

Minutes of the August 25, 2017 Meeting of the Board of Directors of CCC#279

Present: Francine Chartrand-Lauzon
Leith Mullin
Ken Killin
Louise Sweatman
Barbara Ravanelli, Integral Property Mgt.

1. Call to Order

Meeting was called to order at 12:50 pm.

2. Approve Minutes

The minutes of the June 2017 meeting were approved.

3. Approve Agenda

The agenda was approved.

4. Review Financial Statements

After review (of June 2017), Ken will follow-up with Olesea (bookkeeper) about \$14,318.05 discrepancy between combination of bank balances as represented by bank statements and reconciliations, and what's on the accounting balance sheet page 3 of 21.

We note that:

- Plumbing repairs of \$909.80 that has no budget. Insurance will re-imburse.
- Fire and protection there is a variance. 283.00 accrual but spent 1600.--, have a negative variance of 700.00 (4/21)
- Possible \$1000 negative variance in security by year end.
- Seasonal budgeting needs to be included.

Ken will communicate with accountant (between now and Oct) to set-up general ledger consistent with budget. Board needs to see: cash supposed to be is there, copy of bank statements and accounting records and simple reconciliation.

Bank draft in the amount of \$124,340.00 passed to Barbara Ravanelli, PM.

Integral sold the Gatineau office but not the Ottawa office. Integral merged with Capital to form Integral-Capital. Main office is moving to 904 Lady Ellen. (Kirkwood and Carling).

5. Management Report:

a. New Board Member: Dann Michols (unit 802).

Motion: That Dann Michols be invited as a new Board member. Term will begin as of Oct/Nov 2017. He will be asked to sign Code of Conduct.

b. First Floor Heating: Talked to Steve Christenson, to move forward. No quotes yet.

- c. **Architectural landscaping – Barb** will discuss on Wednesday with Keller.
- d. **Hydro vault cleaning** – deferred until after membrane work is completed.
- e. **Roof plants** – have been cut down. Ian, landscaper, told to take care of twice a year.

1. **Solarium windows** – Unit 201/202

-We are waiting for a proposal to re-design the windows; there was a quote on the windows which did not address the leaks and a roofing system may be needed instead of glass on the top part –

They are in the RFS to be replaced in 1.5 yrs and we should replace the whole windows instead of a 2-step approach

Tenders: replacing the windows + a roofing system proposal by Tuesday/Wednesday – put in our design queue. Will probably have to wait till early spring. We aim to award the contract in January.

2. **Parking garage**

Coordinate a pre-construction meeting. Looking at Wed/Thurs mtg for a pre-construction btw Barbara + Steve/Justin + Chantal on Wed Aug 30th at 10:00 am at 555 Wilbrod St. No sense of start-up date. Probably take 3-4 weeks. .

3. **Make-up air and boilers and generators**

Re Generator: If move to gas, Enbridge has offered to install a gas service free of charge but a bigger pipe is required (extra \$10,000). Update ROI if engage with a gas generator in the future. We decide to wait this out since we do not need to change the generator

- 4. **Roof Anchors:** We don't have to load test but do have to inspect every year. Two types of anchors, we have mechanical anchors, only have to load test when installed, change them, or reason to think a problem. We have a letter from Keller, done in 2011, and should be done in 5 years (ie., load testing). PLAN: Justin will look into it. An answer early next week.

6. **New/old Business**

*Candor – lobby stack pump out – will be asked to do

*Window cleaning – Francine signed contract for Aug 3 – nobody showed up alleging roof anchors had not been load tested – change company – they are in breach

*Sump pump inspection – Barbara speak to Candor – we have 3 sump pumps –

*Test backflow preventer – coming next week

*Infra-red photography – should be done – to ensure no arcing in electrical after membrane work

*Chimney cleaning – do in 2018 – Barb will check insurance policy

*Heater in garbage room in garage – thermostat with censor will be installed by DSL Electric

*Control (owner and contractor) sheets – need to be re-drafted – Francine will do it
Owner's will only get owner control sheet and not contractor control sheet

7. Other Business

7.1. Outstanding projects and priorities: document handed by Francine and certain changes made in priorities. She will give new doc at next meeting.

7.2: Rules: 1)Rentals cannot be shorter than 12 months. Renter cannot sub-lease. Barb will draft some language.

2)Access rights – owners from townhouses have access to river – in our declaration . Motion: That the Board retain legal counsel to have access rights by next door townhouses be nullified/voided.

Passed

3) Parking: only cars in good condition and insurance

7.3 Douglas Fire – have not received certificate – Barb to follow-up

8. Adjournment and Next Meeting

The meeting was adjourned at 3:00 pm. The next meeting is scheduled for October 25, 2017 at 6:30 pm.

Francine Chartrand-Lauzon: Co- President

Louise Sweatman Co-president and meeting secretary