
Carleton Condominium Corporation *no. 634*

PROPERTY MANAGER:
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MANAGEMENT REPORT

prepared for the MEETING OF THE BOARD OF DIRECTORS
95 Beech Street, Unit 203 (Riek's Unit). May 2nd, 2017, 2016•6:00p.m.

- ▶ AGENDA
- ▶ MANAGEMENT REPORT
- ▶ ANNUAL SCHEDULE
- ▶ CONTRACTS/INFO
- ▶ MINUTES
- ▶ FINANCIAL STATEMENTS
- ▶ CORRESPONDENCE

A G E N D A

June 6, 2017

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. APPROVAL OF MINUTES (May 2nd 2017)
4. RATIFICATION OF DECISIONS MADE BETWEEN MEETINGS
5. FINANCIAL STATEMENTS (April 2017)
6. DIRECTOR REPORTS
 - a. President
 - b. Secretary
 - c. Treasurer
7. MANAGEMENT REPORT
8. BUSINESS ARISING
 - a. Flashing replacement – deficiencies and inspection
 - b. Board policies
 - c. Spring cleanup – parking lot and other areas
 - d. Newsletters and legal documents for website – board control
 - e. AGM dates
 - f. Preparation for revisions of the condo act: insurance deductible bylaw
 - g. Landscaping - mulch
9. REVIEW STATUS CERTIFICATE
10. CORRESPONDENCE/LETTERS
11. OTHER BUSINESS
 - a. Reserve fund study
12. NEXT MEETING
13. ADJOURNMENT

MANAGEMENT REPORT

The Following update as of May 2nd, 2017

ITEMS FOR BOARD INFORMATION

TOPIC	UPDATE
1. Lobby Project	More board discussions required for lobby upgrades and décor. Pending
2. Bank Rates for comparison	PM provided bank rates from Scotia, RBC and TD Canada Trust. Integral Accounting Dept provided rates. Board to decide on bank institution.
3. Vestibule & elevator tile Inspection of the grout required	Tile to be replaced in vestibule by Centaur Between October 12, 13 & 14(full installation completed by October 25 th 2016 COMPLETED – replacement of elevator tile pending –quote to be obtained from Otis Elevator as it needs to be within codes of TSSA – deferred
5. Reserve Fund Study (comprehensive)	Morrison Hershfield - PM, President and Francois met the crew from MH to conduct an site inspection on May 25, 2017. Updates to be provided by MH.
6. Vestibule custom mats	Snelling provided a quote for the custom mats – spring
7. Re-finishing of hardwood in lobby	The re-finishing of the hardwood floors was awarded to Centaur –deferred to the summer of 2017
8. Status Certificate	For Board review
9. Snow Removal 2016-2017 contract	Review of snow removal requirements – quotes to be obtained late fall. Pending
10. Flashing	Roofmaster replaced all the flashing on the outside of the building. Deficiencies and inspections required – dates to be determined.
11. Elevator – Otis	PM provided correspondence on the full load test addendum provided by Otis elevators
12. Main Door Key Deposit	Deposit amount to be discussed with the board
13. Garage Door Sensor	PM provided a quote from Door Doctor in the amount of 530.00 + HST to cover the sensor/photo eye.
14. Elevator room	SBL installed pipe insulation on pipe and door stopper to prevent damaged pipes or door - complete
15. Electrical	SBL Electric replaced the motion sensor in garbage room. Heat turned off in garbage room. Breaker tripped for garbage room receptacle and front door opener –reset complete Replaced 3 150 W lamps in garage – complete

	<p>A walkthrough building was done to determine any bulbs out in hallways – no lights out in hallway as of May 2nd - complete</p> <p>Turned off heater in garbage room - complete</p>
16. Drywall repair at parking #17	<p>Centaur will repair hole in ceiling at parking #17</p> <p>Due to leak in unit 108 – Centaur investigated the unit and no leaks are detected. Repair to be conducted week of May 1st 2017.</p>
17. Unit 306-95 Beech	<p>Centaur arranging access with the owner to address leak in unit 206(messages left with owner to call back) -pending</p>

ANNUAL SCHEDULE (draft updated by Riek)

JANUARY

Create Draft Budget

FEBRUARY

Prepare Landscaping Contract

Insurance (Due 1 March)

Budget Package Out (Due before 14 February)

Year End

MARCH

Fiscal Year Starts

APRIL

Inspect Winter Damage

Spring Inspection

MAY

Commence Spring Repairs

Garage cleaning and Parking Sweeping

Annual Hydrant Inspection?

JUNE

Prepare AGM

Preliminary Notice to owners about AGM (new condo act change)

Window Cleaning

Flush Drain Lines

JULY/AUGUST

AGM package out at least 15 days prior to AGM

SEPTEMBER

AGM

Prepare Snow Removal Contract

Unit, Smoke Detector and fire protection system Inspection—Property Manager & Pyron in collaboration with Fire Department if possible

OCTOBER

Eaves trough cleaning

NOVEMBER

Winterize Property

DECEMBER

CORPORATION INFO SCHEDULE

Last Reserve Study Keller Engineering 2017
Year End 28 February
Insurance 01 March Gifford/Aviva
Auditor WGP
Last AGM 30 August 2016

BOARD OF DIRECTORS AS OF LAST AGM

Name	Preferred Email	Cell	Other Phone
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