
Carleton Condominium Corporation *no.264*

PROPERTY MANAGER
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MANAGEMENT REPORT

prepared for the MEETING OF THE BOARD OF DIRECTORS

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▶ Condo Site Office - August 24, 2017 • 6:30 p.m.	
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A G E N D A

Thursday, August 24, 2017

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. APPROVAL OF MINUTES
4. FINANCIAL REPORT
5. MANAGEMENT REPORT
6. NEW/OLD BUSINESS
7. NEXT MEETING
8. ADJOURNMENT

MANAGEMENT REPORT

The Following Represents Issues as of Thursday, August 24, 2017

ITEMS FOR BOARD INFORMATION

- **Keller Siding project:**

ITEMS FOR BOARD DISCUSSION

Landscaping:

Update\comments\quality

Pool contract:

H2O. Pool clarity\Tags\Urinal

Air Conditioning:

786-70b Hélène Brunelle

2017 ANNUAL SCHEDULE

JANUARY/FEBRUARY

MARCH

Secure Landscaping Contract

APRIL

Prepare AGM

Inspect Winter Damage

MAY

AGM

Spring Inspection

Commence Spring Repairs

Sweep Parking/Line Painting

Install Speed bumps

JUNE

Open Pool/Lifeguards (Superior pool)

Annual Hydrant Inspection

JULY/ AUGUST

Newsletter

SEPTEMBER

Secure Snow Removal Contract

Pool Closing (Toilet, Shower and Hose Bib Shut-Off)

Chimney Cleaning

OCTOBER

Create Draft Budget

Remove Speed bumps

Eaves trough Cleaning

NOVEMBER

Winterize Property

Secure Insurance Renewal

DECEMBER

Insurance (Due 31 Dec)

Budget Package Out (Due 31 Dec)

CORPORATION INFORMATION: CCC. 264

750-802 St. André

Lock Box Code – 2468
Corporation pays for water for owners

MAIN CONTRACTORS

Garbage clean-up	Hector Hernandez	(613)808-3544
Garbage Pick-up	BFI (Tania)	(613)831-3593
Electrical	T & M Electric, Sandy	(613)736-6666 o/913-7247c
Plumbing/Sewers	Multi-Drain, Ken Seward	(613)737-6500 o/223-2059c
Snow Removal	Always Growing (John Hopkins)	(613)862-2014
Landscaping	Highland Green	(613)913-7924
Pool	Superior pool (Perry Hart)	(613)228-1212
Painting	Shauna Davison (How She Rolls)	(613)218-8053
Wing Walls	BuiltRite (Jamie)	(613)880-9994
Parking Control	Capital Systems (John Kirk)	(613)686-5991 o/220-8084c
Eavestroughs	True North	(613)889-5570
General Contractor	Centaur (Marc Lacasse)	(613)913-3718

CORPORATION INFORMATION

Last Reserve Update	Newbridge Engineering, 2015
Next Reserve Study	2018
Year End	31 December
Insurance	Pentagon (Due 31 Dec)
Auditor	BDO
Law Firm	Nelligan O'Brien Payne
Last AGM	June 5 2017

BOARD OF DIRECTORS AS OF LAST AGM

Name	Position	Address	Phone	Term
Brian Buys	Treasurer	79B	613-889-5570	2018
Claude Durocher	Director	37A	613-601-6900	2020
Bernie Fradette	Vice President	1A	613-266-7467	2019
Heather Ross	Secretary	15B	613-852-4536	2020
Natasha Brunet	President	13A	613-219-2901	2019