**Carleton Condominium Corporation No. 264**

**Minutes of Condo Board Meeting on Thursday, December 14, 2017**

**Present:** Natasha Brunet, Brian Buys, Claude Durocher, Heather Ross, Steven Deveau (PM)

**Absent with notice:** Bernie Fradette

**Location of meeting:** CCC 264 Office

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| **CHRISTMAS CHEER** | | | Steven hosted a wine and cheese which was enjoyed by all. Thank you Steven and CI Property Management. |
|  |  | **ACTION** |  |
| **1.** | **CALL TO ORDER:** |  | Meeting began at 7:00 pm**.** |
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| **2.** | **APPROVAL OF AGENDA** |  | Agenda approved. |
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| **3.** | **APPROVAL OF NOVEMBER 23RD MINUTES** |  | Minutes approved as presented with following comments: |
| **3.1** | **Parking Lot Numbers** |  | The Board thanked Steven and Brian for the hard work they did on the parking audit to return the parking stall numbering to the original plan. Steven sent a notice to Owners with their parking numbers and has received a few comments back. We will be as accommodating as possible to keep everyone happy but the official designated space assigned to each unit will be shown on their status certificate. |
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| **4.** | **FINANCIAL REPORT** |  |  |
| **4.1** | **Financials** | **SD** | Due to the fact that the December meeting is being held earlier than usual, the financial reports were not available. Steven to circulate when they are ready. |
| **4.2** | **Water** |  | Brian was congratulated for an amazing job in getting the refund monies from the City of Ottawa. |
| **4.3** | **AR Aging Summary** | **SD** | Steven to follow up with owners regarding the outstanding amounts. |
| **4.4** | **Assets #1190 Due from Operating** |  | Steven verified the figure of $28,000 (rounded up) owing to the Reserve Fund would be transferred in December. This amount has been factored into the budget. |
| **4.5** | **Liabilities #2010 Due to Integral** | **SD** | Steven explained that for NSF cheques, CI charges $50.00 - $25 goes to CCC264 and $25 goes to CI. Steven is to confirm to the Board who put this procedure in place and was it presented/approved by the Board? |
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| **5.** | **MANAGEMENT REPORT** |  |  |
| **5.1** | **Landscaping** | **BB/CD** | Brian and Claude will take the dead trees down in the Spring 2018. |
| **5.2** | **Pool Contract** | **SD** | H2O contacted Steven and confirmed a quote in writing will be sent by email in the next week. This number is needed in order to complete budget. |
| **5.3** | **Roof Repair** | **SD**  **CD** | Steven has spoken with Audet who assured him that they had put membranes in place to protect Block 782’s roof from any leakage.  Steven is to contact Audet to get a quote on protection troughs at downspouts for Block 782.  Brian recommended that in future there would be no more agreements between contractors and that the next roofing contract include protection troughs.  Claude will do a walk around the block to check if any downspouts are missing. |
| **5.4** | **Fire Hydrants** | **SD** | Steven is to follow up with Tremblay for their report. Steven to follow up with Becky to make sure the quote was within the Board approved amount of $500.00. |
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| **6** | **OTHER BUSINESS** |  |  |
| **6.1** | **Budget** | **BB NB SD** | The Board reviewed the budget and approved an 8% increase in condo fees. A letter from the Board will be sent with the budget explaining steps taken to keep the increase in fees to a minimum and that there could be a special assessment for unforeseen overages such as water consumption and waste management. A notice will be sent with the letter with tips in promoting the water usage savings and garbage cleanup/reduction in order to avoid a special assessment next year.  As Steven’s telephone number was incorrect in the newsletter distributed to the units, a notice will go out with the budget/letter correcting this information. |
| **6.2** | **Waste Management** | **SD**  **BB** | The Board approved cancelling the private pick up of garbage on the weeks that the City doesn’t pick up. Steven is to notify Progressive immediately of the cancellation.  Brian is to let Hector know of this change. Hector’s contract will not change. |
| **6.3** | **Canadian Condominium Institute** | **NB, BB, CD, BF, HR** | The Board needs to meetto review the many changes to the Condo Act and Regulations and the Code of Ethics. Heather will send a notice to Board members pinpointing the most pertinent changes. |
| **6.4** | **Lighting** | **CD**  **SD** | Claude will follow up with Luminex regarding visiting the condo corporation to assess our lighting needs and provide a quote to convert all to LED.  Steven will arrange for an electrician to repair the light (LED and sensor) that has been out for more than a year under covered parking area at 754 St. Andre Drive. |
| **6.5** | **Steps** | **CD**  **SD** | Claude will forward to Steven the list from the walkabout that determined what steps need to be repaired in Spring 2018. 2, 9 and 12 should be on the list. |
| **6.6** | **Doors** | **SD** | A door on a unit owned by CLV is needed to replace one that is damaged by tenant. Steven to check with Enertight to see if there is one available. CLV is responsible for the costs. |
| **6.7** | **Painting** | **SD** | Steven received a quote from Solutions MM for painting balconies that are currently almond. It was determined that only the brown coloured balconies need to be painted to coordinate with the new siding. Steven is to get quotes from painting companies for blocks 770 and 786 (newly sided) for balconies/ railings/wing walls/carport trim. This work will be done in the Spring 2018. |
| **6.8** | **Electric Car** | **HR** | Heather to look at precedent rules regarding use of the common area bollards for electric vehicles in order for the Board to make a rule to be included in a new bylaw. |
| **6.9** | **Office/Pool Locks** |  | It was noted that the master key for the new combination lock on the office is located in the cabinet. Claude and Natasha have copies. |
| **6.10** | **Water Damage 63A** |  | Solutions MM contacted Steven to advise that when they showed up to repair bathroom damage (moldy drywall) the tenant was not available. Solutions MM will go back in January to make repairs. |
| **6.11** | **Chimney Cleaning** | **CD**  **SD** | Drouin started the chimney inspections the week of December 4th and is continuing until December 16th. Drouin will ensure that there are caps on every chimney. It was suggested that the caps from the decommissioned chimneys could be use on missing chimneys.  Drouin will give a report of all units inspected to Claude and Steven. This report will include any fireplaces that are not to be use. A registered letter is to be sent to the unit owner and tenant stating the fireplace has been decommissioned and that the flue has been locked.  We will not be charged for any units not inspected.  We should arrange for the inspection to take place earlier in 2018. |
| **6.12** | **Telephone** | **CD** | Claude will check the monthly charge for the office telephone (basic) to see if it is worthwhile cancelling the phone for the months when the pool is not operational (i.e. reconnection charge vs. 12 months of basic service). |
| **6.13** | **Parking Control** | **SD** | Steven to send a copy of the parking control company contract to the Board. |
| **6.14** | **Reserve Funds** |  | Brian advised that he spoke with Mark from the TD Bank who advised that the reserve funds were up for renewal. The Board approved renewing for another 100 days and going forward to renew for 100 days. |

Meeting adjourned at 9:55 pm.

Next meeting is scheduled for **Thursday, January 25, 2018 at 6:30 pm**.