

**Carleton Condominium Corporation No. 264**

**Minutes of Condo Board Meeting on Thursday, May 28, 2020**

Present by video: Eric Auger, Claude Durocher, Michelle Richards (CIPM)  
and Nadia Freeman (CIPM)

Present by telephone: Jennifer Goldstone and Heather Ross

Absent with notice: Matthew Castiglia

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

		<u><b>ACTION</b></u>	
<b>1.</b>	<b>CALL TO ORDER</b>		Meeting began at 6:30 pm
<b>2.</b>	<b>APPROVAL OF AGENDA</b>		Agenda approved. Motion moved by Heather Ross and seconded by Claude Durocher.
<b>3</b>	<b>APPROVAL OF APRIL 23 MINUTES</b>		Minutes approved as written. Motion moved by Jennifer Goldstone and seconded by Heather Ross.
<b>4. GENERAL BUSINESS</b>			
<b>4.1</b>	<b>Board Vacancy</b>	<b>CIPM/ BOARD</b>	Michelle is still waiting to receive Matt Castiglia's disclosure form as there is a 6-month deadline to file the form. Michelle has communicated with Matt who indicated on May 20 <sup>th</sup> that he will complete the paperwork shortly. In the meantime, Matt and his wife have welcomed a baby boy and that has delayed the timing of getting the paperwork to Michelle. Michelle informed us that a PIC will be going out on Friday without Matt's paperwork.  <b>Congratulations to all in the Castiglia family!</b>
<b>4.2</b>	<b>Reserved Parking Spots</b>	<b>CIPM/ BOARD</b>	Thank you to Eric for providing a tracker to be used to track and issue available reserved

			<p>spots. Michelle is checking spots with owners and will update it as information is verified.</p> <p>It was suggested that a notice be placed on cars in the reserved spots asking the vehicle owner to confirm to CIPM, by email with their licence number, that they are indeed in the designated spot given to them initially. CIPM will ensure that those parking illegally will be issued a notice to move their car or they will be ticketed.</p> <p>Claude mentioned that 29A is needing a reserved parking spot asap.</p>
4.3	Pool	CIPM/ BOARD	<p>Due to Covid-19 and City of Ottawa procedures regarding its pools, the Board agreed that the pool will not open in 2020. and a notice to this effect was sent to the residents in the May 12<sup>th</sup> email enclosing the minutes to the special pool meeting of March 2<sup>nd</sup>.</p> <p>Nadia was able to bargain with H2O (Poolworks) to get the \$1500 cancellation fee waived! Thank you, Nadia. H2O (Poolworks) will only provide maintenance service this year for approximately \$7k. Maintenance service should begin the week of June 1st.</p> <p>At the March board meeting, CIPM said proxies will be collected from owners in the summer and a second pool vote meeting organized for September in hope of having more owners present. Michelle will compile a list of who provided proxies so far. <b>This has been put on hold due to the Covid 19 pandemic and will be discussed at the appropriate board meeting.</b></p>
4.4	Roof Repair- Block 782	CIPM/ BOARD	<p><b>Delayed due to Covid-19:</b> Michelle has asked Alex (Keller) to investigate when Keller will complete the inspection to</p>

			confirm that the chimney sidings have been replaced. He will advise when it will be feasible to complete this job as their office is closed and are only doing emergency job.
<b>4.5</b>	<b>Lighting</b>	<b>CIPM/ BOARD</b>	Michelle advised that Metrophere will give a confirmed date in the coming weeks as to the completion of the post that is near Claude's vehicle. Suppliers are just opening up and restrictions were only lifted May 18 <sup>th</sup> . Metrophere was notified that the Board was not interested in pursuing the extra lighting that it had proposed.
<b>4.6</b>	<b>Steps</b>	<b>CIPM/ BOARD</b>	A list of 53 broken steps were given to Levett Renovations on May 26th to provide a quote on how much to repair them ASAP. Levett suggested that there were more than 53 steps needing repair. CIPM will need to ensure that extra repairs aren't being made right now that aren't needed and which the corporation cannot afford. Claude reiterated that the steps at 37A and 55A & 42A were already given to Chris Levett to repair and these need to be done sooner than later as they are in dangerous disrepair.
<b>4.7</b>	<b>Painting</b>	<b>CIPM</b>	<p>CIPM received quotes from True North (Brian Buys) (\$14,108.05) and Greg Collins Painting (\$18,419.00) for the following: balconies/posts block 782, 766, 762, 758 - 1 coat - carport 770 - 2 coats metal paint - scrape/prep/prime as needed - paint to match existing unless otherwise specified by customer Includes all paint, supplies and labor, primed as needed.</p> <p>The Board had approved hiring True North. Michelle is waiting for the start date. It was agreed that the residents of each block and carport will be given 5 days notice of the work to be done.</p>

<b>4.8</b>	<b>AUDIT/AGM</b>	<b>CIPM/ BOARD</b>	<p>Michelle confirmed that the audit was started on March 3<sup>rd</sup> but is at a stand still because the auditor is not able to get the investment statements from TD.</p> <p>As CIPM does not have authorization on the account Michelle asked Jennifer if she could be available for a 3-way call if Michelle was able to reach someone at the Bank.</p> <p>Michelle will continue to try to get Claude and Eric (incoming Treasurer) signed onto the TD Canada Trust account, but it is proving difficult due to the pandemic.</p>
<b>4.9</b>	<b>Gutters / Trees</b>	<b>CIPM/ BOARD</b>	<p>Kott confirmed to Michelle that the gutters were cleaned as it was part of the roofing contract.</p> <p>Claude informed Michelle that the drainspout at 73B is not connected on the balcony. Claude asked if this was Kott's responsibility to fix. Michelle will find out and if it isn't, will ask Brian Buys to check this.</p> <p>12 trees were identified on the Walkabout spreadsheet (thank you Eric for doing this) that need to be trimmed or removed in order to confirm to Marcel Pelletier and get a quote.</p>
<b>4.10</b>	<b>Siding Deficiencies</b>	<b>CIPM/ BOARD</b>	<p>Michelle had forwarded a copy of the deficiency list dated Feb. 23 to the Board for our records.</p> <p>As Michelle did not have the list with her during her walkabout, she will check the list again and talk to Alex. Claude also said he would check the list to the property.</p> <p>Keller (Alex) told Michelle that the work was all done, but he wasn't working on site when that phase of the siding project was</p>

			done. No board members or CIPM had checked these deficiencies with Keller either.

<b>5. FINANCIAL REPORT</b>			
<b>5.1</b>	<b>A/R Aging Summary</b>	<b>CIPM/ BOARD</b>	<p>Michelle informed the Board that there are 3 units in lien status. 85B has been sold and therefore the outstanding monies owed will need to be received to complete the sale. 44A has paid up to the 3 months and have not paid the older arrears. 13A has not reached out to CIPM or the lawyers and is being liened.</p> <p>Michelle stated that 53 accounts were sent to start the lien process totalling \$52,354 of which \$43,723 has fully paid up by May 15th. 88A disputed the charges but has now paid the arrears.</p> <p>There were 12 accounts that had already had payment plans in place that <b>were not set up</b> by us, but Michelle sent them to lien as instructed by the Board. This means that there is a \$1200 bill (\$100 for each unit) that will be charged to the corporation. Michelle is to check if this bill will be charged back to the unit holders or the corporation. [See Condominium Act, 1998 Sec. 85(3)(c) - all interest owing and <b>all reasonable legal costs</b> and reasonable expenses that the corporation incurs in connection with the collection or attempted collection of the amounts described in clauses (a) and (b), including the costs of preparing and registering the certificate of lien and a discharge of it. 1998, c. 19, s. 85 (3); 2015, c. 28, Sched. 1, s. 78 (1).]</p>
<b>5.2</b>	<b>Finances</b>	<b>CIPM/ BOARD</b>	<p>Claude referred everyone to the water/sewer amounts in the financial report. This number is probably high due to Covid-19 and the fact that everyone is home and using more water than usual. CIPM suggested asking owner to check if their faucets and toilets are running/leaking and to notify CIPM once they've checked. CIPM could help with monthly analysis of water consumption. The</p>

			Board discussed having CIPM send a notice to owners to do their best to keep water costs down. Claude also asked CIPM to see what it could do to reduce their administrative costs, e.g., the amount of mailings to owners.
<b>6. OTHER BUSINESS</b>			
<b>6.1</b>	<b>Roof Replacement</b>	<b>CIPM/ BOARD</b>	<p>Kellers has approached OCS to have them complete roofs as a change order to the siding contract. Kellers will compare OCS quote to previous roofs cost to determine if OCS is reasonable. We have not yet received the change order from Keller. Michelle will follow up on this.</p> <p>Michelle received a proposal from Keller to oversee the Shingle Roof Replacement on Block 754 &amp; 798. Claude has asked that she go back to Keller and ask for a reduction in the design portion of the proposal.</p> <p>Eric asked about having metal troughs “splash” installed on the rooves to improve the lifetime of the shingles. We wondered if the splash was included in the Audet contract. Michelle will discuss with Alex (Keller). Claude remembered this being discussed with Keller/Dominion at some point. Heather will look at past correspondence (Board minutes and Construction minutes) to see if this was documented.</p>
<b>6.2</b>	<b>Williams Landscaping and fence repair</b>	<b>CIPM/ BOARD</b>	A fence was damaged at the southeast corner of block 786 (Unit 42A) due to snow removal at least a year ago. Claude confirmed that we have spare fence material to fix the fence in the spring. Michelle will arrange for someone to fix this and will bill back to Williams.

			<p>Claude noted new damage done by the landscapers at block 782. Michelle will get in touch with Williams Landscaping to repair.</p>
<b>6.3</b>	<b>Siding Project</b>	<b>KELLER/ CIPM/OCS</b>	<p>OCS started the condo office on May 12<sup>th</sup> and the end date should be May 30<sup>th</sup>. There were many delays in the procurement of the product (non-standard delivery, lack of availability, significant quantities of the damaged product arriving on-site, and needing to be replaced). The recommended product is Canixel which will cost \$5774.60 per block or \$11,549.20 for Phase 3.</p> <p>The Board agreed that the building is looking good and the new product blends well with the product used on the previous phases</p> <p>Plan A of Phase 3 will be blocks (1) office, (2) 754, and (3) 750. It was agreed by the Board that the shed was in poor shape and Claude is looking into getting a smaller one that matches the newly sided pool house-condo office- OCS will provide a quote and will need a PO for supplying and installing the new shed. Thank you to Claude and Eric for emptying the shed.</p> <p>There was some discussion on the new corners being used on the office. It was agreed that the aluminum corner works better than the previous product. It appears that the caulking on the previous product is shrinking and leaving a gap. It was suggested that Michelle ask Justin (Keller) to tour the site and give his opinion as to whether this work is covered by the product warranty. CIPM will ask for a quote to put aluminum corners on phase 1 and 2 buildings and the Board can discuss it later.</p> <p>It was noted that the OCS worker in the black truck is parking on the grass area by the office. Michelle will look into this.</p>



<b>6.4</b>	<b>CLV</b>	<b>CIPM</b>	Michelle advised that the walkabout report was just completed and will be reviewed in dept and the relevant infractions issued, including for dog poo bags in front of three units. For the most part she noticed more repairs that are needed than infractions. Michelle will also look into 57A (winter tire storage in common area) and 58A (hose going to inflatable pool on common area).
<b>6.5</b>	<b>Records Management</b>	<b>BOARD/CIPM</b>	Heather reported completion of examination of the boxes of records. There were two boxes that needed to be put into the filing cabinet and 5 boxes needed to be shred. Claude will arrange for these boxes to be destroyed. Heather will clear a file drawer in order to put the two boxes in the cabinet. Claude will find a spot for the items removed from the drawer. The Board thanked Heather.
<b>6.6</b>	<b>Speed Bumps</b>	<b>CIPM/ BOARD</b>	Claude and Eric have installed all speed bumps. Thank you for doing this. We appreciate it as it saves the corporation money. A discussion was held as to whether we needed two more speed bumps. Both Heather and Eric would like to see one at the corner by the 770 carport where vehicles can be coming (speeding) from 3 directions which makes it very dangerous getting out of the carport. The Board will let Michelle know how many speed bumps to order.
<b>6.7</b>	<b>Condo Office/ Electrical Panel/ Bathroom Taps</b>	<b>CIPM/ BOARD</b>	<b>DEFERRED:</b> We will revisit after the pandemic.
<b>6.8</b>	<b>Landscaping Contract /Parking Lot Sweeping and Line Painting</b>	<b>CIPM/ BOARD</b>	As Always Growing's contract includes sweeping the parking lot the Board decided that the sweeping of the parking lot can now be done, and painting the lines at the same time. Notice must be given in advance of the day chosen for the sweeping and it

			<p>should note that the vehicles must be out of the area from 9 am to 5 pm. Michelle and Claude will have a teleconference with the contractor to discuss the procedure and timing. Michelle will enquire if residents can park at Cairine Wilson High School for the day.</p> <p>It was noted that there was a pot hole in front of Block 770 by the yellow bin. Michelle to get a quote from Always Growing to fill.</p>
<b>6.9</b>	<b>Electric Vehicles</b>	<b>CIPM/ BOARD</b>	<b>DEFERRED:</b> This item will be discussed further in the future.
<b>6.10</b>	<b>70B crack in roof</b>	<b>CIPM/ BOARD</b>	Michelle advised that since we can resume this kind of work, she has asked the owner to give us a convenient time to revisit this unit
<b>6.11</b>	<b>Capping of Decommissioned Chimneys</b>	<b>CIPM/ BOARD</b>	Michelle asked Mr. Drouin (Chimney cleaner) if he would quote on it, but hasn't heard back from him yet. She sent a follow up and it bounced back but tried again and it did not come back, so she will give them a few days to respond.
<b>6.12</b>	<b>Sewer drain/ Pothole at St. Andre entrance</b>	<b>CIPM/ BOARD</b>	Claude would like the City to take a look and see if more filler is needed.
<b>6.13</b>	<b>Lighting</b>	<b>CIPM/ BOARD</b>	A lot of the lights (bulbs and/or fixture) are not working at Block 758. A request was sent to Alex at Kellers for his review. As Alex was not on the project during the time Dominion worked on the project, he is not familiar with this agreement. However, he will investigate. Is it Dominion's responsibility or the Condo's? Also, Dominion was supposed to replace the yellow bulbs with white ones to have uniform lighting throughout the condo area. Alex has a list of bulbs not changed and should be following up. It's noted in the

			<p>construction meeting minutes. Chris had said he would have the bulbs changed. The Board will check the Construction minutes to see if the colour of the lights is mentioned and if Dominion said they would change the bulbs.</p> <p>Claude will see how many more bulbs are needed to be ordered and he will let Michelle know.</p>
<b>6.14</b>	<b>Pool options</b>	<b>CIPM</b>	<p><b>ONGOING:</b> Michelle will look into getting a pool consultant to advise on the questions posed at the March pool vote meeting, e.g., the possibility of converting to salt, infrastructure needs (e.g., pipes to pump are getting old). She has one quote from H2O and expects more. Will need to have this information for the September pool meeting (if the meeting goes ahead).</p>
<b>6.15</b>	<b>City of Ottawa State of Emergency Implications</b>	<b>CIPM/Board</b>	<p>The condo complied with the City's order that all playgrounds are closed. We continue to watch for directives from the City regarding the State of Emergency.</p>
<b>6.16</b>	<b>Repair of asphalt paths where ice builds up</b>	<b>CIPM/Board</b>	<p>With regard to the suggestion from snow removal contractor to build up the low-lying paths, e.g., near 782 and 762, so that ice won't build up. The Reserve fund study has an allocation of \$13,000 towards asphalt payment in 2021. Therefore, the Board won't have repairs done in 2020, but need to get quotes this fall.</p> <p>As for the damage to 762 block's asphalt path, this was done by the skyjacks for siding. Michelle will ask Keller how to proceed for repairs, e.g., fix it and bill Dominion.</p>
<b>6.17</b>	<b>Damages to Grass at 794 – 57A</b>	<b>CIPM/Board</b>	<p>An infraction notice was sent to CLV which advised the cost will be charged back to</p>

			them and if the tenant is seen parking on the common area again, they can be ticketed. Michelle to ask Williams Landscaping for an estimate of cost to repair grass.
<b>6.18</b>	<b>Spring Walkabout</b>	<b>CIPM/Board</b>	CIPM completed the spring inspection the morning of May 6th. The report was sent to Eric who did a fantastic job compiling both the management inspection and the board inspection. The final report was received May 25th and will be reviewed and the necessary actions assigned.
<b>6.19</b>	<b>Reserve Fund</b>	<b>CIPM/Board</b>	Nadia offered to get together with the Board to go over our Reserve Fund Study to help them have a better understanding for reading it and actioning the work to be done this year.

## 7. NEW BUSINESS

<b>7.1</b>	<b>Hanging Flower Baskets</b>	<b>CIPM/Board</b>	<p>Nadia mentioned that she saw a few brackets screwed into the wood around the corporation. Claude and Michelle both confirmed that pressure cedar is not damaged by this.</p> <p>It was also noted that some of the blocks still to be sided have decals pasted on them. This cannot happen to the new siding. Michelle will send a short notice to this effect.</p> <p>Michelle is also asking Keller about the nails on the siding under Eric's living room window.</p>
<b>7.2</b>	<b>Director End of Term/ Re-appointment</b>	<b>CIPM/Board</b>	Heather and Claude are ending their term on the Board on June 5 <sup>th</sup> . Heather will not be extending her term. Claude advised that he would be extending his term. A motion was

			<p>presented to appoint Claude until the next AGM when the owners will re-elect the director. The motion was moved by Jennifer Goldstone and seconded by Heather Ross.</p> <p>It is recommended that the board directors find someone to replace Heather but it is also necessary for Michelle to send a notice to the owners asking for someone to step up and volunteer to become a Board member.</p> <p>Jennifer added that she doesn't mind taking minutes for a couple of meetings, but would not serve as both secretary and treasurer.</p>
<b>7.3</b>	<b>Fence behind Block 766 and 762</b>	<b>CIPM/Board</b>	<p>Michelle received quotes to replace the fence that has fallen down behind the tall hedges at block 766 and 762 (\$3,000) and another quote to remove the fence (\$1,500). It was a unanimous vote by the Board to accept the second quote of \$1,500 and remove the fence. There will be no privacy issue as the hedges are tall and separate our property from the St. Louis apartments.</p>
<b>7.4</b>	<b>Complaint by Owner (762-1A)</b>	<b>CIPM/Board</b>	<p>The owner of unit 1A is complaining that people are walking in front of her unit and then down a path to the bike path. She feels that the people are trespassing. The Board believes that the people are residents of our corporation and not trespassing. It has come to the Board's attention that the owner is actually videoing the people who walk by. The Board would like Michelle to send a strongly worded letter to the owner to the effect that the sidewalk in front of Block 762 is common element and does not belong to the unit holder. The man-made path to the bike path is actually on St. Louis Residence land and therefore we have no say who can walk there. The owner of 1A would also like the sign taken down, which</p>

			indicates that dogs on leashes are allowed (a sign she advocated for when she was a Board member). The Board agreed not to remove the sign. There was also talk of offering to put up a partial fence on the edge of the property near 762 block, if block owners paid for it, but most members of the Board were opposed.
<b>7.5</b>	<b>Garbage Infractions</b>	<b>CIPM/Board</b>	Units 27A and 58A will be sent infraction notices regarding the garbage placed at the bins. The City did pick up this garbage but a notice should be sent reminding the residents of the timing of large items being placed at the bin sites. The City picks up every 2 weeks. Residents should go onto the City's website and see the schedule. The Board agreed that a stronger notice should be sent to residents about how to dispose of waste, noting that those who don't respect the rules will be charged for the pickup. Michelle said she would ask OMS to quote on the cost if one-off pickups are needed.
<b>7.6</b>	<b>Noise Complaint</b>	<b>CIPM/Board</b>	Unit 794-56B have been notified of a noise complaint and they seem to be cooperating.
<b>7.7</b>	<b>Items to be Discussed at a Later Date</b>	<b>CIPM/Board</b>	<p>Jennifer would like the following points to be added to future New Business in order have them in the minutes:</p> <ol style="list-style-type: none"> <li>1. <b>Secretary</b> (I don't mind taking minutes for a month or so while we try to recruit a board member to replace Heather, but I won't be both the Treasurer and the Secretary for long and certainly not for all of this, my last, year on the board).</li> <li>2. <b>Section 98 agreements</b> (pick up our discussion of several months ago. Doesn't have to be tomorrow)</li> </ol>

			<p>3. <b>Hedge trimming</b> (rather than fixing our western wall, which should be torn down). Michelle said she would get quotes.</p> <p>4. <b>Dryer vent cleaning</b> (possibly at same time as fireplace inspections, as we once discussed). It hasn't been done in years. Where vents don't work, we need to ensure remedied to be safe. CIPM said the dryer cleaning would need to be done from both inside and out, and should be done annually. CIPM will ask Brian Buys to quote.</p>
7.8	<b>44A car parking on grass</b>	<b>CIPM</b>	Michelle will send an infraction notice (see photo of car parked on common area and City of Ottawa grass and sidewalk).
7.9	<b>Broken parking signs and broken bollard 86A</b>	<b>CIPM</b>	It was noted that snow removal contractors had broken several parking signs and a bollard by 86A, which need to be repaired. Michelle will follow up with Ryan.

Meeting adjourned at 8:38 pm

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

Via Telephone Conference: Join by Hangouts  
Meet

Or by phone +1 613-916-8928 (PIN: 557095599)

Minutes Approved:  
June 25, 2020

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