

**CARLETON CONDOMINIUM CORPORATION NO. 286**

**MINUTES OF THE MEETING OF Wednesday, July 26, 2017**

**HELD:** Wednesday, July 26, 2017

**PLACE:** Apt. #5 - 275 Charlotte Street

**PRESENT:** Howard Simkover  
Brian Staples  
David Mulrooney

**Also in Attendance:** Réjean D'Aoust, Integral Property Management

**1. Call to Order:**

The meeting was called to order by the President, Howard Simkover, at 5:38 p.m.

**2. Past Minutes:**

The Minutes of the Board meeting held on May 1, 2017 were reviewed and approved.

Motion/ Seconded: David Mulrooney / Brian Staples  
Carried.

**3. Treasurer's Report:**

- a) The detailed financial reports for the months of April and May 2017 were reviewed and approved.

Motion/ Seconded: Howard Simkover / Brian Staples  
Carried.

- b) The Board will arrange for our CA firm, *Guindon Charron*, to prepare the Notice to Reader financial statements for the Fiscal Year that ended on May 31, 2017. Copies of the financial statements will be distributed to all Owners in the fall.

**4. Business Arising from the Meeting of May 1, 2017**

- Front Steps: The repair to the steps at the Charlotte St. entrance was completed in June by CP Renovations at a total cost of \$170 (including HST).

#### **5. New Business:**

- Air conditioning pipes - Work to repair the “kinks” in the common element air conditioning pipes on the roof has been completed by Vision Air, at a total cost to the Condominium of \$11,752 (including HST). As Owners are aware, \$5,500 of this cost was funded by a Special Assessment; the remainder will be paid from our Operating Fund.
- Snow removal - The Board has arranged a two year contract with Rio Building Cleaning Ltd. for snow removal services, for the winters of 2018-19 and 2019-20.
- Vestibule door - The Property Manager is obtaining quotes for a permanent repair to the “panic bar” and associated mechanisms on the vestibule door, in the front lobby. We hope to have the permanent repair completed by around the middle of August.
- Chimney inspection & cleaning – The annual chimney inspection and cleaning will be arranged for a Saturday morning in September or October. Owners/Residents will be kept informed through Notices, since Unit access is required for the inspection.
- Rules & Regulations – The Board is considering making some small changes to the Condominium’s *Rules & Regulations*, to update them and to add clarity in some instances. The proposed modifications will be provided to all Owners later in 2017.

#### **6. Bring Forward Items**

- None at this time

#### **7. Next Meeting**

Wednesday, October 25, 2017

Place: Unit #1 – Brian Staples’ Unit

Time: 5:30 p.m.

#### **8. Adjournment**

As there was no further business, the meeting was adjourned at 6:36 p.m.

Approved on behalf of the Board of Directors:

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President

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Secretary