Jennifer Goldstone, Michelle Richards (CIPM), Heather Ross

Absent with notice Natasha Brunet, Yawar Khan (CIPM)

Location of meeting: CCC 264 Office

		<u>ACTION</u>	
1.	CALL TO ORDER		Meeting began at 6:35 pm
2.	APPROVAL OF AGENDA		Agenda approved. Motion moved by Jennifer Goldstone and seconded by Claude Durocher.
3	APPROVAL OF SEPT. 26 MINUTES		Minutes approved as written. Motion approved by Jennifer Goldstone and seconded by Heather Ross.
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4.1	Parking Spot Number 30R	CIPM	<p>In September, CIPM had sent a final notice with a deadline to respond by October 4 to the owner of 47A. If the car was not moved by then, it was to be towed.</p> <p>Michelle said that the owner said he does not live on site and that he would advise the tenant. Michelle said that she had given a Tenant information form and form 5 to the owner, who was due to respond by October 23.</p> <p>The Board reiterated that the car is parked illegally in 30R and should be towed with the fee charged back to the owner.</p>
4.2	Pool	CIPM	<p>H2O is to complete the winterization of the pool by October 31st. CIPM will look for confirmation of the closure.</p> <p>Permanent pool closure will be discussed at the AGM and a <u>separate meeting</u> scheduled soon after to vote on pool closure.</p>

4.3	Roof Repair- Block 782	CIPM	<p>When Roofshield completed the repairs due to Audet's incomplete roofing job on 782 block, they identified the need for further roof repairs around chimneys that have the potential to cause leaks in the winter. CIPM provided pictures of the areas. Roofshield provided a quote \$2,000 to make the necessary repairs, which the Board approved.</p> <p>CIPM is to report Audet to the Better Business Bureau for the poor work and the fact that they would not return to make the needed repairs. Instead, they opted to forgo their holdback money.</p>
4.4	Waste Connections/ City of Ottawa Garbage issues	CIPM/ BOARD	<p>Michelle reported that the fifth bin was delivered and an email has been sent to residents advising them of the bin location.</p> <p>Michelle will call her contact at the City to obtain the schedule for garbage pickup (garbage blue bin, recycling bin, yellow paper bin, green composting bin and large item pickup). Once received, CIPM will send the schedule to residents, reminding them that the large items should not be put out until the evening before the day of pickup.</p>
4.5	Lighting	CIPM / BOARD	<p>Hector joined the meeting to discuss the door lighting situation. He had a list of some lights that need to be replaced. Claude and Hector will work together to determine which bulbs need to be replaced on all blocks except for on the newly sided buildings. Dominion are to replace those bulbs as they shouldn't have burnt out so soon.</p> <p>Claude advised that CIPM should let Dominion know that all lights to be replaced in Phase 1 and 2 blocks are with Daylight bulbs (not soft white). Claude gave Michelle the list to give to Dominion of lights that are burnt out.</p>

			<p>Metrosphere provided a quote of \$7,800 to replace the rusted pole light located next to Claude's car. This quote was approved by the Board. Michelle will advise when this replacement will take place.</p> <p>It was agreed that once lighting posts are built (where new posts are needed), CIPM should hire painters, e.g. Student Painters, to paint them black.</p>
4.6	Steps	CIPM/ Board	<p>Natasha and Heather did a walkabout on August 19th and sent an email to CIPM with a list of dangerously eroded steps. Heather to forward a copy of the email to Michelle for immediate attention.</p> <p>Jennifer will walk around the CLV units, since Michelle provided a list, and send Michelle a list of infractions that CIPM can address with the owner.</p>
4.7	Painting	CIPM	<p>This action will be brought forward in the Spring at which time CIPM will obtain 3 quotes for the following: balconies/posts at block 782 (1 coat); carport of block 770 (2 coats) – metal paint will be needed for post; blocks 758, 762 and 766 (1 coat). Greg Collins Painting will be given the opportunity to quote.</p>
4.8	PM Contract	CIPM / BOARD	<p>The Board met to discuss the CIPM contract. Jennifer sent an email on October 9th to Yawar (copied to Michelle) with a few questions. Michelle will speak with Yawar to find out when he will be responding to the email.</p>
4.9	Auditor selection 2019-20	CIPM / BOARD	<p>CIPM has 2 quotes to provide the AGM for it to decide on an auditor for 2019-20.</p>
4.10	Gutters / Trees	CIPM / BOARD	<p>Brian Buys completed the cleaning of the gutters as quoted: 1) east side extension and 45/46 balconies of block 802; 2) east side extension and 4b/5b balconies of block 762; 3) north side extension of block 782;</p>

			<p>4) east extension of block 778; and 5) full balcony of 14b-766, 12b/13b balconies.</p> <p>Roofshield is responsible for cleaning the eavestroughs at blocks 766 & 762. CIPM to confirm this has been done.</p> <p>Michelle advised that Marcel Pelletier walked the condo area to determine what trees might need to be removed. He sent her a picture of a pine and maple that needs trimming. Michelle to find out the exact location of the trees and get a quote for looking after these trees.</p> <p>Trees in the yards at units 35 and 68 also need to be removed. CIPM and the Board will revisit this in the Spring walkabout and determine next steps.</p>
4.11	Unit 26A	CIPM	<p>CIPM is waiting for a deficiency list from Keller, including damages to fences, potholes, eavestroughs, etc.</p> <p>17A's fence was repaired (confirmed by Claude in September), but 26A's needs to be addressed.</p>
5. FINANCIAL REPORT			
5.1	Account Receivables #1101 Other Receivables	CIPM / BOARD	DEFERRED TO NEXT MEETING: It will be necessary to look at past minutes to determine what the issue is as it is been going on for over a year. Yawar was working on providing an explanation.
5.2	A/R Aging Summary	CIPM	Michelle to send Jennifer a more readable A/R similar to what we have received in the past.
5.3	Finances	CIPM	Jennifer asked that CIPM reply to her emails of October 1 and October 23 asking questions about the August and September

			financial statements. Many clarifications are needed. Jennifer suggested that these emails be annexed to the minutes.
6. OTHER BUSINESS			
6.1	Reserve Fund Study	CIPM/ BOARD/ KELLER	Michelle will confirm with Yawar that he asked Steve and Justin to attend the AGM on November 14th to answer questions about reserve fund, siding project and special assessment.
6.2	Roof Replacements Blocks 750 and 802	CIPM	Kott is working on block 750 and should be completed by week of October 28 th . The balcony roof at block 802 needs to be repaired before the end of the year. CIPM said in August that it was getting quotes from Roofshield and Sullivan Roofing. Michelle will follow up.
6.3	Rules/ Regulations Handbook	CIPM	Jennifer sent a revised draft to the Board and CIPM. This email has been forwarded to Michelle. Jennifer asked CIPM to remove the tracked changes and send the revised document to owners <u>as part of their AGM package</u> . Yawar said it would include a cover note that a special meeting will be held to discuss any concerns about the contents.
6.4	Always Growing	CIPM	The new siding at the southeast corner of block 786 (Unit 42A) was damaged during snow removal, according to our minutes of the past few months. Yawar had spoken to Ryan about it in August and he was planning to repair it. Michelle was planning to follow up with Ryan. Heather wrote on Oct. 28 that the damage may have been done by a riding lawnmower in July 2018. Claude sent John an email on July 5, 2018 with a picture of the damage. CIPM to follow up?
6.5	AGM	CIPM / BOARD	The date for the AGM has been set for Thursday, November 14, 2019 and CIPM has sent a notice to the residents.

			<p>Proxies will need to be selected ahead of the date in order to ensure a quorum. CIPM to make sure that CVL, who owns approximately 40 units, get their proxies to them well in advance of the meeting.</p> <p>Michelle confirmed that the room rental at Cairine Wilson High School and secretary to take the minutes at the AGM have been booked.</p>
6.6	Billing – Waste Connections	CIPM	Michelle and Heather will confirm that the old contract with Waste Connections will be terminated and a new one in place for any extra collections that are deemed necessary.
6.7	Foundation Leaks 37A and 70A	CIPM	<p>CIPM was notified that Dominion has not yet fixed the eavestroughing at 37A and that it is still hanging on the fence by a bungy cord.</p> <p>CIPM is to ask Keller for a deficiency list, which includes the leak to 70A. CIPM will get Keller to set a date to repair the leak to 70A.</p>
6.8	Siding Project	KELLER/ DOMINION/ CIPM/OCS	<p>The project is progressing and should be completed by the end of October. Keller will need to do a walkabout and note deficiencies.</p> <p>CIPM to ask Keller about the schedule for next Phase in the spring with Ottawa Construction Services, especially since OCS had said it would start siding the pool house in September 2019 and this was not done.</p>
6.9	CLV	BOARD/CIPM	<p>Michelle is to verify is Jennifer Boyd is, in fact, CLV and confirm to the Board how many units they own and identify them.</p> <p>The Board agreed that Michelle and Jennifer would review CLV properties from the outside, prepare a list of problems and that CIPM would write to CLV to have the problems resolved by a certain date or else</p>

			contractors will do the work and it will be charged to CLV.
6.10	Records Management	BOARD/CIPM	<p>ONGOING: Heather continues to go through the boxes of records that were delivered to the pool house/condo office. Natasha and Jennifer offered to help.</p> <p>It was noted that Ottawa Shred-it will shred documents for a donation that they will donate to the Ottawa Regional Cancer Foundation. Heather is aiming for the last date for shredding of December 14th.</p>
6.11	Parking	CIPM	Once Dominion has left the site, Michelle will notify Capital to reinstate full parking monitoring.
6.12	Speed Bumps	CIPM/BOARD	Claude will remove the speed bumps by mid-November. As for buying new speed bumps, we will revisit next Spring. CIPM will ask for a quote from Great Outdoors or Uline to purchase speed bumps.
6.13	Hector Hernandez	CIPM / BOARD	Hector joined the meeting to discuss his resignation. He is flexible as to the timing of signing his resignation letter. He did stress that he would be out of town often with his present job. CIPM sent an email to the residents of CCC264 outlining the job description and asking if there is any interest from a resident to apply for the position. If there is no interest by the November 5 th deadline, CIPM will look elsewhere.
6.14	Condo Office/ Electrical Panel/ Bathroom Taps	CIPM / BOARD	<p>This issue will be readdressed in the Spring. CIPM will ask SEGA for a quote on adding a direct link from the breaker to the air conditioner at that time.</p> <p>Claude will look into the leaking faucet.</p>
6.15	Banking	CIPM / BOARD	The papers have been delivered to CIPM for the move from Scotiabank to RBC.

6.16	Chimney Inspections	CIPM	Drouin has completed the chimney inspections. CIPM must now get the list of fireplaces that did not pass the inspection and send registered letters notifying those owners of decommissioned fireplaces. This is high priority.
6.17	Bollards Repair	CIPM	Dan Can is to check on the bollards that need immediate attention due to exposed electrical boxes. The Board agreed that cement bollards that were in disrepair could remain as they are unless owners request repair.
6.18	44A Exterior Cabinets	CIPM	Michelle will send an infraction letter to the owner to remove the cabinets.
6.19	Shed Emptying	CIPM	Waiting to hear from OCS re: when it will reside the pool house, so the shed can be emptied and moved out of the way.
7. NEW BUSINESS			
7.1	Unit 38A Modification	CIPM/ BOARD	The owner of unit 38A presented a modification application for a heat pump similar to the one Claude has. This modification was approved by the Board.
7.2	Unit 58A	CIPM	Michelle will send an infraction letter to the resident of unit 58A to remove the axe at their door.

Meeting adjourned at 8.45 pm

The next Board meeting is scheduled for Wednesday, November 20, 2019 at 6:30 pm.

Minutes Approved:
November 20, 2019

