

**Strathcona Place – CCC279  
Board of Directors Meeting  
2018 November 13  
Minutes**

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**Present:** Francine Chartrand-Lauzon  
Leith Mullin  
Dann Michols  
Barbara Ravanelli, Property Manager, CIPM  
**Regrets:** Louise Sweatman  
Ken Killin

**1. Welcome and Announcement of Quorum:**

Quorum present.

**2. Approval of Agenda**

Approved with suggestions for restructuring format.

**3 Approval of Minutes of the Board of Directors' Meeting of 2018-10-03**

Approved with minor correction to 4.6 (diesel/natural gas).

**4. Managers' Report**

**a. Items Arising from Minutes of 2018-10-03**

- **Window Washing** in fall was scheduled and re-scheduled. Following discussions with Barb, window cleaners undertook cleaning at no charge in exchange for opportunity to clean the windows in the Spring.
- **Replacement of Lights in Common Areas**  
Luminex has completed its audit and will now proceed with work. Save On Energy application has been approved for financial contribution to Luminex lighting project.
- **Replacement of Emergency Generator**  
Received quote from TPL Installations Inc. for diesel/natural gas generator of \$130,000-150,000. MH has agreed to undertake an engineering study for a battery-operated generator. If feasible, MH will prepare proposal. Location of diesel/natural gas needs to be determined; current suggestion by Enbridge of near property entrance is unacceptable.  
**Action:** Barb to obtain results of engineering study from MH when ready.
- **Newsletter**  
October Newsletter prepared and distributed.
- **Tour of the Building by New Owners**  
Successful tour of building held on 10 November with seven new owners who have occupied in the last year.
- **South Side Cleaning**  
**Action:** Barb to arrange in new year.
- **Cleaning staff contract renewal**  
Barb successfully negotiated a three-year contract with DCM Services. Moved by Dann, seconded by Leith that contract be signed with DCM Services.
- **Development of Contract Form for Guest Room**  
Francine circulated a draft form for discussion. It was agreed to use it with modifications as a trial.

## **b. Items for Discussion/Decision**

### **• 201/202 Window Replacement**

Barb reported that the project once more faces delays. Proposals received following Keller's tender came back 100% over the amount budgeted. Keller has returned to the design table. A meeting has been set up for 29 November for representatives of the Board and Keller staff. Following the meeting, various options will be considered. Francine will keep 201/202 owners apprised of the situation.

### **• Owner's Request for Minutes**

Barb has redacted Minutes back to November 2017 in conformance with amendments to the Ontario Condo Act.

**Action:** Barb & Dann to prepare Minutes for placement on the CCC279 Owners' Portal. In future, Minutes will be placed on both Board and Owners' Portal following approval of such by Board.

### **• Property Management Contract – CIPM/CCC279**

**Action:** Barb to set up a meeting in January of Board and CIPM representatives to discuss terms of new contract for property management services.

### **• Strathcona Place Holiday Reception**

Board agreed on 14 December as a date to invite owners to a seasonal celebration in the Lounge.

**Action:** Francine to prepare invitation and various Board members to undertake assigned roles.

### **• Metal Salvage from Ceiling Renovations**

Francine and several owners will continue to look for ways to dispose of the metal scrap resulting for the light fixture replacements in the lobbies.

### **• Unit Smoke Detectors.**

After discussion, it was agreed that maintenance of the smoke detectors in the individual units should remain the responsibility of the unit owners. The Corporation will continue to organize annual inspections.

### **• Correspondence from Owners**

- **Re Accessibility of Paramedics in Emergency:** At the request of 103, a lockbox has been placed in entrance to house a key to building and unit in case of emergency. Owner has been informed of procedures.
- **Re Compressor Noise:** 602 has raised concerns about the noise caused by the new compressors over the swimming pool in the adjacent building.  
**Action:** Barb will raise matter with the building's property management to determine possible solutions.
- **Pipe Condensation in Garage and Locker Room:** 602 raised a concern about condensation in its unit's locker.  
**Action:** Barb will canvas other owners and arrange for pipe wrapping, where necessary.
- **Common Library and Art Areas:** the possibility of setting up a common library area for owners was raised by 502. Following discussion, the Board decided to pass the issue to the Property Improvement Committee. One possibility would be to re-key the newly-renovated Lounge to the common-access key (with provisions for guest lock).
- **Exterior Door to 502:** the inside door is in sad need of repair/replacement.  
**Action:** Barb will consult with owners on possible replacements.

## **c. Items for Board Information**

- Gas meter has been installed. Ottawa Plumbing and HVAC has three jobs ahead of completing our work. They are aware the meter has been installed.  
**Action:** Barb to get a start date.

- Francine & Leith have completed electronic financial training and approved first set of invoices.  
**Action:** Dann to be given same training, as an alternate.
- Property has been winterized (water shut off to exterior spigots).
- Electric boiler was started mid-October due to the cold weather.
- Francine & PM met with a landscape designer for upgrade proposal.  
**Action:** Francine and PIC to follow-up in new year.
- Awaiting price for Centennial Glass for balcony glass.
- Annual Fire Inspection has been scheduled for 5 December.
- Flooring repairs ongoing to 202 in bedroom after exterior repairs completed.

#### 5. Board To-Do List

**Action:** Dann and Barb will review CIPM's activity planner against the Board's To-Do List and determine most effective way forward for keeping Board up to date on projects.

#### 6. Ratification of Decisions Made Between Meetings

- Winter Matting:** following discussion by e-mail, it was agreed that Barb should contract Sani-Sol Inc. to provide Magic Mat winter mats for the common areas in the lobby and on the 4<sup>th</sup> floor. Decision ratified at meeting.

#### 7. Monthly Financial Report

- Year-to-date variance report** was reviewed.  
**Action:** Barb to review the pest control timing and expenses to date.
- RBC GICs:** current GICs held by RBC are coming due in December.  
**Action:** Barb to contact financial advisor at TD Bank to arrange for transfer of GIC cash-out to CCC279 operating account until further action can be determined.

#### 8. Other Business

- Dumb-Waiter Service Contract:** Moved by Francine, seconded by Leith that CCC279 accept the proposal from Regional Elevator to inspect and maintain the dumb-waiter in the building. Passed.

#### 9. Status Certificate Review: none this period.

#### 10. Notice of Next Meeting and Adjournment: 4:00 pm, 11 December 2018



Francine Chartrand-Lauzon: President



Dann M. Michols: Secretary

**Strathcona Place - CCC279  
Board of Directors Meeting  
2018 October 3  
Minutes**

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**Present:** Francine Chartrand-Lauzon  
Louise Sweatman  
Leith Mullin  
Ken Killin (by phone)  
Barbara Ravanelli, Property Manager, CIPM

**Regrets:** Dann Michols

**1. Welcome and Call to Order**

Meeting was called to order at 7:00 pm. A quorum was present.

**2. Approval of Agenda**

The agenda was approved.

**3. Approval of Minutes**

The Minutes of the 2018 August 29 meeting were approved.

**4. Items Arising from Previous Meetings**

**4.1. Window Washing**

**Action:** CIPM will arrange.

**4.2. Repair of Unit Front Doors due to slamming**

To be considered as a winter project.

**4.3. Replacement of Windows in 201 & 202**

Windows have been ordered.

**4.4. Replacement of Lights in Common Areas**

**Action:** Luminex has completed its audit.

**4.5. Winter rugs for 5<sup>th</sup> and 4<sup>th</sup> floor entrance and elevator areas**

**Action:** Barb will purchase a new set.

**4.6. Gas vs battery**

Received a quote for diesel/natural gas of \$130,000-150,000. Quote for battery operated is to be sought. Location if diesel/natural gas needs to be determined; current suggestion by Enbridge of near property entrance is unacceptable.

**Action:** Barb to get pricing.

**4.7. Right of Way**

Nothing to report.

**Action:** Louise to follow-up with name provided by Jim Davidson.

**4.8. Newsletter**

The Board agreed that a Fall Newsletter would be useful. Items could include: firewood decision, status report on MUA and generator, CIPM portal, lighting and painting refresh in common areas.

**Action:** Francine to draft newsletter for October delivery.

## **5. Items for Board Discussion**

### **5.1. Tour of the Building for New Owners**

**Action:** Francine will offer to do a tour of the building.

### **5.2. South side cleaning**

**Action:** Barb to arrange.

### **5.3. Cleaning staff contract renewal**

Board agreed to offer a renewal.

**Action:** Barb will offer a 2 year renewal.

### **5.4. 2018/19 Priorities & To Do List**

The Board went through the list.

**Action:** Barb will work with Dann to finalize the format.

### **5.5. Inquiry for Access to Board Minutes**

In response to an owner's inquiry for access to Board minutes, the Board will make these available, with personal information redacted, as of November 2017 while reserving its rights under the Condo Act.

**Motion:** The Board shall provide redacted minutes as of November 2017 on the CIPM owner's portal without prejudice to the Board's rights under the Condo Act.  
Passed.

### **5.6. Contract for guest room**

Board felt need for a simple contract for use of the guest room for overnight visitors. Also, a pre and post checklist of items for use will be drafted.

**Action:** CIPM to provide template for Board review.

## **6. Items for Board's Information**

### **6.1. Fire Inspection**

To occur after HVAC has been switched over to heat.

## **7. Ratification of Decisions Made Between Meetings**

The Board agree to give authority to CIPM to ratify decisions made by email between June 27 and October 2, 2018.

## **8. Monthly Financial Report**

The Financial Report for the month ending 2018 July 31 has been posted on the Portal.

**Action:** CIPM to provide 6 month financial statements for discussion at next Board meeting.

## **9. Status Certificate**


None were required during the month of July.

## **10. Next Meeting and Adjournment**

The next meeting of the Strathcona Place Board will be on 2018 November 13. The meeting was adjourned.



Francine Chartrand-Lauzon: President



Louise Sweatman: Vice-President

# STRATHCONA PLACE STRATHCONA

555 rue Wilbrod Street, Ottawa (Ontario) K1N 5R4

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December 3, 2018

RBC Royal Bank,  
585 Montreal Road,  
Ottawa ON K1K 4K4

## Letter of Direction

RE: Account #00760115801 belonging to Carleton Condominium Corporation #279  
GIC Investment #002, maturing December 16, 2018

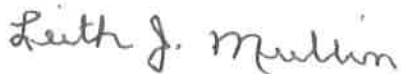
We want to cash in this GIC at maturity.

Please prepare a bank draft for the principal and interest made out to Carleton Condominium Corporation #279.  
When the draft is ready, please contact Francine Chartrand Lauzon (613-789-4768, or [fglauzon@gmail.com](mailto:fglauzon@gmail.com)), who  
will pick up the draft at your branch at 585 Montreal Road.

Thank you.



Francine Chartrand-Lauzon, President



Leith Mullin, Treasurer



ROYAL BANK OF CANADA  
585 MONTREAL RD-UNIT 15  
OTTAWA ON  
K1K 4K4 00666

**Investment Account**  
**GIC Maturity Notice**

TEL: (613) 749-4579  
FAX: (613) 749-4580

**Notice Date:** November 23, 2018

CARLETON CONDOMINIUM  
CORPORATION #279  
OFFICE  
555 WILBROD STREET  
OTTAWA ON  
K1N 5R4

00133

**Account Number:** 00760115801  
**Ownership:** Sole Owner  
**Page:** 1 of 1



### Maturing GIC Details

Your term investment(s) will mature on the date indicated below. If you wish to change renewal/payment instructions provided to us previously, please contact your branch.  
For convenience, try our Online Banking to purchase and renew your GICs through the Internet.  
For Online Banking Enrollment, visit [www.royalbank.com](http://www.royalbank.com).

\* \* \* \* \*

Royal Trust Corporation of Canada:	Investment Number	Investment Date Maturity Date	Current Value \$	Interest Rate %	Maturity Value \$
Non Redeemable GIC	0002	16 Dec 2017 16 Dec 2018	26,472.62	0.9000	26,710.87

#### Maturity Instructions

For your convenience, at the maturity date shown, your investment will be reinvested for the principal and interest. No action on your part is required. A confirmation showing the new amount, interest rate and maturity date will be forwarded after renewal.

#### Additional Investment Holders/Special Instructions/Other Information