

Carleton Condominium Corporation No. 264

Minutes of Condo Board Meeting on Thursday, April 23, 2020

Present by telephone: Eric Auger, Claude Durocher, Jennifer Goldstone, Michelle Richards (CIPM), Heather Ross and Nadia Freeman (CIPM)

Absent: Matthew Castiglia

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

		<u>ACTION</u>	
1.	CALL TO ORDER		Meeting began at 6:33 pm
2.	APPROVAL OF AGENDA		Agenda approved. Motion moved by Jennifer Goldstone and seconded by Heather Ross.
3	APPROVAL OF MARCH 25 MINUTES		Minutes approved as written. Motion moved by Heather Ross and seconded by Eric Auger.
4. GENERAL BUSINESS			
4.1	Board Vacancy	CIPM/ BOARD	Michelle is still waiting to receive Matthew Castiglia's disclosure form. There is a 6-month deadline to file the form. The Board wondered if Matthew was really interested in joining the Board. Michelle will communicate with Matthew and will blind copy correspondence to Claude. If we have not heard by Tuesday, April 28th , we will remove Matthew's name from all Board communication.
4.2	Reserved Parking Spots	CIPM/ BOARD	There is no further update at this time on the Reserved Parking, ie. how many have been rented and to whom. Michelle said that Accounting does not identify which owners are paying for an additional parking spot, which would have facilitated outreach to such owners to get the vehicle make and license number. Eric had noted that 19 of 47 reserved spots were occupied. Michelle said

			<p>that this was on the backburner for now, given the demands of the pandemic. The Board agreed that this issue could be remedied, and Michelle, Eric and Claude agreed to work together soon on a solution. Claude will also send Michelle a list of visitor's parking spots where cars are parking overnight and they are not getting ticketed. Owners' cars that need to be moved due to construction could be moved to Reserved Spots.</p>
4.3	Pool	CIPM/ BOARD	<p>The corrected minutes from the March 2 meeting have been received and will be sent to owners the week of April 20th.</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. This needs to be discussed at the May board meeting.</p> <p>H2O has made an addendum to our Pool Management Contract, signed on May 7, 2018 as follows: PART 13- CLOSURES 1. Should the CONTRACTOR find it impossible to staff the said pool according to the provisions of this contract because of lifeguard shortage, the OWNER will pay for every hour that the manager has supplied staff plus the fixed cost of the contract of the contract. The manager will reimburse / credit the owner at a rate of 15\$ an hour in Ontario and 14\$ an hour in Quebec should the pool be closed because of staff shortage. This clause will additionally apply in the case of a delay to the start of the season resulting from COVID-19.</p> <p>2. In the event that our pool does not open for Summer 2020 due to COVID-19 and its effects, H2O will cancel the scheduled contracted payments and replace them with a \$1500 flat fee to cover the expense of our</p>

			<p>summer Lifeguard and Supervisor staff recruitment, hiring, training, scheduling, etc. which starts in January and runs through June (hiring staff, supervisors, scheduling, training, etc.)</p> <p>The options were discussed and Option No. 2 was unanimously accepted by the Board. Nadia has graciously offered to look at the contract and laws concerning the pandemic to see if we have to pay that \$1,500 fee. CIPM will also ask H2O how much it would charge to simply drain and clean the pool.</p> <p>Due to Covid-19 and City of Ottawa procedures regarding its pools, the Board agreed that the pool will not open in 2020. CIPM will let the Board know what is happening about cleaning of all standing water and debris as soon as possible, preferable by the end of April. CIPM will also look into renting or buying a pump for draining the pool after major rainfalls.</p>
4.4	Roof Repair- Block 782	CIPM/ BOARD	Delayed due to Covid-19: Michelle will ask Keller when it will complete the inspection to confirm that the chimney sidings have been replaced.
4.5	Lighting	CIPM/ BOARD	Metrosphere advised that work will begin shortly on the post that is near Claude's vehicle. They have recommended adding more lighting in front of Block No. 786 but the Board has decided to wait to see if the new light post will reflect more light for that block.
4.6	Steps	CIPM/ BOARD	<p>Steps at 37A and 55A & 42A were given to Chris Levett to repair. He advised it was too cold to do concrete work, but did complete 42A which is wood</p> <p>Steps at Block 758:84A and Block 790:63A will also be repaired in the Spring.</p>

4.7	Painting	CIPM	CIPM has requested quotes from Brian Buys, Chris Levett and Greg Collins for the following: balconies/posts at block 782 (1 coat); carport of block 770 (2 coats) – metal paint will be needed for post; blocks 758, 762 and 766 (1 coat). These quotes are due by April 30 th .
4.8	AUDIT/AGM	CIPM/ BOARD	<p>Audit is in progress. Bank confirmation form was signed and the auditors are waiting for information from the bank.</p> <p>Michelle is trying to get Claude and Eric (incoming Treasurer) signed onto the TD Canada Trust account, but it is proving difficult due to the pandemic, so Jennifer remains the Treasurer for now.</p>
4.9	Gutters / Trees	CIPM/ BOARD	<p>To be completed during spring walkabout:</p> <p>Michelle will speak with Kott to confirm that the eavestrough cleaning was done to block 750.</p> <p>Claude will identify the trees that need to be trimmed or removed in order to confirm to Marcel Pelletier and get a quote.</p> <p>CIPM and the Board will also determine in the Spring walkabout if trees in the yards at units 35 and 68 need to be removed.</p>
4.10	Siding Deficiencies	CIPM/ BOARD	<p>To be completed during spring walkabout:</p> <p>Michelle had forwarded a copy of the deficiency list to the Board for our records. Need to compare Keller's report with our own observations when we do our walkabout in the spring (May 7th). [Must make sure we have a copy of the deficiency list with us during walkabout]</p>
5. FINANCIAL REPORT			
5.1	A/R Aging Summary	CIPM/ BOARD	The lawyer did not submit a payment plan request for 85B. The owner has not paid so

			<p>lien is still active. 44A has paid up to the 3 months and have not paid the older arrears. The lawyer is on top of this lien. 44A is being monitored to be lienied if he does not pay by May 1. 13A will also be in lien position by May 1. CIPM now has a weekly tracking system for arrears and will be quicker to notify those in arrears. So far, 33 units are in arrears on the special assessment. Michelle is following up.</p>
5.2	Finances	CIPM/ BOARD	<p>Given that Jennifer cannot see the full information for invoices on CondoWorks, the Board approved recently for Eric Auger to approve invoices with Claude. Eric will also eventually become the Treasurer. There was a motion put forth for the change in duties of the board members. This motion was not carried as it was decided that due to Covid-19, it was best to wait for the audit to be completed. In the meantime, Eric will continue to approve the invoices on CondoWorks and keep a spreadsheet of details. Jennifer is preparing a transition email for Eric, based on her observations and Brian's advice. If need be, a teleconference could be arranged with Brian.</p> <p>Jennifer enquired about the RBC bank statement showing PAP returns of \$796.13 and \$313.16. Michelle said these were arrears to be charged back to owners and the fee put in a separate GL item.</p>
6. OTHER BUSINESS			
6.1	Roof Replacement	CIPM/ BOARD	<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.</p>

			<p>Michelle received a proposal from Keller to oversee the Shingle Roof Replacement on Block 754 & 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. Claude remembered this being discussed with Keller/Dominion at some point. The Board will look at past correspondence (Board minutes and Construction minutes) to see if this was documented.</p>
6.2	Rules/ Regulations Handbook	CIPM/ BOARD	DEFERRED TO SEPTEMBER: The Rules & Regulations will need to be revised after the September pool vote meeting to ensure that the Table of Contents reflects the correct pages for categories. (Might need to update the section about the pool, too).
6.3	Williams Landscaping and fence repair	CIPM/ BOARD	DEFERRED TO SPRING: 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.
6.4	Siding Project	KELLER/ CIPM/OCS	<p>As the siding project had not started before April 4th it cannot start until there is further advised by the province. The authorities only require that essential work be done at this time. OCS advised that the manufacturer of the siding material is closed until May 4th. As such OCS will not be able to get the materials before then. They have however recommended using another product that is more costly but is available. CIPM will ensure that samples are left with the Board to decide on the material.</p> <p>Justin has provided more clarity on his reason for the recommended switch of material:</p>

			<p>The availability of material from KWP manufacturing has always been a problem and which contributes to delays in getting the project done on time.</p> <p>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).</p> <p>The recommended product is Canixel which will cost \$5774.60 per block or \$11,549.20 for Phase 3</p> <p>This material can be used for the mock-up as a sample.</p> <p>Budget: The reserve fund allotted \$952K for phases 3 & 4 and the contractual price is \$606K. This will give an idea of whether the budget can afford the extra \$2Kk (phase 3 &4) considering the unknown of rot as well.</p> <p>Plan A of Phase 3 will be blocks (1) office, (2) 754, and (3) 750. OCS will provide a quote and PO for moving the shed to a permanent location (approx. 7 feet from office building). Claude and Eric emptied the in preparation for the move away from the office building.</p> <p>The compound for OCS equipment has been set up between blocks 758 and 754. Owners were notified and have been cooperating regarding parking. Parking patrol was suspended on March 14.</p>
6.5	CLV	CIPM	DEFERRED TO SPRING: A walkabout will be conducted to inspect buildings/yards. Infractions will be sent to owners if needed.
6.6	Records Management	BOARD/CIPM	ONGOING: Heather reported that the boxes were slowly being examined.

6.7	Speed Bumps	CIPM/ BOARD	The bumps have arrived and are stored behind the shed. Once the weather warms up, Claude and Eric to install them. Spikes will have to be ordered before the installation can happen. It was noted that they could be ordered on line and Heather offered to pick them up.
6.8	Condo Office/ Electrical Panel/ Bathroom Taps	CIPM/ BOARD	DEFERRED: We will revisit in the Spring.
6.9	44A Exterior Cabinets	CIPM/ BOARD	The owner has removed the cabinets he installed outside his unit, 44A. The Board thanked Michelle for her diplomacy in dealing with him.
6.10	Landscaping Contract /Parking Lot Sweeping and Line Painting	CIPM/ BOARD	<p>Always Growing's contract was renewed, however, due to Covid-19 all landscaping is on hold, as it is not essential. The contract includes sweeping the parking lot but the Board decided that the sweeping of the parking lot will be deferred until after the pandemic lockdown has been lifted so residents can move their vehicles for the full day. Notice must be given in advance of the day chosen for the sweeping. Michelle and Claude will have a teleconference with the contractor to discuss next steps.</p> <p>A quote for painting of the parking lines was received from Always Growing of \$2,655 and the Board approved it.</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>
6.11	Electric Vehicles	CIPM/ BOARD	DEFERRED: Heather presented some figures associated with the cost of installing charging stations. This item will be discussed further in the future.

6.12	70B crack in roof	CIPM/ BOARD	DEFERRED TO AFTER COVID-19: we cannot enter a unit unless it is urgent. Keller will have this inspected in the Spring. Keller tried to meet with the resident about it, but they weren't home.
6.13	Capping of Decommissioned Chimneys	CIPM/ BOARD	DEFERRED TO AFTER COVID-19: Roofshield is not a certified contractor to cap chimneys so they will not be able to do the other 14 that are damaged. Michelle asked Mr. Drouin (Chimney cleaner) if he would quote on it, but hasn't heard back from him yet.
6.14	Sewer drain/ Pothole at St. Andre entrance	CIPM/ BOARD	Regarding the large potholes at the sewer drains (one on condo property, the other closer to city property), it looks like the city did fill a bit. Michelle will take a look and follow up with the City if more filler is needed.
6.15	Lighting	CIPM/ BOARD	<p>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.</p> <p>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.</p> <p>Alex has a list of bulbs not changed and should be following up. It's noted in the construction meeting minutes. Chris had said he would have the bulbs changed.</p>
6.16	Pool options	CIPM	ONGOING: 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). Will need to have this information for the September pool meeting.
6.17	City of Ottawa State of Emergency Implications	CIPM/Board	The city issued an order that all playgrounds are closed. Claude and Eric put up tape around the slides and sent a notice to all residents advising that the playground is closed. We continue to watch for directives from the City regarding the State of Emergency.
6.18	Repair of asphalt paths where ice builds up	CIPM/Board	<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.</p> <p>Quotes needed before the fall 2020.</p>

7. NEW BUSINESS			
7.1	Damages to Grass at 794 – 57A	CIPM	Claude shared pictures of damages made by a truck delivering to Unit 57A. Michelle will send a notice to the owner.
7.2	Spring Walkabout	CIPM/Board	The date of May 7 th was suggested as the date for a walkabout the property. Due to Covid-19 and to be able to physically distance, the Board later decided that the Board would create teams of 2 (Claude and Eric; Heather and Jennifer). Each team will look at every block, note down everything that needs attention and share our findings with Michelle who will conduct her own walkabout to note the work to be done.
7.3	Reserve Fund	CIPM/Board	Nadia offered to get together with the Board after the May walkabout to go over our Reserve Fund Study.

Meeting adjourned at 8:13 pm

The next Board meeting is scheduled for Thursday, May 28, 2020 at 6:30 pm.

Via Telephone Conference: Join by Hangouts

Meet

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

Minutes Approved:

April 23, 2020
