

AGENDA
For the Board of Directors of
CARLETON CONDOMINIUM CORPORATION NO 379
Meeting to be held
Wednesday, January 24th, 2018 @ 6:30 p.m.

Condominium Manager to provide:

Financial records for November and December – via email

Copy of the minutes for December 6th meeting for signature

Copies of all correspondence that have not been sent to the president for review

Copies of all complaints with resolution

Paper copies of the final agenda for Directors

Condominium Manager's report **including attachments via email**

Parking report for December – via email

Condominium Manager's report and all correspondence to be reviewed by the Board are to be provided to the Directors by Monday, January 22nd.

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: Condominium Manager (CM) Anne Makuch

Absent: Nil.

Establish a quorum

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

Approval of Minutes

2. The minutes for the Board meeting of December 6th 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 CM. **Action: CM.**

Monthly Financial Reports

3. The financial reports for November and December were reviewed. There is a problem with the reconciliation of the bank statement for the operating account which Lloyd is reviewing with the finance department. Lloyd gave a detailed report to the finance department on Jan 4th for their action. They informed him that they will attempt to have the problems resolved by end of January. **Action: Lloyd.**

4. Owners sent to legal:

a. 6525 sent 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. However, the owner is apparently objecting to paying the full legal costs.

Action: Lloyd.

b. 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. Cheryll Wood, a lawyer at DHA, contacted Lloyd concerning this matter December 13th. Cheryll is sending the file for review by Nancy to determine if any reduction may be made to the charges. **Action: Lloyd.**

Reserve Fund savings plan.

5. The plan was reviewed. At the last meeting, Lloyd recommended putting \$40,000 into a GIC in January. The board approved. Lloyd sent the pertinent information, \$40 K @2.0 % for 15 months, to the board for review prior to committing to the GIC. Approved and implemented January 10th. **Action: Lloyd.**

Status Certificate

6. The status certificate was amended to reflect the new officers. Para 12 was amended to state: The Corporation has no knowledge of any circumstances that may result in an increase in the common expenses for the unit except:

a. future increases beyond 2017/18 are expected to be as a result of maintenance or repair inflation costs which are currently planned as 3%;

b. The costs associated with the implementation of the new Condominium Act required changes when fully enacted. On November 1st, 2017 the Condominium Authority of Ontario commenced operation. They have announced a monthly fee of \$1.00 (may also have HST applied but the decision has not been reached at this time) which is required to be paid by each voting unit of all condominiums commencing November 1st, 2017. This fee is already included in our budget. Also on November 1st the Condominium Management Regulatory Authority of Ontario commenced operation. The cost of operating under this authority is not fixed but is to be negotiated with each condominium management company. The most recent additional cost identified by our condominium management company is for a monthly cost of \$8.02 per unit to be added to the condominium charge for their services. These costs are for the registration, additional administration requirements, increased insurance costs, license cost requirements of the company and each condominium manager, additional staff requirements, and training costs which are now required by every condominium management company and condominium manager in Ontario. The commencement date and final costs are not known at this time but some additional costs are expected in this FY which should be able to be covered by our current budget.

c. Records review, policy for retention, storage, and digitalization of the files estimated cost of \$5,314 in 2018.

d. In April 2017 there was major water damage to two terrace home and minor damage to three other units caused by a malfunctioning water tap in the bathroom of the upper unit. Damage was extensive and is covered by our insurance. We have not been informed of any ramification to our insurance policy at this time either for future coverage or increase in fee.

e. The owner of 6535A has advised that legal action may be taken concerning the status certificate which was provided to a potential buyer which she deemed to be inaccurate and in her opinion caused extra legal costs to the seller which almost lost the sale of the unit.

f. At the November 15th, 2017 annual general meeting it was noted that many of the tasks and duties typically assigned to a condominium management company were being assumed by CCC 379's Board of Directors;

consequently, owners should be mindful that were a future Board be unwilling to continue in this vein and opt to reassign work to the condominium management company, management fees will increase accordingly.

Action: Lloyd/CM.

Parking Report

7. The December report was reviewed. Apparently spot P16 has been vacant from November 1st. Lloyd questioned the ticket issued in December and the showing of the same plate in spot P16 Jan 5th. Unit 6651B was assigned that spot with the lease received on Dec 7th. No explanation as to why the ticket. The spot was not showing as paid in the December financials. **Action: CM -- The lease was received December 7 but the payment had no been according to the Property Assistant. The Property Assistant forwarded the updated parking list to Capital Systems. The ticket, which to this date has not been contested, was for parking in Visitors' December 11.**

CCI fees, director training and AGM costs

8. The CCI fees have not been paid to date according to the December financials. The invoice for the booking of the AGM room has not been paid. **Action: CM -- the CCI membership fees and the AGM room rental costs were paid via credit card. Charges are to come.**

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. CICM 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 discussed with Yawar December 19th. **Action: Lloyd.**

10. Summer grass cutting contract. This summer, 2018, is the last year on the current contract. **Action: Lloyd.**

11. Snow removal contract. The 2018/19 year is the last year on the contract. **Action: Lloyd.**

Reports

12. Annual (transitional by **March 31st**) CAO report between Jan 1st and March 31st each year via electronic means. The CM is to prepare the transitional report and after review by Lloyd send it to CAO. **Action: CM - the report is being prepared and will be provided for review and prior to releasing per schedule.**

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

14. Periodic Information Certificate (PIC) twice per year – no later than Sep 30th (as of end July) and **Mar 31st** (as of end January) for our Corporation.

15. 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.

16. 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

17. **Veronica and David must complete the CAO director's course by May 15th** or cease to be a director. Lloyd recommends that all of our directors should complete the CAO course. Disclosure is required by all board members. All board members must be registered on the CAO website. **David should be booked on the DHA course April 28-29. Action: Veronica and David.**

18. CCI seminars – evening seminars are free for members:
- a. Lawyers, Guns, & money January 31; Lloyd to go. The CM is requested to register him. **Action: CM - Registration sent.**
 - b. Baby or Boomer, concurrent panels on new and aging condo February 28;
 - c. What's hot on pot March 21;
 - d. Condos and cold ones – night of casual conversation for condo directors April 4;
 - e. Spring directors course April 28-29;
 - f. Rules Rule May 23;
 - g. 6th annual ACMO/CCI conference June 9;
 - h. Expert's night September 26.

Property Appraisal and Insurance quotes

19. An updated appraisal for insurance purposes is required by end of February. Request sent to CM Jan 5. **Action: CM - sent request to Affiliated Property Group (Mike Shelps) on January 10 with a reminder on January 22. APG advised quote will be sent January 24th.**
20. Insurance quotes are required by March 21st, 2018. **Action: CM -- Requests to be sent upon receipt of appraisal.**

Surveys

21. How do we respond to the requests for surveys? **Action: Lloyd.**

Maintenance Items

22. Chimney cleaning Oct 4th. Unit 6617B requires a new firebox wall replacement and the repairs are being booked via the owner. Reported at the Dec 6th meeting that 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. Received Jan 11. **Action: CM - list of inspection reports received sent.**
23. 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. **Action: Lloyd.**
24. 6539B requested trees be planted behind her unit Mar 6th, 2017. 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 May, June. Veronica has taken over the file for landscaping including tree replacement. **Action: Veronica.**
25. Water flood at 6535B causing major damage to two units – 6535B and 6535A and minor damage to three other units April 19th. The CM has requested from Paul Davis System an update on progress of all repairs Dec 6th. All chargebacks for the deductible were done and the CM is waiting for an update from accounting as to who has paid Dec 6th. The owner of 6535A indicated that she will be taking litigation action re the status certificate and extra costs that they encountered. **Action: CM - Report from Bob Sauvé sent to President. All condo corporation work is reported to have been completed. Accounting has not yet received deductibles payments from 6535B and 6533B and are following up. The CM has not received any further correspondence from the previous unit owner of 6535A regarding the status certificate and extra costs encountered.**
26. 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. **Action: Veronica.**
27. Eavestrough issues - The CM has a list of eavestrough work which she will send to the contractor

- a. 6583 eavestrough problem above the front door May 29th, 2017. Window Butler has been requested to make the necessary repairs on November 9th. Not done. **Action: CM.**
- 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. **Action: CM.**
- c. 6595/6593 has a problem with the eavestrough in the top rear Nov 2nd, 2017. Window Butler has been requested to make the necessary repairs on November 9th. Not done. **Action: CM.**
- 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. **Action: CM.**

CM - all eavestrough and flashing work to be done in warmer weather at early spring.

- 28. 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. **Action: Veronica.**
- 29. 6669 damaged gazebo lining by Landtech Aug 21st, 2017. Landtech has made arrangements for the repair in the fall. Landtech picked up the lining on November 8th. Not repaired as of the meeting. **Action: CM - Request for repair update sent to Landtech - awaiting reply.**
- 30. 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 CM to advise the contractor. Rene advised that there are 10 that need to be completed not 8. The 10 will be re-lamped December 8th. The CM is to determine which type of LED light is being used. Invoice not received. **Action: CM - invoice received and sent to President/Treasurer.**
- 31. 6647 utility box wasps Sep 14th, 2017. Work order sent to Regionex. No record of the work completed. To be reviewed in the spring. **Action: CM.**
- 32. 6595 tree not doing well Sep 15th, 2017. 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. **Action: Veronica.**
- 33. Annual caulking project of the upper portion of the units by Enertight will be postponed until the spring or possibly the fall. **Action: Lloyd.**
- 34. Insufficient water drainage behind units 6545 – 6549 October 30th, 2017. 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. **Action: Lloyd.**
- 35. 6547A water mark reported at front entrance Nov 7th, 2017. Campbell Roofing inspected the roof on December 8th and no problems were identified. They suggested that there may be a requirement to caulk one of the windows – a picture was provided. Enertight is to action. Dec 12th, 2017. **Action: CM - Request sent to Enertight and follow-up sent to Enertight.**
- 36. 6615B water marks reported below the skylight Nov 7th. Campbell Roofing inspected the roof and skylight December 8th. No problems were identified. They suggested that it may have been caused by condensation. **Action: CM - Owner notified and owner subsequently requested damages be repaired from inside. Owner was sent a copy of the Repair After Damages policy document. Campbell Roofing to return to investigate possibility of water stain in closet.**

37. 6539B possible dripping in the chimney wall Nov 7th. Campbell Roofing inspected on December 8th, 2017. Caulking is required around the chimney. They will have to return to complete the caulking. **Action: CM - Campbell to return to complete caulking in warmer weather.**

38. 6575 outside light required repair Nov 7th, 2017. SBL attended. Invoice not received. **Action: CM - Invoice received and sent to President/Treasurer.**

39. Electrical problems with 4 lamp posts controlled by a sensor at 6559 Dec 4th, 2017. 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. **Action: CM - electrical problems require access to underground wires and would need to be accessed in the pring in warmer weather.**

40. 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 CM know of his findings using a water test. **Action: Andrew.**

41. 2017 spring inspection repairs. The CM is to arrange for the repairs other than the villa major patio repairs which will be done by Landtech. The CM advised that the repairs were not arranged. Cracked patio stones and other noted repairs will have to be replaced or repaired in the spring/summer. **Action: CM.**

Reserve Fund Repairs

42. The extended decks are safe except for the lattice work which require supports every 4 inches. Has the work been completed? The CM has obtained specific instructions from BLP. The CM will be inspecting each applicable deck. The CM advised that the work has not been completed. The CM 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. **Action: Lloyd.**

43. 6537 front step appears to be coming away from its support. Repairs were made by Central Precast on December 9th and were inspected by Lloyd and were found to be satisfactory. Lloyd approved the payment of the holdback December 10th. **Item closed.**

44. 6615/17 steps for replacement. Repairs were made by Central Precast on December 9th and were inspected by Lloyd and were found to be satisfactory. Lloyd approved the payment of the holdback December 10th. **Item closed.**

45. Enertight to replace the remaining front door at 6603A. The owner has chosen December 13th for the work to be done and the contractor has agreed. Invoice received December 13th. **Item closed.**

46. Villa patios require releveled by Landtech June 8th. The invoice has not been received for 6579 less the charge for the extra patio stones at 6635. **Action: CM - Invoice received and sent to President/Treasurer for approval/coding.**

Spring walkabout

47. This year's inspection 2018 to be planned for end of April. Lloyd will arrange for a separate inspection of the brickwork. **Action: Lloyd.**

Declaration, By-Laws and Rules

48. 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 CM present. Lloyd discussed the document with Yawar on November 14th and presented the Board's view at that time. Lloyd met with Yawar again December 19th. Lloyd developed a spreadsheet to calculate the amount that we should pay and will be reviewing it with Yawar. **Action: Lloyd.**

49. 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. Shown as paid on the November financials. **Item closed.**

50. Registration with the Condominium Authority of Ontario (CAO) has been completed. Invoice was received on October 24th and was finally found and approved for payment on December 11th. **Item closed.**

51. Lloyd advised the board of the 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. **Action: Lloyd.**

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. **Action: Andrew.**

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. David has agreed to take over this file. **Action: Lloyd and David.**

Infraction letters

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

Complaints

55. Nil.

OLD BUSINESS

56. 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.

57. Reserve fund Study update. The final report was received by Lloyd November 15th. One copy was provided to the CM 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 March 15th. **Action: Lloyd.**

58. 6605A suggests that we plant dwarf fountain grass in front of her unit. The CM 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. **Action: Veronica.**

59. Community website. The CM 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. Lloyd reviewed with Yawar December 19th. Do we need it? **Action: Lloyd.**

60. 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. **Action: Lloyd.**

61. Smoke detector/CO monitors annual form. The signed document was to be received by November 15th. The CM is to identify which units have not completed the form and prepare an infraction notice to the applicable units for Board review before sending. As of Dec 6th, an up to date list was being developed and will be actioned once completed. Received Jan 11th and approved for first notice to be sent on Jan 17th. When is it a good time for this report? We have tried spring and now fall. **Action: CM - First notices sent January 17th.**

62. 6505A power has been shut off by hydro Ottawa June 12th, 2017. The CM 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 CM and what are his intentions for the unit. The CM has attempted to contact the unit owner but there has not been a response to date. The CM is to continue trying. **Action: CM - Further attempts made via voicemail and email.**

63. Who controls the parking contracts within CI to ensure compliance Aug 23rd? Apparently the CM is sending out notices to the applicable owners without sending a copy to Lloyd. The CM was requested to send a BCC copy to Lloyd. **Action: CM - The Property Assistant has sent a notice to 6571 who owed for a parking lease. The owner responded that post-dated cheques were being sent to ensure all payments are made on time.**

64. Banking with RBC Aug 24. Discussed with Yawar on October 6th with Lloyd. Comparison figures have not been provided. We are not required to go to RBC. Another signing authority is required for the signing of cheques for the reserve fund – BNS, GIC account BNS and the operating account with TD. Lloyd discussed with Yawar November 14th. A second signing authority has been approved for Nelia Da Silva, Director of HR and Administration, for the BNS reserve account and the BNS reserve GIC account and the TD operating account December 6th, 2017. Lloyd Discussed with Yawar again on December 19th. Lloyd discussed with the BNS rep to determine what action we had to take. The assignment must be in the minutes which it is. Nelia is still not an approved signing authority. **Action: CM - signing resolution to be provided for signature January 24th.**

65. Winter tap inspection Nov 6th report from Rene. A notice was sent to all delinquent owners and only two owners remain – 6633 (sold) and 6625. 6625 has taken action. The CM is to contact the new owner of 6633. **Action: CM - Owner has been notified.**

66. Fall Newsletter. A fall newsletter was prepared by Lloyd and was sent for distribution Jan 2nd. Email and Canada post to be used for non-email owners/residents. Lloyd received via email Jan 5th. **Action: CM - Newsletter has been sent.**

NEW BUSINESS

67. The board must develop our policy re the retention of records IAW the Act. Lloyd received a copy of the presentation "Record Keeping and Access to Records" at the November 25th seminar in word from DHA at no charge. Lloyd sent a draft of the document to all for review Jan 16th. **Action: Lloyd.**

68. Dryer vents at 6651, 6511 and 6567 require cleaning Dec 15th CM site report. Rene cleaned them. **Item closed.**

69. Bicycles attached to the light post outside the corner of 6533 Dec 22nd CM site report. The CM reported that they have been removed. **Item closed.**

70. 6583 mice issue Jan 3. Regionex attended Jan 5th. Entry holes will have to be found in the spring as they may have been missed from sealing from the visit reported last year. **Action: CM - to be followed up with Regionex in the spring.**

71. Water shutoff for "B" units. **Action: Lloyd.**

72. Balcony snow removal reminder. **Action: Lloyd.**

73. Paint cans part full or full left out for garbage Jan 12 in the center section. Picked up by Gilles on Jan 13th and stored in the office until the spring or the next hazardous waste collection in Orleans. **Action: Lloyd.**

74. Gilles Larabie reported that lights at 6509/11 and 6651/53 entrances required an electrician as they were not working. SBL attended December 19 and reported they were tested and were working. CM to follow up on issue at site visit to ensure situation is resolved.

75. 6609B reported cracking around window with some air flow. Enertight was contacted and is to arrange for access to unit directly with owner to investigate issue and report.

NEXT MEETING

76. The next meeting is scheduled for Wednesday February 21st at 6:30.

Adjournment

77. The meeting was adjourned at p.m.