

CARLETON CONDOMINIUM CORPORATION NO. 383

Meeting of the Board of Directors
Social Room, 2759 Carousel Crescent, Ottawa, Ontario
April 3, 2017

Minutes

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| PRESENT: | Behrooz Owraki | President |
| | Linda Gilbert | Vice President |
| | Cheryl Dalglish | Secretary |
| | Yves Lariviere | Treasurer |
| | Varinder Vohra | Property Maintenance Advisor |
| | Yawar Khan | Integral Property Management |
| | Heather Sterling | Recording Secretary |

1. Call to Order

The meeting was called to order at 5:13 p.m. by the President, who served as Chair of the proceedings.

2. Approval of Agenda

Moved by Behrooz Owraki and seconded by Varinder Vohra that the standing agenda be accepted. **CARRIED.**

3. Approval of Minutes

Moved by Cheryl Dalglish and seconded by Varinder Vohra that the minutes of the meeting of the Board of Directors dated March 9, 2017 be approved as presented. **CARRIED.**

The Secretary provided a review of the text that had been obscured for purposes of privacy in the minutes of the meeting of the Board of Directors dated March 9, 2017.

Moved by Linda Gilbert and seconded by Cheryl Dalglish that the redacted minutes of the meeting of the Board of Directors dated March 9, 2017 be approved as presented. **CARRIED.**

4. Ratification of Decisions Made Between Meetings

No decisions requiring ratification were made by the Board of Directors subsequent to the March 9, 2017 meeting.

The property manager joined the meeting at 5:18 p.m.

5. Financial Statements

The Treasurer provided a review of the financial statements for the period ending February 28, 2017.

The property manager was directed to ensure adherence to the process established for logging in and managing purchase orders (POs), particularly insofar as identifying, in a timely manner, that work presented on a particular PO had been completed.

The property manager was directed to provide details to the Board of Directors about how the funds from recently matured guaranteed investment certificates had been reinvested.

Moved by Yves Lariviere and seconded by Linda Gilbert that the financial statements for the period ending February 28, 2017 be accepted as presented.
CARRIED.

6. Director Reports

a) President

The President noted that he had no matters on which to report.

b) Vice President

The Vice President noted that she had no matters on which to report.

c) Secretary

Discussion ensued regarding continuing incidents related to individuals associated with Unit 707, including a recent incident that had resulted in the involvement of Ottawa Police Services. It was noted that the property manager would forward a letter to the owner of the unit regarding this matter.

It was noted that the property manager was in the process of scheduling exterior window cleaning to take place late April or early May 2017.

Discussion ensued regarding having parking space lines and numbers in the parking garage painted, such work to be done once the garage had been power swept.

d) Maintenance Advisor

Discussion ensued regarding the overhead lighting in one of the squash courts that required attention and, due to the height of this lighting, scaffolding needing to be used to reach the lighting.

Discussion ensued regarding the sunken area around a sewer cover in the roadway at the back corner of the building and whether it would be possible to level this area. The property manager was directed to inspect the area and submit a recommendation to the Board of Directors on how best to address the disparate height.

7. Management Report

The property manager provided a review of the management report representing issues as of March 30, 2017.

The Morrison Hershfield February 23, 2017 proposal for engineering consulting services related to column repairs in the parking garage was reviewed.

Discussion ensued regarding the multi-phased repairs to the parking garage.

Discussion ensued regarding a particular area in the parking garage with a dip that caused significant water pooling which was problematic for the owner who parked her vehicle in this area because she was often confronted with either a large puddle or slippery ice when entering or exiting her vehicle. The property manager was directed to secure a quote for resolving this problem. It was noted that depending on the cost of fixing this issue in isolation, a temporary measure would be to provide the owner with another parking space until such time as issues with her parking space could be addressed in conjunction with similar work scheduled for another phase of the parking garage repairs project.

Moved by Cheryl Dalgleish and seconded by Yves Lariviere that the February 23, 2017 proposal submitted by Morrison Hershfield for engineering consulting services for phase II of the parking garage repairs project be accepted.

CARRIED.

The meeting proceeded in-camera for a discussion about staffing matters.

Discussion ensued regarding snow removal equipment having damaged the new expansion joint in the parking garage. It was noted that the snow removal contractor had been advised that care needed to be taken when removing snow

in the area of this expansion joint and consequently the contractor would be responsible for any necessary repairs.

Discussion ensued regarding the snow removal contractor having piled snow on the upper level of the parking garage instead of blowing it to the ground below, an issue for both Atrium II and Atrium I areas of the parking garage. It was noted that the property manager would inform Atrium I's property manager that an engineer had advised Atrium II that snow should not be piled on any level of the parking garage because having such a concentrated amount of snow could damage the structure due to the amassed snow's considerable weight.

Discussion ensued regarding possible ways to mitigate future damage to the expansion joint, such as placing speed bumps on either side of the joint.

The meeting returned to an in-camera discussion about staffing matters.

8. Status Certificate

It was noted that no status certificates had been issued in March 2017 nor had any changes been made to the status certificate template during the previous month.

9. Business Arising

It was noted that the Vice President and property manager had reviewed the list of action items emanating from previous meetings.

10. Correspondence/Letters

No correspondence was brought forward.

11. Other Business

Discussion ensued regarding the upcoming sale of a unit which was anticipated to put an end to the ongoing problems associated with the behaviour and actions of an individual affiliated with the unit.

12. Next Meeting

It was agreed that the next meeting of the Board of Directors would be convened at 5:30 p.m. on May 3, 2017.

13. Adjournment

Moved by Yves Lariviere and seconded by Behrooz Owraiki that the meeting be adjourned. **CARRIED.**

The meeting was adjourned at 7:37 p.m.

Submitted by: 

Reviewed by: _____

Board Approval: _____