Carleton Condominium Corporation 60

Management Report

Prepared for the Meeting of the Board of Directors

By webinar April 4th, 2022 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

**Board of Directors Meeting CCC 60**

**April 4th , 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 March 29th, 2022**

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

* Review actions for completion

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

- Quote from AWO to run asbestos test and repair the ceiling in the entrance

For the amount of $795+ HST

- Quote from Baxtec for the new annual HVAC maintenance plan for the amount of

$10,430.00+ HST

- Quote from Pyron for repair and replacement of equipment after Fire annual

inspêction for $1,445.00+HST.

**6. Manager’s Report**

**7. Monthly Financial Report**

See attachment

**8. Items for discussion**

- Unit 306 Insurance settlement update (David)

- HVAC replacement (Bernard)

- Stack update (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/ will be done Apr 27, 2022

- Guest Suites.

- 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***

April 21th, 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.

**Unit 201 and noise complaint:**

A status Certificate request was made for the sale of this unit. Manager will be onsite Monday morning, April 25 at 8 am, with Baxtec to investigate the noise from plumbing in unit 101 and might also access unit 201.

**Owners complaints against cleaning and Jerard :**

After investigation and meeting with Jerard. Jerard has resigned.

**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 to complete this plane so we can start using it in May.

**Emergency information list/Pyron:**

Managers need to replace the list that Pyron use, Most of the list were change but this one was left behind and create an unexpected visit from the Fire department this week.

**Superintendent job posting :**

Job was posted on April 21. Manager has a site Visit with a reference from Anna ,one of my colleagues, Friday morning April 22 at 9 am. Tems, work has a super assistante in another building and he is seeking a full time job.