

MINUTES
of the Board of Directors of
CARLETON CONDOMINIUM CORPORATION NO 379
Meeting held
Wednesday, December 6th, 2017

Directors	Address	Phone	Term of Office
Lloyd Scott President, Treasurer, Secretary	6583	837-0992	to AGM 2018
Huma Fazil Vice President	6669	519-709-3113	to AGM 2018
Andrew Dalziel	6631	795-7436	to AGM 2018
David Ward	6617A	324-6100	to AGM 2019
Veronica Phelan-Munroe	6595	837-8171	to AGM 2019

Present: Property Manager (PM) Anne Makuch

Absent: Andrew Dalziel

Establish a quorum

1. As a quorum was established, the meeting commenced at 6:34 p.m.

Elect Board officers

2. Elect Board officers – Lloyd Scott was elected as President, Treasurer, and Secretary; Huma Fazil was elected as vice President. Veronica agreed to become the landscaping representative and David agreed to take over the modification file.

Approval of Minutes

3. The minutes for the Board meeting of November 8th were presented for approval via email. The minutes were approved. The hard copy of the minutes were signed and dated by the secretary and were given to the PM.

Monthly Financial Reports

4. The financial report for October was reviewed. There is a problem with the reconciliation of the bank statements which Lloyd is reviewing with the finance department.
5. Owners sent to legal:
 - a. 6633 February payment (\$445.06) to clear up the outstanding arrears was returned as NSF. Sent to lien. Unit is being sold and the status certificate has been requested and sent to the prospective buyer. Lloyd advised that the owner has paid the amount owing and the lien is in the process of being discharged according to the legal clerk at DHA. **Item closed.**
 - b. 6525 may be going to the lawyers if the outstanding amount is not paid by end of October. Did not pay and Lloyd agreed to send to DHA November 13th. The legal clerk at DHA has advised Lloyd that the amount owing was paid just prior to the lien being filed. **Item closed.**
 - c. DHA advised that there is an outstanding lien on 6585 dating back to May 29, 2009. Lloyd has been in communication with Dana at DHA to try to resolve the issue. Investigation so far indicates that the lien should not have been issued due to a miscommunication between Megacorp and Nelligan in May 2009.

Reserve Fund savings plan.

6. The plan was reviewed. The plan is to start to put money into GICs starting with November. The length of time for each will have to be determined based upon the forecast requirement. The revised reserve fund study update has been received and has been reviewed by Lloyd with the engineer. It was agreed to “ladder” the GICs so that money would be available each year around May 1st or June 1st. The board approved a \$70,000 GIC to be invested with the BNS for 30 months at 2%. Yawar approved the transaction with the BNS November 14th. Lloyd recommended putting \$40,000 into a GIC in January. The board approved. Lloyd will send the pertinent information to the board for review prior to committing to the GIC.

Status Certificate

7. Change was made updating the Board members after the AGM. Change was made stating the Reserve Fund Study Update has been finalized and is being reviewed by the Board to develop their Plan and send the documents to the owners by March 15th, 2018 (120 days). The status certificate will have to be amended to reflect the new officers.

Parking Report

8. The November report was reviewed. It was noted on the October report that the parking list was last updated on August 23rd and showed spot 85 as being empty yet it was rented on October 1st. The PM was requested to keep the parking report up to date.

Contracts requiring renewal

9. Now that Integral has merged with Capital a new contract is required. Lloyd met with Yawar on Tuesday November 14th. An updated copy to include Capital with no other changes will be ready for signature soon. CIPM is requesting approval to eliminate our paper files and turn all corporate records into searchable PDF files. There are 14 boxes of paper files plus 1 drawings and plans. The cost to scan and organize these files and shred the paper files is \$4,702 + HST. The cost to store the files will be \$4,500 + HST per year. Lloyd to discuss with Yawar ASAP.

Reports

10. Annual (transitional by March 31st) CAO report between Jan 1st and March 31st each year via electronic means.

11. Notice of change to the annual report if applicable within 30 days of the change via electronic means.

12. Periodic Information Certificate (PIC) twice per year – no later than Sep 30th and Mar 31st for our Corporation.

13. Information Certificate update within 30 days of a change to the PIC. ASAP if the insurance policy has been terminated but no later than 30 days.

14. New Owner Information Certificate within 30 days once the owner has complied with the provision of their name and unit number IAW Section 46.1(2).

Director Training and disclosure

15. Veronica and David must complete the CAO director’s course within 6 months or cease to be a director. Lloyd recommends that all of our directors should complete the CAO course. Lloyd completed the course on November 27th. Disclosure is required by all board members – Lloyd has disclosed. All board members must be registered on the CAO website.

Maintenance Items

16. Chimney cleaning. How is the record of who has their fireplace inspected maintained? The PM advised that all information sent in by owners is being gathered into one electronic folder which will be checked against the unit listing. Capital Chimney advised that 18 unit owners booked with them for fireplace cleaning and inspection. Unit 6617B requires a new firebox wall replacement and the repairs are being booked via the owner. The property assistant is working on tabulating the information against the unit listing and will have a list of which units have not confirmed their inspections shortly.

17. Dick suggested that the mailboxes are looking shabby and should be replaced. Lloyd found 2 types that are similar to the ones currently in use for \$13.98 and \$14.98 per plus HST at Home Depot. The replacements will be ordered over the winter and installed in the spring.

18. 6539B requested trees be planted behind her unit Mar 6th. The board will review the tree requirements for action in the fall. Quote from Manotick Tree dated June 8th sent to all for review and possible decision. The best time to plant new trees is in the fall or spring. The new trees will be chosen and planted in the spring. Veronica has taken over the file for landscaping including tree replacement.

19. Water flood at 6535B causing major damage to two units – 6535B and 6535A and minor damage to three other units April 19th. Paul Davis Restoration Co. has been called in to review and report. All insurance companies have been notified and inspections have taken place. Lloyd met with the owners of 6535A on Wednesday May 10th. The owner of 6535A has requested to use their own contractor and the board has no objection. A separate quote has been obtained from our insurance company. The owners want to make modifications to the unit specifically:

- a. R-20 foam insulation for “exterior” walls;
- b. Modification of the entrance to the utility/laundry room;
- c. Modification to the Kitchen, powder room and main entrance.

The board approved the modifications subject to the owners obtaining building permits and that all modifications must be registered on title for the unit at the owner’s expense. Update required for the 6535B unit and the other affected units. Quote sent to Paul Davis to see if they will do the work for the amount specified by the insurance company. Paul Davis was approved July 18th. Lloyd requested the PM to obtain legal advice to determine who pays for the deductible Aug 2nd. Response received from the lawyer August 30th. Now that a legal opinion concerning the deductible has been obtained, **(invoice received #3624)** the insurance company has provided a breakdown of the amount owed by each affected owner for their portion of the deductible – 6535A = \$5,440.79, 6535B = \$4,332.43, 6533A = \$15.40, 6533B = \$48.84, and 6537A = \$162.54. The owners are to be advised in writing by the PM. It was determined that the owner of 6535A has removed the fireplace and the chimney. The smoke stack was left open and was found by the chimney cleaning company. Lloyd authorized the repair to close the pipe. The extra costs for the chimney removal are to be paid by the owner of 6535A. As this is a modification to the unit and the common elements the modification is to be registered on title as the new owner would be responsible for replacing the fireplace and chimney if desired. The change was made without notice. Lloyd prepared and sent an email response to the owner October 14th advising 2 options - reinstall a fireplace or register the removal on title. A meeting between the owners, Lloyd and the PM was held November 26th. The lack of a fireplace is to be recorded on title by the owners the PM to confirm. Lloyd prepared a deductible letter to be sent to the owners. The letter was sent to 6535A by the PM. The owner advised that payment of the deductible is being made by their own insurance company. Payment of the deductible and the chimney costs were confirmed as being paid. The property has been sold effective December 15th. Registration on title has been done via DHA using Section 98 of the Act. The document was signed by Lloyd on November 28th on the advice of Nancy (DHA). The PM has requested from Paul Davis System an update on progress of all repairs. All chargebacks for the deductible were done and the PM is waiting for an update from accounting as to who has paid.

20. 6515 tree in front does not appear to be doing well. Will have to keep an eye on it. It is still alive and will review in the fall. Lloyd confirmed that the tree is still alive but not in very good shape. To be reviewed again in the spring with a view to replacing it. Veronica will have to review.

21. Spraying for grubs in late July early August estimated cost \$575 plus HST. Approved. The PM sent a work order to Landtech. The PM confirmed that the work was completed. The invoice for \$500 plus HST has been received. **Item closed.**

22. 6571 tree problem – sap on car May 25th. Lloyd met with Manotick tree removal on June 1st. Quote from Manotick tree sent to all for review and decision. It was decided to remove two trees and their stumps and do trimming of the deadwood in the area trees. The tree at 6563 is to be trimmed as well. The PM advised Manotick Tree. Trees were removed and pruned October 13th. The invoice has been received and sent for payment. The stumps were ground down on November 16th. The invoice has been received. **Item closed.**
23. Eavestrough issues - The PM has a list of eavestrough work which she will send to the contractor
- a. 6583 eavestrough problem above the front door May 29th. Window Butler has been requested to make the necessary repairs on November 9th. Not done.
 - b. 6609A first floor front roof drain pipe is split and requires replacement Oct 12th, 2016.. Window Butler has been requested to make the necessary repairs on November 9th. Not done.
 - c. 6595/6593 has a problem with the eavestrough in the top rear Nov 2nd. Window Butler has been requested to make the necessary repairs on November 9th. Not done.
 - d. Rene also recommended that the flashing under some villa patio doors should be done by the contractor. Rene advised that 19 units require flashing. To be completed in the spring as the contractor is not available at this time.
24. 6625 front garden not being cared for Aug 8th. Landtech was advised to take care of the area. Lloyd reviewed the area with Yannick October 16th and not much seems to have been done. For review in the spring by Veronica.
25. 6533 wasps Aug 21. Regionex completed the work. Invoice received. **Item closed.**
26. Playground weeds Aug 21. The PM is to request Landtech to attend. Landtech advised the job has been completed. **Item closed.**
27. 6669 damaged gazebo lining by Landtech Aug 21. Landtech has made arrangements for the repair in the fall. Landtech picked up the lining on November 8th. Not repaired as of the meeting.
28. Light sensors 6617, 6551 Aug 24. The PM advised that the invoice has been received but Lloyd does not have a copy for coding. Invoice provided. **Item closed.**
29. Re-lamp 8 exterior lights to LED cost \$1,197.80. They will use LED 43W and approximately ½ the hydro from current lamps Sep 15. Approved. The PM to advise the contractor. Rene advised that there are 10 that need to be completed not 8. The 10 will be re-lamped soon when parts are received. New date of December 8th for the work completion. The PM is to determine which type of LED light is being used.
30. 6647 utility box wasps Sep 14. Work order sent to Regionex. No record of the work completed. To be reviewed in the spring.
31. 6595 tree not doing well Sep 15. Report from Manotick tree received October 5th stating all trees are in fair to good condition as they are undergoing transplant shock. Veronica will review again in the spring.
32. Eaves cleaning quotes required for work to be done in early November. The PM provided 4 quotes for Board review. The Board selected the quote from Window Butler via email and the PM was advised October 28th. Eaves cleaning took place on November 9th. Invoice received. **Item closed.**
33. Annual caulking project of the upper portion of the units by Enertight will be postponed until the spring.
34. Insufficient water drainage behind units 6545 – 6549 October 30th. Lloyd contacted Maurice Yelle Excavation at 613-746-0514 on the recommendation of Yannick. Lloyd met with the contractor on Thursday November 2nd at 10 a.m.

behind the applicable units. Cost to install 2 catch basins and run the line to the catch basin in the field alongside 6555 is estimated to be \$20K (recommended). Another approach may be to run a French drain to the same catch basin at an estimated cost of \$5K but it would not be as effective. The contractor advised waiting to see if the problem reoccurs. For possible action in the spring.

35. 6547A water mark reported at front entrance Nov 7th. Campbell Roofing has been contacted to investigate but will not be able to get there until the week of November 22nd. Delayed until December 8th.

36. 6615B water marks reported below the skylight Nov 7th. Campbell Roofing has been contacted to investigate but will not be able to get there until the week of November 22nd. Delayed until December 8th.

37. 6539B possible dripping in the chimney wall Nov 7th. Campbell Roofing has been contacted to investigate but will not be able to get there until the week of November 22nd. Could possibly require a chimney contractor. Delayed until December 8th.

38. 6575 outside light required repair Nov 7th. SBL attended. Invoice not received.

39. 6645B reported a leak due to the toilet overflowing Nov 7th. Paul Davis (Bob) attended. Minor damage to the upper unit and damage to the lower unit 6645A ceiling and rug. The PM advised that there was no damage to the lower unit as previously reported. The owner of 6645B is making the repairs to their unit using their own insurance company. Damage not expected to be over \$10K so no need to report it to our insurance company. **Item closed.**

Reserve Fund Repairs

40. The extended decks are safe except for the lattice work which require supports every 4 inches. Has the work been completed? The PM has obtained specific instructions from BLP. The PM will be inspecting each applicable deck. The PM advised that the work has not been completed. The PM drafted a notice to the applicable owners and sent a copy for review to Lloyd on November 8th. Lloyd is reviewing and has taken pictures.

41. 6537 front step appears to be coming away from its support. Replacement was approved. The steps were installed. The PM will meet with the contractor on site the week of Aug 7th to review the work re railings being too close. The PM to discuss with Moe at Central Precast the railing issue and advise any action required. Lloyd approved a payment of 90 % to the contractor until all issues have been addressed. Lloyd met with Moe on Sunday November 12th to review the issues. It was determined that all 4 posts have to be replaced and the bottom cover is required for the railings. The railing is 37 inches apart whereas the door is approximately 31 inches. There should not be a requirement for the railings to be removed and reinstalled further out. The gain would only be about 3 inches and the right railing would have to end on the first step and possibly be attached to the bricks. Lloyd has been in contact with Central Precast who will be doing the work.

42. 6615/17 steps for replacement. Replacement was approved. Expected to be completed by end June. Perfect Surfacing has been advised. Quote approved. Quote had to be amended as the holes on either side of the steps had to be filled by using bricks. Railings have not been installed properly. The contractor has been advised and we are waiting for his corrective action. The PM will meet with the contractor on site the week of Aug 7th to review the work. Lloyd approved a payment of 90 % to the contractor until all issues have been addressed. Lloyd met with Moe on Sunday November 12th to review the issues. It was determined that all 6 posts have to be replaced as well as the railing on the landing. It appeared that the wrong parts were ordered and were trying to be made to fit. This is the third attempt to get it right. Lloyd has been in contact with Central Precast who will be doing the work.

43. Enertight to replace the remaining front door. 6603A has still not made arrangements. Lloyd prepared a letter from the board to the owner October 16th with response by October 27th. The owner has suggested 2 dates 7 or 8 November at 8 a.m. each day. The contractor attended the unit to replace the door but was met with verbal profane abuse and was told that if the door could not be replaced in ½ hour to leave. The workers left as the job takes about 3 hours. Lloyd prepared a final response to the owner offering three dates. The owner has chosen December 13th for the work to be done and the contractor has agreed.

44. 6631 owner reported that he is having an issue with water penetration into his garage and causing mold on the gyprock. He will be removing some more of the ceiling to determine the source of the water. It appears to occur when it is raining. The owner is to let the PM know of his findings using a water test. No update provided.

45. Villa patios require releveled etc. were given to Landtech for a quote by Lloyd June 8th. 6635 was also done including the extra 6 patio stones due to a mix up in the direction received by Landtech. They will not charge for the extra 6 patio stones. Work was done in September. Lloyd inspected the work with Yannick on October 16th. The damage to the rear of 6575 to 6577 was sodded October 17th when the repair to 6579 was completed as it was not done in September. Lloyd requested the PM to advise the owners to water the new sod. The invoice has not been received for 6579.

Spring walkabout

46. This year's inspection was conducted by Veronica, Lloyd and the PM April 24th at 9:00. The PM has collated the results. The PM is to arrange for the repairs other than the villa major patio repairs which will be done by Landtech. The PM advised that the repairs were not arranged. Cracked patio stones will have to be replaced next year.

Declaration, By-Laws and Rules problems – changes required

47. Changes to the Condominium Act. The *Condominium Management Services Act* draft phase 1 has been implemented on November 1st. Yawar provided a breakdown of the extra charges they believe are required by implementation of the revised Act. The document was reviewed by the Board following the meeting without the PM present. Lloyd discussed the document with Yawar on November 14th and presented the Board's view at that time. Lloyd to meet with Yawar again.

48. The lawyers at DHA provided a primer on the phase 1 implementation of the changes to the Condominium Act 1998 on November 25th at a cost of \$20 per person. Veronica and Lloyd attended. The PM was requested to send in the registration and money by Friday November 10th. Money not received by DHA. Copies of the presentation were given to all other Board members except Andrew.

49. Registration with the Condominium Authority of Ontario (CAO) has been completed. Have we received the invoice for payment of the applicable fees at \$1.00 per unit? This has to be paid by December 31st. The PM is investigating.

50. Amendments to the Ontario Regulation 48/01 as amended by the Protecting Condominium Owners Act, 2015 (PCOA) sent to all for review. Dates for implementation are being released.

51. Lloyd advised the board of the latest Condo Law News article by Jim Davidson stating that the insurance deductible by-laws may be grandfathered. To be confirmed. Our By-Law is still in effect. Phase 2 of the revision to the Act is expected to be implemented on February 1st. Nothing new to report at this time.

52. Revised rules verification of action taken. Andrew agreed to take pictures on a walk around after July 31st to determine which owners have not taken action. Pictures were not taken as yet. Andrew was requested to have them done ASAP. No action taken.

Modification to common elements

53. An updated inspection was completed by Bernie and the results given to Lloyd for action. All prior modifications will be reviewed and new modification documents will be prepared for owner's signatures as necessary when time will allow by Lloyd. A winter project. David has agreed to take over this file.

54. 6535A modification – painting deck Aug 28 schedule 2 required. The Schedule 2 was received for Board signature November 13th. It was signed at the AGM and given to the PM. **Item closed.**

Infraction letters

55. Infractions. Lloyd will prepare a policy concerning how the infractions are to be handled. He is waiting for the new contract.

Complaints

56. Nil.

OLD BUSINESS

57. AGM - speed bumps or other similar methods of slowing the traffic on Bilberry Dr. Bilberry Dr. is planned for a traffic calming review. The City will paint on the road pavement the speed limit by the church for traffic going north and just after the school for traffic going south in May. The work was done but not at the church. Also, a school zone has been painted which could imply that the reason for the speed reduction is because of the school which is not the case. Lloyd contacted the councilor's office and brought this to their attention October 5th. Too late in the year for painting.

58. Reserve fund Study update. The Study is required to be finalized by November 3rd, 2017. The draft has been received by Lloyd and has been reviewed with the engineer on Sunday October 29th. Lloyd advised the engineer that there should be a charge for repairing drainage behind 6545-6555. Lloyd was in contact with a contractor and was advised the cost would be approximately \$20K. He asked that an amount of \$20K be included in the 2018/19 FY. The figure has been added and the final report has been received by Lloyd November 15th. One copy was provided to the PM and Lloyd has 2 copies. One copy is available for the rest of the board. Copy given to Veronica. Lloyd provided a financial spreadsheet for the study vs the Board's Plan for review and approval no later than mid-March.

59. 6605A suggests that we plant dwarf fountain grass in front of her unit. The PM advised the owner that she has been given approval but will not be reimbursed in accordance with the new rule 53 Annex A 13(c). Lloyd confirmed with Yannick October 16th but he advised that they were annuals and would have to be replaced each year. For spring action.

60. Community website. It is important to know the number of units so we know how many could use the information and those that would not be reached by the use of portals. Will it be cost effective? The PM advised that only 39 units have signed on and, as the fields have not been fully populated as yet, the number that will actually use the site would be lower in the short term. Lloyd to review with Yawar.

61. Notice for future funding of the reserve fund update. It was noted that an updated Notice would be required by March 15th, 2018 once the Board has reviewed the revised Study Update and developed their Plan. A draft will be prepared once the Plan is finalized and will require Board approval before sending.

62. Smoke detector/CO monitors annual form. The signed document was to be received by November 15th. The PM is to identify which units have not completed the form and prepare an infraction notice to the applicable units for Board review before sending. An up to date list is being developed and will be actioned once completed.

63. 6505A power has been shut off by hydro Ottawa June 12th, 2017. The board requested the PM to determine his intentions for the unit as it has been unoccupied for some months. The PM is to advise the owner ASAP that hydro is required during the winter months to prevent water damage. The owner has been advised in writing on October 5th. Confirmation that the hydro is now on is required by the PM and what are his intentions for the unit. The PM has attempted to contact the unit owner but there has not been a response to date.

64. Who controls the parking contracts within CI to ensure compliance Aug 23rd? Apparently the PM is sending out notices to the applicable owners without sending a copy to Lloyd. The PM was requested to send BCC copy to Lloyd. None received. 6525 is delinquent at this time for September, October and November as of Nov 13th. A notice was sent to the owner on August 26th via email but no further action since. The owner has paid all outstanding charges and the spot is still in use.

65. Banking with RBC Aug 24. Discussed with Yawar on October 6th with Lloyd. Comparison figures were not provided at that time. We are not required to go to RBC. Another signing authority is required for the signing of cheques for the

reserve fund - BNS. Discussed with Yawar November 14th with Lloyd. A second signing authority has been approved for Nelia Da Silva, Director of HR and Administration, and is being set up with the BNS.

NEW BUSINESS

66. Winter tap inspection Nov 6th report from Rene. A notice was sent to all delinquent owners and only two owners remain – 6633 (being sold) and 6625. The PM is to contact the owners.

67. Lloyd requires a replacement cartridge for his printer at a cost of \$32.33 tax in. Approved. **Item closed.**

68. Fall Newsletter. A fall newsletter is being prepared by Lloyd and will be sent to all for review before release.

69. Electrical problems with 4 lamp posts controlled by a sensor at 6559 Dec 4th. Breaker #13 continues to trip. The SBL electrician has been requested to investigate and repair when the lights are upgraded to LED on Friday December 8th.

NEXT MEETING

70. The next meeting is scheduled for Wednesday January 24th at 6:30 pm.

Adjournment

71. The meeting was adjourned at 8:20 p.m.