

**379MINUTES**  
**of the Board of Directors of**  
**CARLETON CONDOMINIUM CORPORATION NO 379**  
**Meeting Held**  
**Wednesday May 5th, 2021**  
**Via video and teleconferencing**

<b>Directors</b>	<b>Address</b>	<b>Phone</b>	<b>Term of Office</b>
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; Nadia VP Operations

Absent : John Donovan; Huma joined the meeting at item 29.

**Establish a Quorum**

1. As a quorum was established, the meeting commenced at 6:30 p.m.

**Approval of Minutes**

2. The minutes for the budget meeting April 8<sup>th</sup> 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 were 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. The input from the operating account will be spread out over 10 months. Lloyd advised CIPM finance department on April 6<sup>th</sup>. The GIC coming due on May 17<sup>th</sup> will be cashed in to look after any requirements during May and June.
4. PPO for March – Lloyd refused approval (twice) as the pricing was not acceptable to him. The PPO costing is being reviewed by CIPM. April required.
5. Operating bank account. 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 28<sup>th</sup>. Lloyd sent an email to Yawar requesting action and communication Feb 16<sup>th</sup>. 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 18<sup>th</sup>. Delay with the transfer from Commercial to Small Business within TD. A very slow process. Not done yet. Laura advised that TD does not want their business. Lloyd requested to be able to speak with TD directly. Lloyd received three TD access cards April 28<sup>th</sup>. Communication received May 3<sup>rd</sup> from TD from small business. Lloyd requested to speak with them re the “new” charges May 4<sup>th</sup> as they are more expensive than we had previously.

**Review of files for destruction**

6. Review and digitalization of our files. About 12 boxes need to be destroyed. Lloyd will arrange for the boxes to be destroyed once COVID-19 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 would transport the documents for destruction after the COVID-19 restrictions are lifted after May 20th.

#### **Reserve Fund savings plan.**

7. Next GIC renewal is 17 May 2021. To be cashed in and deposited into the Dual Investment account. Agreed.

#### **Status Certificate (S/C)**

8. The next change is as of May 1<sup>st</sup> to remove the FY 2020/21 info. Lloyd sent the revised document to Vaalea April 28<sup>th</sup>.

#### **Parking Report**

9. April received May 4<sup>th</sup>.
10. Unequal parking spot sizes noted July 27<sup>th</sup>. 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? Lloyd paced our spots at two locations April 10<sup>th</sup>, and they are about 8 feet + wide. We are not concerned about the length. Lloyd checked the Ottawa parking spot width requirements, and it is 2.4 meters or 7.8 feet ~ 8 feet. Lloyd stated that we should use the City measurements as a minimum. Agreed.

#### **Contracts Requiring Renewal**

11. No contracts require renewal at this time.

#### **Reports**

12. **Annual** CAO report between Jan 1<sup>st</sup> and March 31<sup>st</sup> each year via electronic means. Done. No action required.
13. **Notice of Change** to the annual report, if applicable, within 30 days of the change via electronic means.
14. **Periodic Information Certificate (PIC)** twice per year – **no later than Sep 30<sup>th</sup> (as of end July)** and Mar 31<sup>st</sup> (as of end January) for our Corporation. Next report is as of the end of July. No action required.
15. **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 have prepared and send out once approved by Lloyd. PM advised it would be sent out by May 30<sup>th</sup>. Lloyd discussed when the 30 days starts, on or after the event or when first known. CIPM is requested to confirm.
16. **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). The PM advised that all were completed to date.

#### **Maintenance Items**

17. Window cleaning for early June. Cody March 30<sup>th</sup> = \$3,107.50 was approved at the previous meeting. The PM advised that the date is July 5<sup>th</sup>. Lloyd stated that we wanted the end of May or the first part of June. Apparently, the date is the same as last year. Notice will have to be sent out to the owners/residents at least a week prior.
18. 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. One of the owners appears to be having issues. The current COVID-19

restrictions will not allow the inspection until after May 20<sup>th</sup>. The PM to find out from the contractor when they could be done, and then send a letter to the owners, once approved by Lloyd, invoking rule 1. Approach approved.

19. 6535B reported a leak in his skylight Oct 10<sup>th</sup>, 2018. Campbell has been contacted by Lloyd on May 5<sup>th</sup> via email. The owner is to notify Lloyd if they have not contacted him by June 12<sup>th</sup>. No contact as of June 14<sup>th</sup>. Campbell reported that the inspection will be done the week of June 29<sup>th</sup>. Lloyd tried to get a report on July 14<sup>th</sup> but was unsuccessful. Tony reported that it was still leaking. Chris Levitt was to inspect July 27<sup>th</sup>. 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 26<sup>th</sup> 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 21<sup>st</sup> 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. Difficulty in reaching Campbell Roofing – death in the family. Tony to contact Lloyd when he is available ASAP to discuss the issue.

20. 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.

21. 6623A one patio stone cracked TBC. The spring inspection is completed, and all items will be reviewed once the results have been compiled.

22. Some mailboxes should be replaced. 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.

23. Flashing repairs under 19 villa rear patio doors reported by Rene. The spring inspection is completed, and all items will be reviewed once the results have been compiled.

24. 6533B the front flashing on the edge of the window, is also badly rusted, or covered in mold. Noted July 22<sup>nd</sup>, 2020. Checked by Mr. Levitt and he found that it was dirty and in need of cleaning. The spring inspection is completed, and all items will be reviewed once the results have been compiled.

25. Creeping vines causing problems August 24<sup>th</sup>, 2020. 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.

26. 6577 owner concerned, Sep 1<sup>st</sup>, 2020 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. Veronica to check and advise if action is required once spring growth occurs. Lloyd checked the tree and found 2 branches that appear to be dead and in need of pruning. Veronica to contact Manotick Tree Removal for advice.

27. Eavestrough cleaning quotes required. We do not supply water. The PM advised that one quote has been received Nov 5<sup>th</sup> from Window Butler for \$2,249 + HST. Lloyd approved the quote on Nov 6<sup>th</sup>. Work to be done Nov 13<sup>th</sup>. Confusion concerning if the work was done. It appears not. Contractor will come back to complete the job week of Dec 1<sup>st</sup>. 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. Called the contractor twice and left voice mail each time. Contacted his office and they were to send him a message April 22<sup>nd</sup>. No response in May either.

28. 6631 advised there is a broken branch in the tree behind their unit which needs attention noted Oct 7<sup>th</sup>. More branches fell in the last storm. Rene removed them and cut the hanging branch down and will dispose of them in the spring. Rene advised the tree appears to be sick and we should look at removing it. It was reviewed during the spring inspection and was found to be alive but may require removal in future years.

29. 6655B requested insulation be improved at his doors and windows October 22<sup>nd</sup>, 2020. 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 would wait until COVID is more under control.

30. 6651A eaves dirty at lower level; 6527 chimney stack is dirty; 6545B top of bay window dirty. The spring inspection is completed, and all items will be reviewed once the results have been compiled.

31. 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 Yannick to trim the bush next to the house. Not done as yet. Lloyd reminded Yannick May 4<sup>th</sup>.

32. 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 3<sup>rd</sup>. 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. Lloyd checked the area on Saturday April 10<sup>th</sup> and the garbage was on the sidewalk and away from the roadway – garbage was only paper and green bins. Lloyd decided to split the garbage into two areas - one for block 6641 to 6647 (at 6641 entrance Bilberry DR. curb) and the second one for 6651 to 6657 which is no change, but the garbage is to be put closer to the Bilberry Dr. curb. The change will become effective April 30<sup>th</sup>. The owners and residents were advised in writing April 21<sup>st</sup>. Some residents started using it on April 23<sup>rd</sup>. It was picked up. Lloyd spoke with the owner April 27<sup>th</sup>. He is still skeptical as to whether or not this will solve the problem. Lloyd will review the issue on Friday April 30<sup>th</sup> as that is a full garbage day. Unfortunately, the owners are using the walkway as the start point for the collection. Lloyd took pictures and will send another correspondence to them requesting that they move the garbage closer to the road and well away from the cars.

33. Spring inspection May 3<sup>rd</sup> with veronica and the PM. A notice to owners/residents was sent April 26<sup>th</sup>. Completed May 3<sup>rd</sup> in 2 hours. Inspection report is being prepared by the PM.

34. 6611A bed bug problem identified March 8<sup>th</sup>. Letters sent to the owner and also to all units in the block approved March 9<sup>th</sup>. The tenant advised, April 27<sup>th</sup>, that only a few were found in one room. On a second inspection all was clear. Other follow up inspections are planned. Lloyd requested to be updated when the inspections have been done. An update notice was sent to the block residents April 30<sup>th</sup>.

35. 6611B roof leak coming in around the fire alarm March 9<sup>th</sup>. Campbell roofing not responding to the PM. Lloyd will contact. Lloyd sent an email on April 10<sup>th</sup> concerning both 6611B and 6535B. No response yet. Death in the family and they are behind. Jenn stated that we do not owe them anything which indicates that an inspection was not completed. Lloyd will continue to contact Campbell roofing.

36. 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 quote has been received - \$4,420 + HST (\$42.40 each for 104 vents) plus a boom lift at either \$1,750 or \$2,250 + HST depending on availability. 2 other quotes are required due to the cost. In process. Lloyd stated that he would give them about 2 weeks and then go with the original contractor.

37. 6507A requested that we relevel the rear patio stones March 22 (requested last year apparently and was missed). Lloyd verified that action will be required to correct the problem of slope from one unit to the other.

38. 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. Lloyd suggests replacing the 2 shutters. The aluminum one is very flimsy. Lloyd is costing the job as it is on the third level.

#### **Reserve Fund Repairs**

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

40. Tot lot repairs. Lloyd contacted the PM for CCC 388. There is a small hole in the slide which Lloyd did not see. Someone made a repair. Lloyd spoke with the PM, James Kritikos, for CCC 388 June 10<sup>th</sup>. 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 10<sup>th</sup> and the slide has not been replaced only repaired. Lloyd inspected the slide, and the fix will have to be smoothed out. Lloyd requested the PM to contact the PM of 388 to determine who is to make the repair.

41. Repairs to 4 chimneys and possibly the fireboxes – 6529, 6547B, 6643B, and 6645A. Lloyd contacted the company High Energy June 9<sup>th</sup> for a quote (recommended by Capital Chimney). Inspection to be done July 9<sup>th</sup> for both units. 6547B was inspected on July 9<sup>th</sup> and 6529 will be done on July 17<sup>th</sup> – 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 10<sup>th</sup>. 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 21<sup>st</sup> 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. Tony to contact Lloyd to discuss ASAP.

42. Eavestrough repairs/replacement. Lloyd contacted Capital Chimney Sweep for a quote March 31 for all of the items below. They advised, May 5<sup>th</sup>, that they are unable to do the work this year. Two other companies were suggested Regional and Maize. Lloyd will need their contact information.

- a. many units have broken roof diverters (gutter guards) – the contractor to review and replace, as necessary. Chris Levitt stated 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.
- 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. Not essential.
- 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 17<sup>th</sup>.
- 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 17<sup>th</sup>.
- h. 6539A/41A downspout in the rear not functioning properly March 23 – outside out instead of inside.

43. Repairs and painting balcony area. 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? Rene advised that a Lift is required for a month at a cost of about 3K. Quotes required via the PM. Hard to quote as we cannot identify exactly what is required for each unit. Chris Levitt will be requested to quote.

44. 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. The contractor we used in 2016 phone # is not in service. Lloyd will discuss with Rene. The step appears to be stable, safe, and the top step is within acceptable range. Minor repair to the railing. The gap between the riser and the first step should be filled in for appearance. Lloyd to contact the Rubber F/X contractor.

45. 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. Finished. Invoice submitted. One box of flooring to be returned in May after the COVID-19 restrictions are lifted.

46. 6631 garage bottom rusted out and a new rubber weatherstrip is required. Not repairable – parts not available. 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 29<sup>th</sup> with a response date of May 5<sup>th</sup>. The PM advised that no responses were received. Lloyd stated that he will proceed with the door replacements – agreed.

47. 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 8<sup>th</sup>. Done. Repairs were made to the outside siding. The spring inspection is completed, and all items will be reviewed once the results have been compiled.

48. 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 or refinish 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.

49. Support beams for the terrace homes rear patio should be painted according to veronica. The spring inspection is completed, and all items will be reviewed once the results have been compiled.

50. 6607A is not happy with the painting completed in her patio area. All painting requirements will be reviewed. The spring inspection is completed, and all items will be reviewed once the results have been compiled.

51. 6593 bedroom window needs replacing. Lloyd approved replacement - \$1,011.35 tax in April 6<sup>th</sup>. Reserve fund. The window is in but will be installed the week of May 24<sup>th</sup> due to COVID-19.

52. Inspection and repairs of the brick, mortar, and parging. Lloyd to contact Honey (BCL) Construction as they have done the work for the past number of years satisfactorily. Contacted April 20<sup>th</sup>. Will be done in May.

### **Declaration, By-Laws, and Rules**

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

54. **Rules update.** 6525 cedar tree removal. Rule 12 vs By-Law 14 Sep 25<sup>th</sup>. 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. Lloyd sent his proposed changes to the Board for their review/change or approval April 23<sup>rd</sup> with response date of April 28<sup>th</sup>. No response from John or Tony. Partial from Huma. Lloyd will put together his view and then the Board may comment or change, as necessary.

### **Modification to common elements**

55. 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.

56. 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. Lloyd advised that it will be done once an updated list of all modifications and the rules review has been completed. On inspection, they used patterned patio stones. Lloyd suggested Rule 53 Annex A (29) be applied which does not require registering on title.

57. 6635 front entrance has been modified without approval + other mods need schedules. Awaiting updated modification review. On inspection they used patio bricks. Lloyd suggested we apply Rule 53 Annex A (29).

**58.** The cedar tree in the rear patio of 6525 has been removed by the owner and only **two** 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. Approved letter to the owner April 9<sup>th</sup>. The owner has agreed to have them removed over the summer.

### **Infraction letters**

59. 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 20<sup>th</sup>. 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 14<sup>th</sup> 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 25<sup>th</sup>. The PM did not advise the other three owners. The PM was requested to do so. Lloyd has received the draft letter April 7<sup>th</sup> and is questioning the lack of action taken. Charges were not applied to any of the accounts apparently. Lloyd confirmed that no action has been taken re charges for each account. As it has been 5 months since the event, Lloyd recommends that no action re letter be taken. **Item closed.**

60. 6663 tree in rear patio needs to be trimmed back IAW rule 53. The spring inspection is completed, and all items will be reviewed once the results have been compiled.

### **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 13<sup>th</sup>. 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 4<sup>th</sup>, 2021. Response received April 9<sup>th</sup> - councilor will look into it and advise action being taken. No further correspondence to date.

62. Community website. Lloyd spoke with Yawar on Friday March 27<sup>th</sup>, 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 7<sup>th</sup>, 2021. It was decided to be kept in the contract as other corporations are using it with 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 for 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 15<sup>th</sup>, 2020. 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, 2020 after hours call from 6611B wanted to know how to turn off the water as there was a stain on the 1<sup>st</sup> 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 19<sup>th</sup>, 2019 and again Sep 4<sup>th</sup>. 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 21<sup>st</sup>, 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 18<sup>th</sup>. 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 11<sup>th</sup>, 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. It can be modified. Lloyd will liaise with the PM to display info that we want and not try to use 1 column instead of 2 e.g., parking. Modification in progress.

65. Hydro reimbursement to 19 owners. Sent to the PM April 3<sup>rd</sup>. The PM is to confirm action taken including the payments. Done. **Item closed.**

### **NEW BUSINESS**

66. How are we to operate this summer. If Lloyd leaves, we will work the same manner as last year as Veronica will still be here.

67. On Lloyd's walkabout on April 10<sup>th</sup>, an owner requested that we contact the owner of 6625A to have the rear patio tidied up. The unit was rented but the renter has left according to the neighbor. The owner confirmed that it is rented and occupied. Attempt at cleanup was made. Apparently, it is back in bad shape. A new letter will be sent once Lloyd approves it. Rule 14 should apply.

68. 6539A issues with eavestrough downspout incorrectly connected (included in eavestrough work); 6x6 raised above the patio stones in the rear box; water collection outside the rear box April 13. Lloyd sent an email to the owner April 19<sup>th</sup> advising that we are being delayed by COVID-19. The spring inspection is completed, and all items will be reviewed once the results have been compiled.

69. Snow removal damage report sent to Yannick for repair action May 4<sup>th</sup>.

70. 6619 front landing – step pulled away at the left by about an inch. Appears to be safe. How to fill in the open space. Lloyd to contact the Rubber F/X contractor.

71. 6665 front step area is possibly unsafe. The step is a modification and is the owner's responsibility. PM to advise the owner. The tenant has vacated the unit.

72. 6607B requested a response to the bedbug issue; Fireplace conversion to natural gas acceptance; add a bike rack at the end of the buildings including an enclosure for security; and some siding has fallen off on the bottom of the balcony area April 26<sup>th</sup>. Lloyd prepared a response to the owner May 1<sup>st</sup> and it was sent. Picture not received of the balcony siding to date.

73. AGM request to investigate the insulation of the "A" units lower roof area. Lloyd to contact an insulation contractor.

74. 66607B water spot in ceiling around the fire alarm and one other small area. Lloyd to contact Campbell Roofing.

75. Newsletter spring. Send.

### **NEXT MEETING**

76. The next board meeting is scheduled for Wednesday **June 3<sup>rd</sup>** via teleconferencing/video. Board members are requested to sign on 5 minutes early if possible.

**Adjournment**

77. The meeting was adjourned at 7:32 p.m.

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

LD Scott, Secretary  
June 4<sup>th</sup>, 2021