

CARLETON CONDOMINIUM CORPORATION NO. 12

Minutes of the Meeting of the Board of Directors of C.C.C. No 12 for Tuesday Aug 23, 2017 at 6:00pm.

PRESENT:	J. Louise Lepine	President/Treasurer
	Bill Giggie	Vice-President
	Stuart Brodie	Mechanical Director
	Pierre Guimond	Communications Director
	Lise Deschamps	Director
	Yawar Khan	Management
	Réjean Daoust	Management

CALL TO ORDER AND APPROVAL OF AGENDA

The meeting was called to order at 6:10pm

The agenda was accepted with the addition of:

Lint cage, hot water temperature, 9th floor elevator doors, elevator box in lobby area.

INTRODUCTION OF OUR NEW PROPERTY MANAGER

Réjean Daoust, gave a short intro of his experience, he's looking forward to working with the boards and residents. He likes to have lines of communications open and frank.

Yawar will work with Réjean for a transition period and will continue attending a few more meetings.

APPROVAL OF THE MINUTES

The June 21st and 27th 2017 minutes were approved as presented.

MANAGEMENT REPORT

- Balconies: The East side of Tower A Balconies Brooks restoration is making good progress. A discussion was held about the possibility of having both North and South side balconies done at same time to avoid an extra year of noise.
- Water infiltration in a 04 unit: Brooks restoration was reminded to investigate and give a quote for the water infiltration from the outside South-East corner of the tower.
- Drainage issue on PH deck: Management is coming up with specifications and will be gathering quotes.
- Elevator and condominium office floor tiling: This project will start now that the lobby work is complete. We have a quote for \$3550+tax. The elevators will have to be re-calibrated for the new weight of the elevators and that will be a separate expense.
- Lobby renovations: The work is almost done; a few minor steps remain.
- Laundry room: The room is hot, discussion held about the situation.
- Unit 403: Toronto Office of the OPGT was given a deadline of June 15 to confirm whether they need to be involved with this power of sale proceeding. The government office never replied. A request to take over the unit was sent to the courts; once this is completed, a power of sale will be done and the corporation will be able to be refunded for the condo fees owed and other costs incurred by the corporation.
- Infra-red scan: Sega Electric has completed the work needed, tightening the electrical connectors.
- Light auditing: Lumenix has received the sconces in their Toronto warehouse. These should be installed in our hallways soon.

- Windows: Fenex will be our supplier as they offer decent prices and are the suppliers of Towers B & C. A replacement program was discussed for next year.
- Door levers: Two quotes received, Stuart Brodie MOVED that we get a third quote, SECONDED by Mr. Guimond. MOTION accepted
- Mr. Brodie is aware of products other than rhino board to protect our hallways. He will research the issue and will present his findings at our next meeting.
- Commercial bays: Management is in discussion with the owner of the commercial bays in the issue of repayment of the electric consumption.
- Garbage compactor: Was installed today and the garbage chutes were shut down until tomorrow morning as mechanical work remains to be done.

CORRESPONDANCE/COMMUNICATIONS

- A discussion about the level of involvement the president should have in the day-to-day operations of the tower was held. The president and board members are to be involved at the governance level, however management agreed to keep the president informed about issues brought to management by owners.
- A request for a reply to an email sent to management about water infiltration was made. Management was on vacation and short staffed. A reply will be sent.

FINANCIAL STATEMENTS

- A \$954.79 item billed to Tower A but is a Tower B. Management to correct.
- Our present situation is very good budget wise.
- A total of \$5,300 is due to the corporation for condo fees. Management to deal with this urgently.
- Billing/coding issues reviewed.
MOVED by Mr. Brodie that the financial statements be approved SECONDED by Mme. Deschamps
MOTION APPROVED

NEW BUSINESS

- a) Unit renovation: When an owner makes major changes to a unit, a request must be presented to management and reviewed by the board. A reminder of by-law 14 to be sent to the owners.
- b) In-Case-of-Emergency assistance list to be kept updated. A reminder to advise the management office to be distributed door to door.
- c) CCI Conference in Toronto: An offer to attend was made to board members but none are available.
- d) Lobby Wi-Fi is inactive, management to investigate.
- e) Lint catcher, laundry vent exhausting to the garage: work to be completed by JCE superintendent.
- f) Hot water: a discussion on the temperature of the hot water was held, management to check that the temperature is within regulation. If too low, bacteria would grow.
- g) Ninth floor elevator door: A complaint about the door closing loudly was made.
- h) Elevator status control in lobby area had been beeping, possibly battery low or loose wire. Kone elevator maintenance to be advised.

NEXT MEETING

The next meeting will be September 20, 2017 at 5:30pm

ADJOURNMENT

The President adjourned the meeting at 7:50 pm



Pierre Guimond
Communications Director