Carleton Condominium Corporation 60

 Management Report

 Prepared for the Meeting of the Board of Directors

 By webinar June 30, 2022 at 6 p.m.

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

 Property Manager:

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**Board of Directors Meeting CCC 60**

**June 30th , 2022 at 6 PM Agenda**

**1. Welcome and Announcement of Quorum**

**2. Approval of Agenda**

**3. Approval of Minutes of the Board of Directors of April 26, 2022**

**4. Items Arising from Minutes of the Last Meeting**

* Review actions for completion

**5. Ratification of Decisions Made Between Meeting**

- Employment agreement between CCC 60 and Eduardo Garcia

**6. Manager’s Report**

**7. Monthly Financial Report**

 See attachment

**8. Items for discussion**

- Unit 306 Insurance settlement update (David)

- HVAC replacement (Bernard)

- Unit 201 and noise

- Unit 101, lease extension to January 2022. Or on Monthly basis.

- Coin Washing machines.

- OMS December Cleaning Invoice

- Signage/In process

- Maintenance plan/Building maintenance issues

- Carpet Cleaning/ Contractor will be on site June 3rd to reglue the tiles

- Quote for a new financial Auditor.

- Maurice benefit plan./Finally cancel, now we are trying to get a refund from Manulife

**9. Board Projects Update**

**10. Status Certificate Review**

**11. Notice of Next Meeting and Adjournment**

**2022 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)

Create Draft Budget

**AUGUST**

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

**CONTRACT SUMMARY**

**CCC No. 60**

**Service Firm Contact**

Fire Protection/Sprinklers Pyron Fire 613-860-3473

Cleaning Products Romco 613-277-1143

Aigner 613-722-0044

Elevators Regional Elevators 613-880-6791/613-913-5520c

HVAC Baxtec 613-738-7450

Plumbing Baxtec 613-738-7450

Electrical Broder 613-224-1176

Garage Door Ram Door 613-749-2138

Snow Removal Peloso Landscaping 613-260-9566

Lawn Care Nutrilawn 613-317-2295

Waste Removal WSI 613-235-9692

Sewer CWW 613-745-2444

Pest Control Orkin 613-749-7008

Weekend Cleaner CPS 613-761-0049

Generator Gallpower 613-831-3188

Locks Quality Locks 613-720-5056

Medeco Keys Quality Lock 613-720-5056

Balcony Nets Germex 819-243-9849

Pool Poolworks 613-521-9444

Intercom Capello 613-223-8360

**CORPORATION INFORMATION**

Next Reserve Fund Study In 2023

Reserve Study Update Completed 2020

Year End September 30

Insurance Gifford

Auditor Kevin Vroom (BDO)

Last AGM March 18, 2021

***MANAGEMENT REPORT***

May 27th, 2022.

**ITEMS FOR BOARD INFORMATION**

**Water damage in unit 306 : Waiting**

**HVAC Heat Pump conversion:**

The electrical component installation is in progress for this project.

**Portal :**

Allie will do a good review. Has per Hugh last comment there,s some contract that are still missing

**Coin washing machine :**

Mathieu from Jarmico came with a camera and was able to take a picture of the Key code. They will order new Keys. Unfortunately they could only find one key. The others are absolite. So we are back at drilling the boxes open and replacing them. Manager will schedule it again with Quality lock and Jarmico. **Trying to schedule this for the week of June 20th.**

**Unit 201 and noise complaint:**

Pierre from AWO was on site wednesday May 25, he removed the gypsum panel, insulated the pipe and the wall. Hope that close that file

**Maintenance plan :**

Manager shared with the Board a new maintenance plan sheet that is being reviewed. I already received feedback From Marc and I’m working with Bernard to do a final review while waiting for Baxtec's new maintenance contract and schedule.

Manager will schedule time with Bernard once Eduardo is on the job.

**Unit 306 :**

The corporation share of the work is done and her contractor is now restoring the kitchen. She requested a water shot down for next week to have the isolation valves relocated. I told her that Baxtec will do the relocating and then her plumber can complete the rest of the work (she is aware that the invoice will be charged back to her). Baxtec can only be there Wednesday June 1st. I told her that she would save money if they take advantage of the already planned shutdown on June 6th.

**Accounting question on Bad debt :**

Here's the accounting review of Hugh’s questions

1. **The bad debt of $9153 is from the error in 2017-2018 with units 904 & 905 that were owned by the same owner. A payment was received in Oct 2018 from 904 but it was misapplied. In 2020 we were trying to fix this error, as it was from a prior fiscal year and we did a JE to remove the funds from prior year revenue in order to correct the owners ledger. When the audit was done for this fiscal year, the board did it with the auditor directly, and did not involve CIPM. It was decided that they were going to remove the JE we did and move the entry to bad debts, even though we said the funds were received. For the 2021 fiscal year, we revered the auditors entry and then the board and the auditor decided to put it back in without consulting CIPM regarding the rationale behind the JE.**
2. **Maurice's group benefits were set up by him directly and were his personal plan. It was set up that the payment would come out of CCC60s bank account. When Maurice left we could not cancel the plan, as we did not have the authority to do so. We were able to remove our bank account from the file. Now that this is completed, our recourse is to speak with Maurice and bill him back for the payments made on his behalf. Can you please do this when you see him next week?**

**Réjean : I will follow up with** Maurice Richard **next week and see what can be done on his behalf.**