

Carleton Condominium Corporation 34

Management Report

Prepared for the Meeting of the Board of Directors
Condo Office - Monday August 26th , 2019 at 1:00 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 Fax: (613) 651-0306
Email: rdaoust@cimanagement.ca

**Board of Directors Meeting CCC 34
August 26th, 2019, AT 1:00pm
Agenda**

- 1. Welcome and Announcement of Quorum**
- 2. Approval of Agenda**
- 3. Approval of the Minutes of the Board of Directors
- July 22th, 2019**
- 4. Items Arising from the Minutes of last meeting**
- 5. Manager's Reports**
- 6. Ratification of decisions made between meetings
- Approval of Parking relocation by motion #??**
- 7. Monthly Financial Report**
- 8. Items for discussion :**
 - Change on new policies
 - Quote for CCN3 (Justin will attend the meeting)
 - A/C split system installation (survey) and further action
 - Max Tv Media
- 9. Items for Board Information**
 - Phase 4 Construction update
 - Lobby renovation update.
 - Cleaner replacement and option.
 - Window and patio door replacement
 - Quote for Gym equipment
 - Electrical Assessment
- 10. Other Business**
 - Owners complaints
 - Parking
- 11. Status Certificate Review**
- 12. Notice of Next Meeting and Adjournment
2019 ANNUAL SCHEDULE**

JANUARY

FEBRUARY

Financial Audit

MARCH

Prepare Landscaping Contract/tree and Flower bed

APRIL

Inspect Winter Damage

Spring Inspection

MAY

Commence Spring Repairs

Smoke Detector Inspection

Carpet cleaning

Garage Cleaning

Road/Parking Sweeping

Send AGM pre notice

JUNE/JULY

Window Cleaning

Send AGM packages

AGM June 19

AUGUST

SEPTEMBER

Prepare Snow Removal Contract

Annual fire inspection and fire drill

OCTOBER

Prepare annual Budget

Annual fire inspection

Annual generator inspection

NOVEMBER

Winterize Property

Distribute annual Budget

DECEMBER

Christmas Tree Notice to be distributed

Year end

CCC No. 34

Service	Firm	Contact
Fire Protection/Sprinklers	Pyron Fire	613-860-3473
Water Damage and Fire	Bassi Fire & Flood	613-822-6767
	OMS	613-505-9167
Alarm Monitoring	ADT	613-722-0044
Elevators	Otis	1-800-233-6847
HVAC	Carmichael	613-227-8760
Plumbing	C G Plumbing	613-744-2566 ext. 223
Electrical	Day View	613-737-9608
Garage Door	Door Doctor	613-749-3667
Snow Removal	Lindsay	613-293-8246
Landscaping	Sandline	613.425.0905
Lawn Care	N/A	
Waste Removal	Miller Waste Solution	613-742-7222
Sewer	CWW & Multi Drain	613-745-2444
Pest Control	Regionex	613-563-8136
Weekend Cleaner	N/A	
Generator	Genrep	613-225-9244
Locks	Lister Lock	613-746-3728
Medeco Keys	Lister Lock	613-746-3728
Balcony Nets	Germex	819-243-9849
Pool	Poolworks	613-521-9444
Intercom	Mircom	613-526-2810
Security Camera	Deterex Security	613-789-9000
FOB system	Mircom	613-526-2810
Insurance	Arthur J. Gallagher Canada Limited	613-907-3352

CORPORATION INFORMATION

Next Reserve Fund Study	2019
Reserve Study Update	Completed 2016
Year End	December 31
Insurance	Arthur J. Gallagher Canada LTD.
Auditor	Tuan T. Lee OHCD
Last AGM	June 19, 2018

MANAGEMENT REPORT

The Following Represents Issues as of July 18 st, 2019

ITEMS FOR BOARD INFORMATION

Stack cleaning :

- Waiting for date to proceed as we need to shut off the water and coordinate with the construction.

Pool new regulation :

Celine and Donald were trained and Gary will be when he is back from the states.

Tennis court resurfacing :

Closed for now

No dogs and no smoking signs :

8 - No smoking property sign to be installed

5 - No dogs sign to be installed

Some signs have been installed, we will install the rest once the construction is over

Parking Audit and re-assigning Parking space :

This task is still ongoing. Since the list are not up to date.

Phase 1 : Retrieving all data to make a functional list (BoD is helping on this part)

Phase 2 : Compiling all data retrieved from the BoD. then enter data on spreadsheet.

Phase 3 : re-addressing preferred parking assignment.

- **This is still ongoing. But a good reassignment process will be done after the construction is over.**

FOB Audit :

Mircom installation is functional. A date for an Owners meeting is required

Garage remotes almost ready to send out.

East Podium Membrane replacement :

See minutes in attachment - A binder is available with the minutes, CCNs and SRRs in the office.

Security Assessment :

To follow as we go with change in the security system and Lobby restauration

Owners and Tenants Informations list :

Ongoing task for the office.

Window cleaning :

Management will schedule the cleaning based on the construction.

Patio door replacement :

Installation is going good

Parking reassignment:

See Motion #

Condensation in some unit in the North side of the Building :

There is a condensation problems in some of the North wing units of the building most of it are in the 04 and 05. This part of the building have very little sunshine in the winter time and there is no make up air exit in this part of the building. We have to keep in mind that since the wall and window replacement, the building is very airtight and that cause no air movement in units. There is also a few units in the 01 room on the north side.

Manager will investigate 3 things.

The air pressure in the corridors.

If there's some ventilation pipe that are clode.

If the units affected have some

Pest Control :

The tenant of unit 205 moved out the June 30th and the owners of the unit washed the entire unit and was allowed to replace the floor and baseboard. We did spray the unit before and after and we also had the paste put on the second floor corridors, ground floor, garbage room, compactor room, laundry room and the office because when the tenants of 205 moved, it spread the insects again.

A/C split system:

Answer from Nancy Houle following the Survey result

Thank you very much for your email.

Rejean, the primary recommendation that I have for your letter is to include a concluding paragraph on the intention of the Board of Directors in light of this survey. For example, if the Board has determined, because of the results of the survey, that it will not be engaging counsel to prepare an amendment to the existing modifications by-law, you can include a paragraph along the following lines:

In light of the responses from the survey, the Board of Directors has concluded that an amendment to the existing Common Element Modifications By-Law would not pass. Accordingly, the Board of Directors will not be taking any further action in relation to this matter, and these types of installations remain prohibited.



This also means, Rejean, that other installations which are not compliant will need to be addressed.

904 Lady Ellen Pl.
Ottawa, ON
K1Z 5L5
T. 1-613-722-1232
F. 1-613-651-0306

www.cimanagement.ca