

AGENDA
for the Board of Directors of
CARLETON CONDOMINIUM CORPORATION NO 379
Meeting to be held
Wednesday July 22nd, 2020
Via video and teleconferencing
Property Manager to provide:

Clean Copy of the minutes for the June 18th meeting for signature at the meeting (one copy only for signing) not in the package. **NOT required.**

Copies of all correspondence that have not been sent to the president for review

Copies of all complaints with resolution

Property Manager's report for each applicable item including attachments - via email

Paper copies of the final agenda for Directors including the Property Manager's report paper 5 (copies 8.5 x 11 stapled on the top left and turn). Do NOT include Lloyd's financials. **NOT required**

Parking report for June – via email

Property Manager's report and all applicable correspondence to be reviewed by the Board are to be provided to the Directors **via email by July 20th.**

Directors	Address	Phone	Term of Office
Lloyd Scott President, Treasurer, Secretary	6583	837-0992	to AGM 2020
Veronica Phelan-Munroe Vice President	6595	837-8171	to AGM 2021
Huma Fazil	6669	519-709-3113	to AGM 2020
Anthony McCooeye	6535B	890-3486	to AGM 2021
John Donovan	6551A	292-2176	to AGM 2020

Present: Property Manager (PM) Michelle Richards; Nadia Freeman VP of Operations

Absent : Nil

Establish a quorum

1. As a quorum was established, the meeting commenced at _____ p.m.

Approval of Minutes

2. The minutes for the Board meeting of June 18th were presented in draft for approval via email. The minutes were approved. **The PM will have to print the documents and give them to Veronica for signing, on behalf of the Secretary, and once signed, put them into the records. Action:**

Management Report: Document printed and will be given to Veronica for signing.

Finances

3. Review of the operating and reserve accounts – Lloyd's spreadsheets. Lloyd gave an update on the state of our accounts. **Action: Lloyd.**

4. Someone at the BNS has removed the CCC 379 account from the CIPM capability to view. BNS, in consultation with Lloyd, is taking action to find out what happened and fix it. The CCC 379 Scotia Connect has been cancelled, only the CIPM Scotia Connect is being used. Lloyd still has a usable Scotia Bank card and has access to the account. **Action: Lloyd.**

5. PPO invoices are to be sent monthly. June costs required. **Action:**

Management Report: June PPO was provided to Lloyd July 20th.

6. WSIB 2019/20 payment missing. The PM will contact WSIB. The PM advised that Laura, head of accounting, is taking action to get the invoice. No action yet. **Action:**

Management Report: Laura advised that there is no invoice. A portion of the payment to Rene offsets this cost.

Audit

7. Lloyd is preparing the end of the 2019/20 FY with the finance department. Once he is satisfied that the books are accurate the auditor will be called in. Lloyd sent them a copy of his spreadsheet for the operating account June 12th. Being worked on at CIPM. **Action: Lloyd.**

Reserve Fund Study

8. Lloyd stated that he met with the engineer June 10th. Next meeting on Lloyd's return. Mainly two items were discussed - paving and chimneys. Changes will be made to the plan for chimneys and paving. **Action: Lloyd.**

Review of files for destruction

9. Review and digitalization of our files. The files are to be reviewed IAW our Policy and old data, which is not required to be kept, destroyed. The remaining storage would be kept in the office. Rene suggested that we hire his son to do the vetting and preparation for destruction. Approved in concept. Lloyd contacted Gilles and received a costing of \$20 per hour all in. Lloyd sent the costing to the board on June 21st for their approval. Lloyd sent a copy of the policy for record keeping and access to records to Gilles for his review. He has agreed and the Board accepted his quote. He will start on July 2nd. Lloyd spoke with Laura re payment and he will be treated in the same manner as Rene. **Action: Lloyd.**

Reserve Fund savings plan.

10. There are 2 GICs coming due in August for renewal. **Action: Lloyd.**

Status Certificate

11. No action at this time.

Parking Report

12. June report received. **No action required.**

13. Spots #84, #85, and #P66 are available now. The PM advised that there is only one owner on the waiting list - 6617A but the spots are too far away from her unit. The PM advised that spot 45A will be available on September 1st. 6617A will more than likely ask for that spot. TBC. **Action:**

Management Report: 6617A signed the agreement to rent P45A effective September 1, 2020

Contracts requiring renewal

14. Property management contract will have to be renegotiated during the 2020/21 FY in the fall. **No action at this time.**

Reports

15. **Annual** CAO report between Jan 1st and March 31st each year via electronic means. **No action required at this time.**

16. **Notice of Change** to the annual report, if applicable, within 30 days of the change via electronic means. **No action at this time.**

17. **Periodic Information Certificate (PIC)** twice per year – no later than **Sep 30th (as of end July)** and Mar 31st (as of end January) for our Corporation. **Lloyd to prepare the document for review. Action: Lloyd.**

18. **Information Certificate Update (ICU)** within 30 days of a change to the PIC. ASAP if the insurance policy has been terminated but no later than 30 days. **No action at this time.**

19. **New Owner Information Certificate (NOIC)** within 30 days once the owner has complied with the provision of their name and unit number IAW Section 46.1(2). The PM advised that all are up to date. **Action:**

Management Report: No new NOIC.

Maintenance Items

20. **Firebox inspection.** **Lloyd to prepare a letter to the owners who have not had their fireplaces inspected.** Waiting for the insurance company's direction as they have concerns about the chimneys. Now that the direction has been received, a letter will be finalized to go to all applicable owners. It was also included in our letter concerning work plans and inspection. Waiting for the dates and costs for the chimney cleaning/inspections (Lloyd met with the contractor June 9th). The plan at this time is to have the chimneys cleaned in the summer and the inspection of the fireboxes in the fall. Confirmation required before the letter to owners is sent. **Chimney cleaning is scheduled for July 14th. Notice required. Action:**

Management Report: chimney cleaning was completed on July 14th and we are awaiting the report. 6663 has advised that her gas chimney was also cleaned.

21. 6535B reported a leak in his skylight Oct 10th, 2018. Campbell has been contacted by Lloyd on May 5th via email. The owner is to notify Lloyd if they have not contacted him by June 12th. No contact as of June 14th. Campbell reported that the inspection will be done the week of June 29th. Lloyd tried to get a report on July 14th but was unsuccessful. **Action: Lloyd.**

22. 6507A/B animals in the lower balcony between the balcony floor and the bottom soffit cover area **May 27th, 2019.** The PM to determine when is the best time to do the repairs as nesting may be occurring. The Board approved the Abell quote at a previous meeting. The PM to advise the contractor and arrange for the work to be done. No date was set to date for the repair. PM advised that the contractor that the work has been completed but is not sure. TDC. **Action:**

Management Report: Finally the work was done July 15th. Awaiting invoice.

23. Perfect Surfacing- F/X. The Perfect Surfacing local company has a new owner. Lloyd expects to meet with them ASAP. They have been in phone contact and a meeting is being arranged. Email sent June 5th and June 7th re the work required. Veronica met with the company June 17th. The contractor is exceptionally busy and will advise a quote soon. **Lloyd left a voice mail July 14th. No response. Action: Lloyd.**

- a. 6641A (more damage occurred to lower steps) and 6647A check for Rubber F/X repair at the bullnose of the landings Oct 11, 2019 noted by Rene. Lloyd took pictures and sent to Perfect Surfacing Oct 23rd.
- b. The small repairs to the garage door openings (13) will be charged to Landtech. Small repairs required for the entrance way of the garage at 6515; 6517; 6519; 6563; 6567; 6575; 6577; 6579; 6595; 6631; 6633; 6661; 6663; 6665
- c. Unit 6657 repair at the step
- d. Unit 6545 bottom of first step needs repair
- e. Asphalt pitted in the area in front of the unit about 6 x 6 at the start of the walkway 6583 and 6595. Others may also need to be done. They were not going to quote on only 2 as it would be cost prohibitive. Lloyd advised them that we were possibly looking to do 30. A quote is expected.

24. A shingle has come loose at 6615A lower roof just below the window. Rene reported it to Lloyd Oct 21st, 2019. Will be done in the spring. Campbell has been notified by Lloyd May 5th. Will be done June 29th. **Action: Lloyd.**

25. Replacement trees. At 6669 An Ivory Silk Lilac tree has been chosen at a cost of approximately \$1,200 was approved. Lloyd advised Manotick tree. The PM to provide a work order. Tree in front of 6529 is dead and needs replacing. Ordered the same type of tree with Manotick Tree at the same cost as 6669 tree and is to be installed at the same time as 6669. Manotick Tree sent the owner Fred to review the site June 16th. A revised quote was received for the 6669 tree as an additional \$50 + HST was added to the original quote for hard digging – root issues for a total cost for both trees of \$1,808.00. Completed June 19th. Invoice received. **Item closed.**

26. 6631 window seal broken reported Feb 10th. Repair request sent to Enertight for action Feb 10th. Cost of \$285 +HST approved by Lloyd Feb 26th. The PM is to advise Enertight of the approval. Window out of warranty – installed 2002 and only 10-year warranty. Owner does not want it replaced at this time. She will contact Enertight. Lloyd spoke with Enertight March 31st. The PM advised that the installation is expected to be completed on June 18th. **Action:**

Management Report: On June 15th Enertight advised that the glass that was to be installed on June 18th was broken and had to be ordered. On July 15th they advised they are in possession of the replacement and installation can be done July 17th but the owner was not available on that date. Installation rescheduled for July 22nd.

27. Window cleaning. The PM is to prepare and send a notice to all owners and residents to go out two weeks in advance via the approved method of delivery. Being done the week of July 14th. **Action:**

Management Report: Window cleaning notice was sent and cleaning took place between July 8th and 14th. Awaiting invoice.

28. Noises in the attic/roof of 6575 and 6583 (not heard for about 6 weeks – remove request) Mar 23rd. Regionex attended 6575 and repaired, with metal, a hole in the side under the roof line made by squirrels. He also wants his roof to be sprayed as a deterrent for the squirrels. The PM advised that the spray is not approved for that use. Invoice from Regionex received. **Item closed.**

29. 6575 Owner wants the tree alongside his unit either trimmed or cut down to eliminate that method of entry to the roof for the squirrels as this is the second occasion that he has had problems with squirrels on the roof. Lloyd to determine the cost of cutting the tree down closest to 6575 (Lloyd and Veronica met with the owner June 5th to review the situation). A second tree may have to come down as well as the owner is having issues, twice, with squirrels getting under the hood of his car and filling it with cones etc. He will no longer park his vehicle outside. The tree to the left of 6575 was reviewed for removal. Also, the tree between 6611 and 6615 should be removed as it is dying. The quote for the removal of just the tree at 6575 is \$1,525.50 (stump grinding, and taxes are included) and the quote to do both trees and stump grind is \$2,599.00 (the setup fee is saved for the second tree). The Board approved the removal of the tree at 6575 for \$1,525.50. The other trees will be reviewed again next FY. Lloyd advised Manotick Tree. The PM is to provide a work order. Tree was removed Jul 15th with stump grinding later. Once the tree work is finished, the repairs needed to the grass will be determined and Landtech will be tasked to do the work. **Action: PM/Veronica/Lloyd.**

30. Board spring inspection was completed on May 5th. The updated report (attached) is being worked on by Lloyd/PM/veronica/Rene. The items that have been completed by Lloyd and Rene have been removed. Veronica and the PM to update their items and advise Lloyd to remove the completed items. **Action: PM/Veronica.**

31. 6625A owner has requested grass to be installed in front of his unit Aug 7th, 2019. Veronica has discussed with Landtech concerning all terrace home fronts. Dead plants were removed from in front of 6625A. 6625A is now rented. New plants are to be installed by Landtech in the 6625A right front. Grass will not be installed at this time. The owner is to be advised by the PM. **Action:**

Management Report: A draft notice was sent to Lloyd July 16th for review.

32. The mailboxes are looking shabby and should be replaced. A count will be necessary to determine the exact number of each to purchase (Veronica to provide). Lloyd suggests that only *the ones that clearly require replacing* be replaced. Veronica is reviewing. To be reviewed during the spring inspection. No new report. **Action: Veronica.**

33. Flashing repairs under 19 villa rear patio doors reported by Rene. To be confirmed with repair action in the fall. Not a priority. **Action: Lloyd.**

34. 6655A living room window seal broken. The PM has sent the repair request to Enertight May 22nd. **Action:**

Management Report: Enertight advised on June 30th that the window seal is on backorder and they will advise when it is available for installation.

35. 6529 garage foundation outside wall spalling and white in color both inside and outside. Lloyd arranged to have the foundation checked by Steven at Garrett restorations May 8th. Done. No issue with the foundation but there is evidence of water entry from outside? Lloyd spoke with Nick at Honey Construction to have a look when they are next on site. Sent an email June 11th for updates. Honey has met with the owner June 12th. A report was received June 17th from Honey. Cost for the major repair is \$4,192.30. The cost to be reviewed by Lloyd as some of the costs are an owner's responsibility. **Lloyd checked the outside bottom siding and it should be replaced – Levitt?. Action: Lloyd/PM.**

36. 6665 Replace patio window and door screens May 25th. Sent to Enertight. Invoice required. **Action:**

Management Report: Enertight submitted the invoice on July 16th but did not submit through condoworks. They have been instructed to submit through condoworks.

37. 6579 outside tap requires repair May 26th. The plumber has been sent. Invoice received. **Item closed.**

38. 6585 ant issue May 27th. Regionex has been sent. Invoice received. **Item closed.**

39. 6651 to 6657 bricks in front of the units around the flower beds. Email sent to the owners. Four responded in favor of removal and improving the fronts. Landtech quote for the work has been approved. The owners have removed the bricks and put them off to the side for removal – done by Landtech. The owners have improved the beds. **Item closed.**

Reserve Fund Repairs

40. The extended decks are safe except for the lattice work which require supports every 4 inches. Honey Construction has been tasked to bring the ends up to code for the four units – 6641A, 6647A, 6651A and 6653A during the major deck repair project. In process. **Action: Lloyd.**

41. Engineer's update report re the repairs to the decks of the "A" units. The final costing estimate of \$91,400 was approved. Lloyd advised the contractor. The PM to provide a work order. A notice, including the schedule for the work, was prepared by Lloyd for delivery May 20th. Work commenced June 1st. Lloyd reviewed the necessity for the extensions to be removed with the contractor using 6647A as a guide. Removal is not required. 6645A has removed his extension and it is

now unsafe to use – open end. Requested to use caution tape or wood to advise people who may use the deck. One block is just about finished except for downspouts; the second should be done by next week. Two others have been started and are expected to be done in the next 2 weeks (weather dependent). They report that they are almost on time. **Action: Lloyd.**

42. Replace the hydro/cable/phone boxes at the end of the terrace home units. Lloyd has taken over this project. Rene will be doing the remaining 4 this year. Rene advised that the cost will be \$2,100.00 per box this year tax included. Lloyd approved as it is within budget and a continuation of the work from last year. **Action: Lloyd.**

43. Conversion to aluminum siding of high surfaces to be done. The quote from C. Levett Renovation Inc. on April 6th for \$8,960.90 HST included was approved at the previous meeting. He recommends using Sierra steel siding instead of aluminum. The PM to advise the contractor. PM to determine when the work is to be done. Lloyd met with the contractor on June 1st. The contractor advised the extra costs for aluminum vs steel is \$800 + HST. The delay time for obtaining aluminum is 2-3 weeks vs 6-8 for steel. Lloyd approved the extra costs for aluminum. Plan is to be sent to us ASAP so that a notice may be sent to the owners/residents ASAP. Material has been received the work commenced July 13th. Block 6515-6519 is finished. 6567-6567 finished July 14th. Panels are being done now. **Action:**

Management Report: The siding conversion started July 13th and took less time than expected so the contractor had gone to those units that were not scheduled for July 15 instead of waiting. They have all accommodated him. As at July 15th there were only 6665 and 6667 were the only ones remaining and he had time so we contacted the residents who were willing to accommodate.

44. Roof inspection by Campbell Roofing requested by Lloyd March 15th. Lloyd sent an email to Kevin at Campbell Roofing on May 5th requesting when the job(s) may be done. Being scheduled for the second week of June weather permitting. 6615A siding is coming off the chimney at the roof. Plan is now for the week of June 29th due to illness in the family. **Action: Lloyd.**

45. Brick repairs and parging inspection – sent to Honey Construction March 15th. Brick and mortar repair for 6525 provided by the owner was passed to Honey Construction May 4th. The estimate has been provided by Honey May 8th as \$3,721.09 (includes the hole at the base of the base of the brickwork – left of the stairs). The budget is for \$6K. Work is approved and is being scheduled for possibly the end of June. Not done yet. Lloyd was advised that it will be done the week of July 20th. **Action: Lloyd.**

46. Tot lot repairs. Lloyd contacted the PM for CCC 388. CCC 388 has already put caution tape around the tot lot. There is a small hole in the slide which Lloyd did not see. Someone tried to make a repair, but it was not successful. Lloyd spoke with the PM, James Kritkos, for CCC 388 June 10th. James will try to obtain a new slide and we will pay for half of the cost per the agreement. **Action: Lloyd.**

47. Repairs to 2 chimneys and possibly the fireboxes – 6529 and 6547B. Lloyd contacted the company High Energy June 9th for a quote (recommended by Capital Chimney. Inspection to be done July 9th for both units. 6547B was inspected on July 9th and 6529 will be done on July 17th. A quote will be provided after the inspections. **Action:**

48. Eavestrough repairs/replacement – Lloyd met with Capital Chimney June 9th. A quote has been received and is being reviewed by Lloyd. **Action: Lloyd.**

- a. 6593 Leak at the rear eavestrough “Y”
- b. 6581 reported the same type of leak at the “Y” joint behind his unit
- c. many units have broken roof diverters – the contractor to review and replace as necessary
- d. 6539B leak at the join on left side of the chimney
- e. 6579 front eavestrough needs replacing due to ice damage
- f. Eavestrough over the garage at 6631, 6611 over the small lower roof needs to be replaced with a trough type eavestrough
- g. 6545A chimney trim hanging

- h. 6553/5 eavestrough over the front entrance needs repair. Review the downspout to change the run from the top to join the downspout of the next unit instead of going across the entranceway
- i. 6583 and 6595 remove the leaf guard for the eavestrough at the roof
- j. 6669 check the eavestrough run for a better way to remove the water

49. 6655A the downspout between both units need replacing as well as a disintegrating block. Lloyd looked at the situation and the downspouts appears to be OK – could not see an issue. The block at the bottom can be replaced in the future with a proper block as there was only minor issues with the current stone. The owner should be advised by the PM.

Action:

Management Report: Sent draft response to Lloyd July 16th.

50. 6655B main balcony piece missing below siding, upper balcony outdoor trim on right side of door is rotting; upper balcony door seal needs to be replaced as it is leaking during a rainstorm. Repairs required at the upper balcony areas around the window frames. The provision of the ladders will cost about \$1,800 (2 persons to carry and secure the ladders when in use) plus the cost of the engineer. Time estimate is 2 days. Total of about \$5K. Postponed until spring 2020. Lloyd will continue to discuss and arrange with BLP for the inspection. Lloyd arranged for a quote from Honey to provide the ladders. Lloyd is attempting to have the inspection done ASAP. Inspection is planned for the week of July 16th. Notices will have to be sent to the residents by the PM. **Action:**

Management Report: Notices were sent to all residents and the inspection was done July 16th 2020.

51. Veronica asked if we should change all the downspouts for the terrace home units in the rear to beige rather than the existing color to match the new privacy fencing. SWAG expect costs of \$750 per unit x 16 = \$12,000 + HST. Estimate for the lower balcony down was \$250 per section. Lloyd is meeting with the contractor on June 9th for other eavestrough issues and will request a proper quote. Lloyd stated that the current eavestrough are still in good condition and, although they may be the wrong color, they should not be replaced at this time. A quote is being obtained from Capital Chimney. **Action: Lloyd.**

52. 6601/3 step is slipping down the back by about ¾ of an inch. NR Construction has had a look and will be back to determine why the step is slipping. Not a safety issue currently. **Action: Lloyd.**

53. 6585 window on top right level requires replacement May 27th. Enertight has quoted \$855.00 + HST = \$966.15. Lloyd approved via the reserve fund July 14th. Invoice required. **Action:**

Management Report: Enertight received approval to replace the window on July 14th and order placed the same day. Window will take 4-6 weeks to be delivered.

Declaration, By-Laws, and Rules

54. Insurance deductible by-laws may be grandfathered. To be confirmed. Our By-Law is still in effect. **No action required.**

Modification to common elements

55. All modifications to the common elements will be reviewed and new modification documents will be prepared for owner's signatures, as necessary. Huma has volunteered to complete the project. No update provided. **Action: Huma.**

56. 6547A has installed a new front storm door without approval. A notice has been sent to the owner. **Action:**

Management Report: Schedule 2 was provided to the owner awaiting the completed form.

57. 6585 appears to be getting ready to install a rear patio out of patio stones or other material. Edging stones have been installed around the tree in front of the unit without approval. No modification request has been received. According

to the mod sheet register no mods have been approved for this unit yet up to 10 items have been modified. The PM sent a draft to Lloyd for his review. **Action: Lloyd.**

Infraction letters

58. Infractions. Lloyd will prepare a policy concerning how the infractions are to be handled. Lloyd advised that, although there is no formal policy at this time, if an infraction is found then a letter is to go to the owner indicating the rule infraction (quoted) and reference to Rule 1. Follow up is essential. Not done yet. Being done as infraction notices are being sent out.

59. Trees in rear patios. An inspection was done during our spring inspection and units 6515, 6517, 6569 have sucker trees growing in their rear patio. These trees are sucker trees which were not planted by the owners. Lloyd recommends that we remove them. Approved at the last meeting. Waiting for the costing from Landtech - \$310.75 tax in. Approved. Notice to the owners/residents will have to be made. Completed and invoice received. **Item closed.**

OLD BUSINESS

60. AGM 2018 - speed bumps or other similar methods of slowing the traffic on Bilberry Dr. Bilberry Dr. is planned for a traffic calming review. No noticeable result so far. A new 40 speed limit has been installed going south before the bus stop. An actual speed sign has been installed by the school parking lot going south. Lloyd will contact the councilor to try to get the sign moved and to include both directions. Request sent May 13th. Response received and sent to the board. Waiting for possible action due to the councilor's budget constraints. **Action: Lloyd.**

61. Community website. Lloyd spoke with Yawar on Friday March 27th. Lloyd recommended removal of the site as it is not being used. The Board wants to keep it at this time, but it must be brought up to date and advertised as being available. **Action:**

Management Report: No update.

62. Water shutoff for "B" units. Apparently, there may be different shutoffs in the unit. We will have to request each owner to confirm the location within their unit. The PM is to prepare a letter to the "B" unit owners to verify the shutoff location is correctly stated as being at the hot water heater. Lloyd revised the proposed email to the owners. The revised document was sent out April 15th. Some unit owners have responded. The PM provided an updated copy of the responses which will be reviewed by Lloyd. Lloyd reviewed the report and there are 3 owners who did not respond and some of the answers indicated that they could not find the shutoff in their unit. To be reviewed in the fall with the owners who have not responded and had confusion. **Action: Lloyd.**

63. Tenant's registration rental/lease document (Act 83) is not up to date June 19th, 2019 and again Sep 4th. A copy of the document held on file is to be included for those owners who we believe are renting their units to confirm accuracy. A blank copy of the required form would be sent to all other owners. Sent Feb 21st, 2020. The board will have to decide on the action that should be taken for those owners who have not complied. This is a requirement of the Act. How many have complied or not complied? The PM will advise Lloyd of the number and units that have tenants according to the register. Two new columns have been added to the database to reflect this info. Not populated yet. Owners are not responding to the requests. Lloyd suggested that Nadia may be able to assist the PM in this issue as it is a violation of the Act. **Action:**

Management Report: No further update.

64. Insurance. The insurance company asked for info on the state of our chimneys. They are concerned that our fireplaces are not up to current code and that they are being used for heating. Insurance Co contacted Lloyd April 2nd wanting to know the 2 units that have been told to stop using their fireplaces. Lloyd advised that 6529 and 6547B were the two units and that we could not know when the repairs will be made as the owner may not have the funds to replace the firebox at this time. If the repairs to the chimney can be made without replacing the firebox then the chimney must be the same type as is currently installed. If both must be removed and installed, the replacements will have to meet the new code. The insurance company has been informed by Lloyd June 9th. We are to notify the insurance company of the repairs

70. The meeting was adjourned at _____ p.m.