

Carleton Condominium Corporation No. 264

Minutes of Condo Board Meeting on Wednesday, October 21, 2020

Present by video or tel.: Eric Auger, Claude Durocher, Jennifer Goldstone and Michelle Richards (CIPM). Regrets: Nadia Freeman (CIPM)

Location of meeting: teleconference due to social isolation requirements of pandemic

		<u>ACTION</u>	
1.	CALL TO ORDER		Meeting began at 6:31 pm
2.	APPROVAL OF AGENDA		Agenda approved. Motion moved by Eric and seconded by Claude.
3,	APPROVAL OF SEPTEMBER 23 MINUTES		Minutes approved as written. Motion moved by Eric and seconded by Claude.
4. GENERAL BUSINESS			
4.1	Board Vacancy	CIPM/ BOARD	Still vacant. No one has come forward. Owners were notified of vacancies as part of AGM notice. Michelle said Yawar will mention at the AGM that there are three vacancies, not two.
4.2	Reserved Parking Spots	CIPM/ BOARD	<p>Ongoing – as stated in September minutes, Michelle is still collecting information. She found a few notices in the office. Only has info from about 22 people so far.</p> <p>Once CIPM sorts out who is parking where, it will ensure that those parking illegally will be issued a notice to move their car or they will be ticketed.</p> <p>Spot R40 was being used by 85B prior to unit being sold. Current owner says they did not rent R40 and will not pay for it. Therefore, R40 should not be used and cars will be ticketed. R39 was also being used, but the car was towed away the day of the parking lot sweeping and hasn't come back.</p>

4.3	Pool	CIPM/ BOARD	<p>Separate meeting will be held to vote on the pool, as per advice from Yawar, CIPM may send out an amended agenda for the AGM. Proxies from February meeting would be valid. No expiry date. Should hold the meeting in early in 2021.</p> <p>Michelle is waiting for quotes from GBI and Benson Pools, the only two commercial pool companies in Ottawa that do conversion to salt water or UV filter. Michelle found out that HB only sells pool products. Also getting quotes on splash pads to raise this idea at AGM. One of the companies told her that it is not cheaper to convert to salt water and his company doesn't provide lifeguards. Would still need chlorine on hand as backup, e.g., if number of bathers increases and throws off levels.</p> <p>Eric suggested that another pool option is to open it earlier in the season and on weekends only throughout the summer. Michelle will use this as an option when seeking quotes for managing the pool and providing lifeguards.</p>
4.4	Painting	CIPM	<p>Greg Collins (who works for Chris Levett) painted balconies and posts at blocks 782, 766, 762, 758 - 1 coat - carport 770 - 2 coats metal paint. Only 37A and 32A posts were not done since 32A post needs to be changed and 37A post was just replaced – they will be painted next year. Painting was mostly well done, but the carport side that faces the yard of 770 was scraped, but not painted. Michelle will call Greg. Michelle will also tell Dave from OCS to let her know before he does work in the future so she can notify owners.</p>
4.5	AUDIT/AGM	CIPM/ BOARD	<p>Audit was finalized and needs to be signed. Claude will print it, sign and have Jennifer sign it. Jennifer will sign off on tax forms and send them back.</p>

			<p>As for the AGM on November 3, it will be by Zoom. Yawar will chair and host. A mock AGM was held on Oct. 19. As for proxies, Michelle will see if there is a need to go door to door, possibly two days before the AGM. If so, Heather Ross volunteered to help.</p>
4.6	Gutters	CIPM	<p>Michelle requested quotes from Brian and Levett. In the meantime, there is a gutter that may need to be changed at Block 754. Michelle will look at it with Chris Levett next week.</p> <p>Michelle will also get a quote from Levett on gutter guards, which prevent leaves and debris falling in. Only need them for blocks next to trees, 762, 766, 782 and 802.</p>
4.7	Siding issues, including deficiencies	CIPM/ BOARD	<p>As for outstanding deficiencies, 38A's window still needs to be fixed. It is still difficult to arrange a date with the owner. The last attempt had to be cancelled due to a sick family member in the unit. Michelle has been trying, insisting that it be done this week before the warranty expires.</p> <p>As for 11B's screens, Keller says that only two were damaged (as the owner reported to Yawar some time ago). Now the owner claims five were damaged. The Board had agreed at the last meeting that the decision to repair two or five be in Keller's hands. Michelle spoke to Yawar and he recommends the Board approve fixing all the screens and deal with Keller about it later, if we like. The Board agreed to do it. Michelle will let the owner know that she is on it.</p> <p>Still waiting to hear from Alex of Keller on outstanding warranty items, including to confirm if the issues are indeed warranty items. Michelle will follow up with Alex.</p> <p>Phase 4 siding contract – Michelle to review to make sure we have signed it; if not, we will discuss options, including renewing with OCS.</p>

5. FINANCIAL REPORT			
5.1	A/R Aging Summary	CIPM/ BOARD	<p>Units in arrears are: 44A – lawyer has been instructed to proceed to power of sale. 85B (new owner) is expected to be paid up by Nov. 1. 14B is using R19 – can’t reach the owner – parking still needs to be paid. Final notice issued. 34B paid. 13A paid 65B is in arrears by 3 months (new owners). Should be paid by Nov. 1.</p>
5.2	Finances	CIPM/ BOARD	<p>Michelle answered a question about finances:</p> <ul style="list-style-type: none"> - NSF is \$50, \$25 for condo and \$25 for CIPM. Accounting added the line item in this month’s statements, as they had done most of the time in the past.
6. OTHER BUSINESS			
6.1	Roof Replacement 754 and 798 802 balcony roof	CIPM/ BOARD	<p>798 is completed. 754 has started.</p> <p>As for 802 balcony roof, the board was concerned that it would not last the winter. Michelle will look at the quote from last year. She is waiting for Dave’s (OCS) quote. The rest of the roof could be replaced after re-siding next year.</p>
6.2	Williams Landscaping and fence repair	CIPM/ BOARD	<p>770 fallen sign has been fixed.</p> <p>A bollard needs to be fixed next year. It is inside the siding compound. Ryan is aware – can’t fix it right now given that the compound is being used.</p> <p>Next spring, Always Growing will be charged for a contractor to be hired to repair damages to siding at base of north side of</p>

			782 and west of 788 block due to whipper-snipping. Also noted 778 and 786 damages.
6.3	Siding Project	KELLER/ CIPM/OCS	754 is done. Block 750 is progressing. OCS is aware of deficiencies on pool house (fix electrical outlets, vents, etc.), but is aiming to get the bulk of the siding done and look after these details by the end of the year.
6.4	Speed Bumps	CIPM/ BOARD	CIPM shared the quote from John of Always Growing (around \$3,000). The speed bump would be a permanent asphalt one between blocks 794 and 786. The Board agreed to postpone this item -- see how it goes next year and consider the speed bump at that time.
6.5	70B crack in ceiling	CIPM/ BOARD	Levett's quote of \$325 was approved and Levett is repairing the ceiling now at the corporation's expense.
6.6	Cleaning and Capping of Decommissioned Chimneys, dryer vent cleaning	CIPM/ BOARD	CIPM received Mr. Drouin's final report. It is handwritten, so Eric will put it in Excel. Mr. Drouin had noted that some dryer vents were covered by soffits. Once Michelle has reviewed Mr. Drouin's report, she will get quotes for repairs. Also noted that 31B refused to have the capping sign mounted on the fireplace in accordance with the fire code. Letter to be issued to the owner once report is received, noting that she refused to have the plaque installed (a safety measure), and that she will be held responsible for any future damages. 25A since her dryer vent was cleaned said she can't use her dryer – can't ventilate. Chris Levett fixed something that was loose. No invoice yet – may not charge.
6.7	Lighting	CIPM/ BOARD	A lot of the lights (bulbs and/or fixture) are not working at Block 758. We gave up on

			trying to get Keller and Dominion to fix. Michelle to deliver 100 bulbs.
6.8	Spring Walkabout – Outstanding issues	CIPM/Board	Michelle sent a second infraction notice for 64B BBQ, as well as other infractions that were noted in the September minutes.
6.9	Hanging Flower Baskets and décor on siding	CIPM/Board	A general notice was sent to all owners advising that a contractor will remove decors from the siding and unit owners will be charged.
6.10	Garbage Issues	CIPM/Board	A new four-yard bin was delivered to near 754. Nonetheless, someone left a light garbage bag on top of it. Some small green bins were replaced with big green bins. Michelle notified residents about these changes.
6.11	Bikes	CIPM/Board	Residents were notified to remove bikes by Nov. 15 or they will be put in the pool area until spring, after which they will be disposed of if not claimed. Michelle said she would send a second notice about owners needing to remove their locks or else the locks will be cut.
6.12	S. 98 agreements	CIPM/Board	The Board approved the draft modification agreement, which Michelle sent. The form would be saved on file, signed by owner and board. The owner is responsible for registering the change on title.
6.13	Dog issue 54A complaint	CIPM	Michelle shared the final response sent to the 54A owner, on her latest complaints about neighbour's dogs. The response documents all the efforts made to resolve the issues raised by 54A (including her claim that neighbour is breeding pitbulls and has too many dogs in his unit). Michelle spoke to the police about this claim of pitbulls being in neighbour's unit. Police said all Michelle can do is advise Bylaw. Bylaw said there is no law in

			<p>Ottawa against having a pitbull, but the pitbulls have to be muzzled in public. Bylaw officer says they have tried to visit the unit, but no luck. They could get a warrant to enter, if need be. The matter is in the hands of Bylaw right now. Michelle will follow up in a few weeks with Bylaw to see if they succeeded. Bylaw upholds City laws (not law of Ontario). Michelle asked SPCA about the situation and they said they only investigate complaints of animal abuse (which is not the case here).</p> <p>Michelle said the owner of the dogs says they are not purebred pitbulls.</p>
6.14	Fluid dripping from Soffits above 20A	CIPM/Board	<p>20B owner told Michelle that he would throw out junk on the balcony and that it might stop brownish goop from dripping from soffits above the 20A door when there is a lot of rain. Michelle will follow up with the owner on October 26.</p>
6.15	42A parking space + alignment of condos with parking spots	CIPM/Board	<p>It was noted that the new owner of 42A is using spot 142. As stated in September, this is not the spot on the 42A declaration. It is 150, and someone is using 150 and so on ...</p> <p>Michelle will ensure that status certificates include the actual parking spot being used, and not the one assigned to it. The Board agreed to reconcile parking spots with units post-pandemic – may require going door to door. The last time an attempt was made was about 3 years ago and most owners complied.</p>
6.16	Garbage Bins signs	CIPM/Board	<p>Michelle tried to reach MagnetSigns.com, but it seems their office is closed right now. She will try to find another company.</p>
6.17	Park signs about dogs etc.	CIPM/Board	<p>The two signs in the park about animals, etc. are faded and unreadable (in front of Eric's place and in front of the pool). Both</p>

			need to be either repainted or replaced. Michelle said she would look into getting new signs – hasn't had time yet.
6.18	Fence frame Damage at 754	CIPM	CIPM will look into damage to fence at 754 -- may have been damaged by roofers. Contractor is willing to replace if we can tell him what company provided the fence. Michelle to check the fence – it may have been fixed.
6.19	Individual water Meters	CIPM	Michelle will look into the possibility of individual meters for units. She had spoken to the City and will call again. She will let the Board know what she finds out.
6.20	Shed entrance area	Board	A small platform/deck was built in front of the new shed to make for solid footing instead of quicksand-like mud.
6.21	12B balcony	CIPM	Wood is rotted. Levett made a list of several balconies to repair, including 12B. Michelle to get his quote and forward it to the Board for approval.
6.22	36A fence gap	CIPM	Michelle to send an infraction notice to the owner – damage to common element (dog leaning on the fence). They will be charged for repairs to gap in fence.

7. NEW BUSINESS			
7.1	Path between 750 and 754	CIPM	Block 750 and 754 pathway patched by Dave is disintegrating. Not safe. Michelle wrote to Alex, copying Dave, to say that they need to fix it. 80B owner is complaining about danger.
7.2	Balconies to secure -- 77B and 75B	CIPM	77B and 75B say their balconies are not safely secured to buildings after siding replaced. Owners provided video.

			Michelle asked Alex and Dave to fix immediately.
7.3	48B complaint about 54A owner; 48B tarp on balcony	CIPM	48B owner complained verbally to Michelle about 54A owner. She said she had put a tarp on her balcony to block 54A owner from seeing her. Michelle encouraged 48B owner to put her complaint in writing, which she did today. As for the tarp, she told 48B owner that it is unsightly and that she has to take it down.
7.4	38A – covering of exterior piping for air system	CIPM	38A still needs plastic covers for tubing on air conditioner-heating unit. They are exposed and entry areas to building are ugly. Michelle to write to owner once the window (siding warranty issue – see above) is looked after.

Meeting adjourned at 8:31 pm

The next Board meeting is scheduled for November 25, 2020 at 6:30 pm.

Via Telephone Conference: Join by Hangouts

Meet

Or by phone (number to be provided)

Minutes Approved:

October 21, 2020
