

# Carleton Condominium Corporation 34

## Management Report

Prepared for the Meeting of the Board of Directors  
Condo Office - Monday May 6th , 2019 at 1:00 p.m.

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

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**Board of Directors Meeting CCC 34  
May 6th, 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  
- April 2th, 2019**
- 4. Items Arising from the Minutes of last meeting**
- 5. Manager's Reports**
- 6. Ratification of decisions made between meetings**
  - Change Order 25 for the amount of \$12,507.28
  - Change order 26 for the amount of \$18,627.55
  - Building Security Assessment By Northern Force Security for a maximum Amount of \$2,000.00 + HST.
  - The temporary rental of 10 parking spots from Concorde Apartments to relocate the residents from the outside parking space during the East Podium Membrane replacement for the amount of \$75.00/each/per month.
- 7. Monthly Financial Report**
- 8. Items for discussion :**
  - Financial Audit
    - Quote for Landscaping summer contract from Lindsay Landscaping for the Amount of \$22,620.00 and one from Sandline for the amount of \$13,500.00
    - Quote from Day-view Electric to perform inspection, maintenance and testing of the main electric vault room and the main electric room for the amount Of \$5,650.00 + HST
    - Quote from CWW to complete the sub-stacks flushing for the amount of \$5,160.00 + HST

- for
- Quote from Keller Engineering for the electrical load feasibility study
  - The amount of \$3,900.00+ HST
  - AGM pre-notice and Packages.

**9. Items for Board Information**

- Phase 4 Construction update see minutes in attachment.
- Lobby renovation update.
- Pool new regulation and water sampling.
- Meeting with Crosswinds District Manager and Property Manager report
- New sign Western sign will be here on May 14 with the sing.

**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

# **CONTRACT SUMMARY**

## **CCC No. 34**

<b>Service</b>	<b>Firm</b>	<b>Contact</b>
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	6137442566 ext. 223
Electrical	Day View	613-737-9608
Garage Door	Door Doctor	613-749-3667
Snow Removal	Lindsay	613-293-8246
Landscaping		
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	Deterex Security	613-789-9000
Security Camera	Deterex Security	613-789-9000
FOB system	Deterex Security	613-789-9000
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 April 1st, 2018

### ITEMS FOR BOARD INFORMATION

#### **Stack cleaning :**

- See quote in attachment

#### **Pool new regulation :**

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

#### **Tennis court resurfacing :**

Chris from Canada court never showed up to complete the work. But Now the Board is thinking to change the orientation of that space.

#### **No dogs and no smoking signs :**

- 8 - No smoking property sign to be installed
  - 5 - No dogs sign to be installed
- Some will be installed on May 14

#### **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.**

#### **FOB Audit :**

Management are now getting quotes to replace the system since the software licence is expired and absolute. Manager is not happy with this situation and the present service provider. They should have been aware of this and warned the manager 6 month ago, we could have prepared for this. Now management is also looking to replace that service provider.

#### **East Podium Membrane replacement :**

Meeting with Colin from Brook construction, Brian from Keller, Board Directors and the management team took place on May 1st. Please see minutes in attachment.  
The biggest problem left to resolve is extra parking for when they will be drilling and chipping concrete at that point more cars will have to be relocated.

**Security Assessment :**

Northern Force Security will be on site on May 7 2019 at 10 am to start the assessment.

**Owners and Tenants Informations list :**

Sylvie is working on it with the help of Board members to put it up to date and maintain it up to date. An email has gone out to owners/tenants that have not sent in their forms, we have a great response. For those without emails, the forms will be left at their doors to complete. **This work still in progress.**

**Window cleaning :**

Management will schedule the cleaning based on the construction.

**Patio door replacement :**

The window and door have been ordered.

**Parking reassignment:**

Please see Attachment

**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 :**

We on the last stage of the pest control. This final step is to investigate the units and to confirm that no other pest problems have arisen.

**Office Door:**

Quote for new dutch door for the office from Ambico - **\$1,815.00 on hold**

**Meeting with Crosswinds District Manager :**

The meeting took place on April 25 2019. A good discussion between the 2 management team took place. We went through each of our projects and we decided to hold two meetings per year. this will help each party to plan their cash flow and have a good neighbour relationship.

Note That CCC 34 will receive an invoice between \$45 to 50K for the pavement replacement.