

MINUTES OF MEETING No. 9



Carleton Condominium Corporation No. 264 2018 Siding Replacement

Place: St Andre Drive, Ottawa **KE File:** 16498-2

Date: Wednesday, July 25, 2018

Time: 2:00 PM

Present:

Denise Stimson	- Capital Integral Property Management (CIPM)
Heather Ross	- Carleton Condominium Corporation No. 264 (CCC 264)
Natasha Brunet	- CCC 264
Chris Corbett	- Dominion Siding Inc. (DS)
Adam Boosey	- Keller Engineering (KE)

Distribution:		Telephone	Email
Denise Stimson	CIPM	613-722-1232 ext. 114	dstimson@cimanagement.ca
Heather Ross	CCC 264		heatherrossottawa@gmail.com
Justin Tudor	KE	613-224-1594	jtudor@kellerengineering.com
Adam Boosey	KE	613-224-1594	aboosey@kellerengineering.com
Paul Dumont	DS	613-421-6219	paul@dominionsiding.ca
Chris Corbett	DS	613-618-9444	chriscorbett@dominionsiding.ca

Writer: Adam Boosey, EIT - (KE)

Note: Any errors or omissions in these minutes are to be immediately reported to Keller Engineering

<u>ITEMS</u>	<u>DISCUSSION</u>	<u>ACTION BY</u>
<u>Old Business:</u> <i>(Italics Indicate Update)</i>		
<u>Communication:</u>		
1.1	<u>Parties were introduced as follows:</u> <u>Property Manager</u> Denise Stimson - Capital Integral Property Management <u>Owner Representative(s)</u> Heather Ross - Board of Directors (Primary point of contact) Claude Durocher - Board of Directors <u>Consultant - Keller Engineering</u> Justin Tudor, P.Eng. - Project Manager Adam Boosey, EIT - Site Engineer <u>Contractor - Dominion Siding Inc.</u> Chris Corbett - Site Supervisor Cell: 613-618-9444 To be announced - Site Foremen Cell: 613-617-1657	RECORD
1.2	<u>Lines of Communication:</u> For correspondence and contract administration: Contractor ↔ Engineer ↔ Property Manager ↔ CCC 264 Heather Ross and Denise Stimson will be copied on all correspondence for CCC No. 264 from KE with the intent for Heather to distribute to the other members of the board. Communications for access, site use, and other site related matters will be arranged directly between DS and the CIPM, as required.	RECORD
1.3	<u>Emergency Contact Information:</u> Shall be available 24 hours a day, 7 days a week, for the duration of the project: Name: Chris Corbett Cell: 613-618-9444	RECORD

<u>ITEMS</u>	<u>DISCUSSION</u>	<u>ACTION BY</u>
<u>Contract Documents:</u>		
1.4	Contract documents have been prepared by KE and have been distributed to the Contractor. Contract documents will be provided to the Board of Directors following the Contractor's review and signature. <i><u>April 18, 2018</u> – Signed Contracts to be delivered by Contractor to Claude Durocher, Board Member, and provided to CIPM following CCC 264 signature. CIPM to distribute signed Contracts at next construction meeting. KE to scan and distribute signed Contracts.</i> <i><u>May 1, 2018</u> – Contracts have been signed and KE has provided scanned copies to all parties.</i>	RECORD
<u>Schedule:</u>		
1.5	The preliminary schedule was reviewed and the Work is to commence on the week of April 2, 2018 on Block 1 of Phase 1 (782). The work is then expected to be completed in December 2018, weather permitting. The Contractor will be mobilizing to the southwest visitor parking lot on March 29, 2018. <i><u>April 18, 2018</u> – DS has mobilized on Block 782, 3 days to date have been lost to rain.</i> <i><u>May 1, 2018</u> – DS continues to work on Block 782, 7 days to date have been lost to rain.</i> <i><u>May 16, 2018</u> – DS continues to work on Block 782, 10 days to date have been lost to rain. DS has stated their intent to start on Block 758 starting the week of May 28, 2018. CIPM to provide commencement notice to Block 758. Doors installation sub-Contractor, Enertight is expected to commence work starting the 1st week of June, 2018.</i> <i><u>May 29, 2018</u> – DS continues to work on Block 782, 12 days to date have been lost to rain. DS has postponed their intent to mobilize on Block 758 starting the week of June 4, 2018. CIPM has provided notices to Block 758. Doors installation sub-Contractor, Enertight is expected to commence work starting the 2nd week of June, 2018.</i>	

<u>ITEMS</u>	<u>DISCUSSION</u>	<u>ACTION BY</u>
1.5	<u>June 13, 2018</u> – DS continues to work on Block 782, 18 days to date have been lost to rain. DS has mobilized on Block 758 starting June 18, 2018. CIPM has provided contact info to Enertight for Block 758 which started on northeast corner on June 12, 2018. <u>June 26, 2018</u> – DS continues to work on Block 782 and 758, 19 days to date have been lost to rain. A significant push is required to include all blocks in the 2018 years schedule of work given the current progress and is to be reassessed during next meeting. <u>July 11, 2018</u> – DS continues to work on Block 782 and 758, 19 days to date have been lost to rain. An increase in progress on Block 782 was noted, however, progress has been hindered on Block 758 due to issues with interior access to address the wood rot. <u>July 25, 2018</u> – DS continues to work on Block 782 and 758, 21 days to date have been lost to rain. DS anticipates Block 782 will be ready for final inspection by August 8th (weather permitting). Due to the current progress observed on Blocks 782 and 758 KE is not confident that DS will complete all Phase 2 Blocks within the regular construction season and has advised DS to not commence work on Block 766 in 2018 without further direction from KE/CCC 264. In the event the lost days are caught up completion of this Block in 2018 will be reconsidered.	RECORD
1.6	The Contractor is to provide an updated schedule whenever deviations in the timelines are expected. The Contractor is to provide a minimum of 2 weeks' notice to CIPM prior to mobilizing on a new Block. <u>May 1, 2018</u> – DS is of the opinion that Block 782 will still close on schedule. No revisions required to the master schedule at this time. <u>May 16, 2018</u> – DS is 1 to 2 weeks behind on completion of Block 782. DS to provide updated master schedule.	

<u>ITEMS</u>	<u>DISCUSSION</u>	<u>ACTION BY</u>
1.6	<u>May 29, 2018</u> – Due to the delays in the master schedule mostly attributed to rain, including the last Block (766) will be collectively decided in 1 month at the 2nd following meeting. <u>June 26, 2018</u> – DS is behind on completion of Block 782. DS to provide updated master schedule. <u>July 11, 2018</u> – DS provided an updated master schedule showing revised completion dates. <u>July 25, 2018</u> – DS revealed an updated master schedule during the meeting. DS to distribute electronically ensuring start dates and completion dates are both updated.	RECORD
<u>Contract Related Issues:</u>		
1.7	The Property Management will provide a notice informing Owners of the work. <u>April 18, 2018</u> – CIPM to provide additional notice to Block 782 on Monday, April 23, 2018 informing owners of approximate timeline for Contractor to address wood rot repairs when access is required to the interior (7-10 days) and a cautionary note regarding delicate items attached to the exterior walls within the unit should be temporarily removed during the siding replacement work due to vibrations caused by Exterior Cladding Replacement Project. <u>May 1, 2018</u> – CIPM to provide notice to Block 782 that access requirements are anticipated in many units due to the amount of wood rot repairs encountered during the project. <u>May 16, 2018</u> – CIPM to prepare additional notice to residents regarding rotted framing members encountered throughout siding replacement project during AGM. <u>June 13, 2018</u> – CIPM to provide notice to Block 758 that access requirements are anticipated in many units due to the amount of wood rot repairs encountered during the project. <u>June 26, 2018</u> – CIPM to provide notice and relocate parking spots 73-80 to allow siding of the parking structure starting Wednesday, June 27 to Tuesday July 3, 2018. <u>July 11, 2018</u> – DS completed work on the parking structure as of July 5. DS to provide emails to CIPM/KE when access to a unit is completed or parking may be returned to residents.	DS

<u>ITEMS</u>	<u>DISCUSSION</u>	<u>ACTION BY</u>
1.7	<i>July 25, 2018</i> – CIPM to notify residents of parking spots 73-80 where siding on parking structure has been completed that they may return to their spots.	DS
1.8	The Property Management will have all vehicles parked within the work area of the Phase 1 parking structure moved before May 15, 2018 commencement of work. <i>April 18, 2018</i> – CIPM to relocate owner spaces obstructing DS garbage bins throughout the Work. DS to advise in writing of parking spaces required for removal throughout project in advance of garbage bin placement. <i>May 1, 2018</i> – DS expects to relocate waste bins next week until the end of the month. DS to advise in writing of parking spaces required for removal throughout project in advance of garbage bin placement. <i>May 16, 2018</i> – DS to advise in writing of parking spaces required for bin placement for Block 758. <i>May 29, 2018</i> – DS requested visitor parking spaces at the east and west ends of Block 758 as well as spaces 35, 36, and 37 at the centre of the south elevation of the block. DS to advise when spaces from Block 782 mobilization are to be given back. <i>June 13, 2018</i> – Vehicles have been moved for parking spaces requested by DS at Block 758 as well as additional parking spaces 25-31 at centre of Block. A vehicle was not moved from parking space 25; as such additional fence is required to protect this space. CIPM to notify owner of vehicle in parking space 25 to have relocated. Vehicle in parking space 24 has been parking very close to the line and had requested additional space for their vehicle. The Contractor had moved their fence to accommodate and is continuing to monitor the situation. <i>June 26, 2018</i> – DS has requested parking spaces 25 and 26 to remain vacant during working hours to accommodate use of the boom lift on the gable end of Block 758.	

<u>ITEMS</u>	<u>DISCUSSION</u>	<u>ACTION BY</u>
1.8	<u>July 11, 2018</u> – DS anticipates 1-2 weeks will be required to complete the east gable end of Block 758 once the rot repairs have been addressed on the upper left window (access pending). During this time parking spaces 25 and 26 to remain vacant during working hours to accommodate use of the boom lift. CIPM to advise when access is granted to Unit 81B. Update July 23, 2018: Access has not been achieved to date. Contractor will likely skip by the end wall for siding installation. Following completion of Block 782 parking spots occupied by materials compound is to move to Block 758 areas. DS to advise of any affected parking spots and CIPM to provide notices as required for parking spot requests and returns. Asphalt affected by work is to be patched by DS following demobilization from block. <u>July 25, 2018</u> – In addition to parking spaces 25 & 26, DS has requested parking spaces 24-34 to be clear during working hours while Unit 81B (east end wall of Block 758) is being worked on. The materials compound is expected to be moved from the south side of Block 782 around August 1st. CIPM to provide notice to residents when parking spots are returned, DS to advise on completion of tear down. CIPM to provide notices to residents of parking spots at west elevation of Block 758 starting July 30, 2018 to be vacated in advance of working hours 7am-5pm. DS to advise upon completion of requirement for clearance of parking spots.	CIPM
1.12	DS is allowed to use electric power available from the parking bollards on site. Use of unit owner power and water is forbidden. <u>April 18, 2018</u> – DS is permitted to use electric power from outlets on the condominium office. DS encountered an issue with no power being provided to many of the parking bollards. Claude Durocher, Board Member, volunteered to assist DS locate the breaker panel following the Construction meeting. DS to advise if further assistance or access is required to resolve power issue. <u>May 1, 2018</u> – DS reported issues with the electrical receptacles adjacent Block 6, CCC 264 to investigate and repair as required.	

<u>ITEMS</u>	<u>DISCUSSION</u>	<u>ACTION BY</u>
1.12	<u>May 16, 2018</u> – Resident, Miss Cowden-Moyneur reported their electrical circuit on Block 766 had been overloaded suspectedly by the Contractor costing resident approximately \$700 in electrical services to repair. Location was deemed to not be near the current area of work and highly unlikely to be caused by DS. DS commented their staff had not used this electrical circuit and that they would continue to only use power from bollards and condominium office. <u>July 11, 2018</u> – DS has advised CIPM on how to isolate the breaker required for shut-off when electrician is installing exterior lighting, and electrical receptacles. <u>July 25, 2018</u> – DS to provide list of outstanding units requiring electrical shut-off at Block 782.	DS
1.14	Work shall be carried out between the hours of 7:00 AM and 5:00 PM, Monday through Friday. Weekend work is permitted after 8:00 AM within the confines of the applicable City Bylaws. <u>May 1, 2018</u> – DS is permitted to work extended working hours from 7:00 AM to 7:00 PM as necessary to expedite the work within the confines of the applicable City Bylaws. (Corrected from last minutes) <u>June 26, 2018</u> – DS is considering implementing a split shift to maximize working hours on site.	RECORD
1.15	DS to take photographs of existing conditions prior to commencing the work, if required for record purposes. <u>April 18, 2018</u> – DS to provide list of existing damages in writing and provide any related photographs. Examples described by DS included the following items: screens, soffit, fences, and gate. <u>May 1, 2018</u> – DS has provided a link to KE for existing damages throughout the current area of work. KE to forward to CIPM. DS to provide further updates as they expand the area of work to new blocks. <u>May 16, 2018</u> – CD containing photographs of existing damages recorded by DS for Block 782 has been provided to CIPM by DS. This practice is to continue on future blocks before siding removal begins.	

<u>ITEMS</u>	<u>DISCUSSION</u>	<u>ACTION BY</u>
1.15	<u>May 29, 2018</u> – DS to provide link to photographs of Block 758 existing damages prior to mobilization. DS reported the deck at the southwest corner to be unsafe to work off and has requested its removal back to the depth of the wing wall. <u>June 13, 2018</u> – CD containing photographs of existing damages recorded by DS for Block 758 are being provided to CIPM by DS. DS to report when provided. This practice is to continue on future blocks before siding removal begins. <u>June 26, 2018</u> – CD containing photographs of existing damages recorded by DS for Block 758 was provided. Additional photos are still outstanding for Block 758 and are to be provided on memory stick. <u>July 11, 2018</u> – DS to provide CCC 264 USB stick of outstanding photos. <u>July 25, 2018</u> – DS to provide CCC 264 USB stick of outstanding photos at or before next meeting.	DS
1.17	It was recommended to DS that they test all existing electrical receptacles and door bells prior to commencement of demolition. Any damaged circuits should be brought to the attention of KE/CIPM immediately. <u>April 18, 2018</u> – CCC 264 to verify functionality of doorbells and provide list to all parties through CIPM. <u>May 1, 2018</u> – CIPM to include doorbell functionality test in notice to Owners, CCC 264 to also include functionality test of balcony receptacles. <u>May 16, 2018</u> – DS to report on balcony receptacles functionality. Doorbells to be tested by CCC 264 on May 23, 2018 during board walk around. <u>May 29, 2018</u> – CCC 264 to test doorbells after meeting and exterior lights this evening. No doorbell/exterior lighting/electrical receptacle issues have been reported for Block 782. <u>June 13, 2018</u> – CCC 264 reported doorbells on Block 758 to possibly not be functioning or missing at the following Units: 81B, 82B, 83A, 84B, 86B, 87A, 88A, and 88B. Survey of exterior lighting sensors and electrical receptacles is still pending.	

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1.17	<i>June 26, 2018 – CCC 264 reported lighting issues on Block 758 at Units 83A, 84A, and 85B. These problems are to be addressed by CCC 264 outside of Contract.</i>	CCC 264
1.18	Notice for entry procedure was discussed. In the case of wood rot repairs requiring entry: 1. DS is to have work area reviewed by KE. 2. DS to inform KE in writing (email) request for access 3. KE is to pass to CIPM. 4. CIPM to contact Unit Owner directly or Claude (CCC No. 264) to print notice of entry. <i>April 18, 2018 – DS advised addressing rot repairs requiring entry will take approximately 7-10 days inside the Units. Additional information to residents be provided as per Minutes 1.7.</i> <i>May 16, 2018 – CIPM to provide access consent form template to DS for quick entry. Lock boxes to be provided by DS where access is cannot be provided regularly by unit resident.</i> <i>July 11, 2018 – DS to notify CIPM on completion of accessed Unit and cc KE.</i>	CIPM/DS
1.20	There will be work by others to paint the balconies; this work will be separated by space as it will be occurring on the unoccupied blocks. All work by others is to be separated by time and space. Issues with 2017 roofing project are to be resolved as quickly as possible. CIPM to advise KE/DS where roofing repairs affect 2018 siding replacement schedule. <i>May 16, 2018 – No work by others is currently underway.</i> <i>May 29, 2018 – CCC 264 reported they would be engaging an independent contractor, “Gentlemen’s Gardener”, to correct the posts of the wing walls on Block 758 ahead of DS’s mobilization. The independent contractor is to be advised to start at the NE corner and work counter-clockwise around the rear (north) side of the block until complete keeping separation from DS’s forces.</i> <i>June 13, 2018 – CCC 264 reported wing wall post correction has been completed on Block 758.</i> <i>July 25, 2018 – CCC 264 to address wing wall posts at Blocks 762/766 in advance of DS mobilization.</i>	CCC 264

<u>ITEMS</u>	<u>DISCUSSION</u>	<u>ACTION BY</u>
2.1	Change Order 1 which includes the inflationary increase of 2.4% for Phase 2 work has been signed. <i>July 25, 2018 – CCC 264 is not to pay additional inflation on Phase 2 Blocks not completed in 2018.</i>	RECORD
2.4	Estimated Rot Billed to Date (2018): Allowance: Sheathing Replacement Allowance \$5,000/\$5,000, 0% remaining. Additional Phase 1 sheathing allowance to be reconciled at completion of Block 782 at an estimated \$200 (4%) of additional sheathing. Previously Billed and Brought into Contract Wood Repair 29A Framing: \$4,768.09 Wood Repair 29B Framing: \$4,535.22 Wood Repair 32A Framing: \$5,231.82 Wood Repair 33A Framing: \$5,193.56 Wood Repair 37A and 37B: \$17,314.04 Wood Repair 38A Framing: \$7,328.35 Wood Repair 38B Framing: \$6,496.16 Total: \$ 50,867.24 Additional Estimated as of 26 June, 2018 Wood Repair 34A: \$8,164.40 Wood Repair 34B: \$7,315.77 Wood Repair 35A: \$8,348.97 Wood Repair 35B: \$8,490.86 Wood Repair 36A: \$6,141.07 Wood Repair 36B: \$2,371.30 Contractor estimates an additional \$40,832.37 for the above. <i>May 29, 2018 – KE to provide breakdown of rot repairs performed by Block to assist CCC 264 with Reserve Fund Study planning. Change Order 4 to be issued to include above rot repairs for Units 29A, 29B, 32A, 37A&B, 38A, and 38B for \$45,673.68. Additional rot repairs have been identified at Units 36A&B.</i> <i>June 13, 2018 – Change Order 4 has been issued and signed. CIPM to provide previous Reserve Fund Study to KE.</i>	

<u>ITEMS</u>	<u>DISCUSSION</u>	<u>ACTION BY</u>
2.4	<u>June 26, 2018</u> – Change Order 6 is to be issued to CIPM for additional rot repairs for Block 782. <u>July 11, 2018</u> – DS to advise when trim work has been reinstated in living room of Unit 36A. <u>July 25, 2018</u> – Trim work has been completed in Unit 36A. Change Order 7 for a wood rot allowance of \$184,000 (\$4,600/unit estimate) is to be drafted to capture DS wood rot encountered. Block 766 was not used in the estimate, further adjustment to the allowance may be required when the last block is addressed.	RECORD
3.1	DS identified bathroom exhaust louvers that vented partially into the soffit. DS to provide number of locations where ventilation at balcony soffit requires modification. CCC 264 decided to address the ventilation issue similar to last year's work by depressing the soffit with a pan flashing. KE to issue CCN following location count provided by DS. <u>May 16, 2018</u> – DS identified 10 units where required on current Block at an estimated 1.5 hours labour per vent location. <u>May 29, 2018</u> – CCC 264 has accepted the quote for soffit modifications at 10 locations (20 vents) above the balconies for \$2,412.25. KE to bring into Contract under Change Order 5. <u>July 25, 2018</u> – DS/KE to advise KE/CIPM if similar venting issues are encountered on Block 758.	DS/KE
3.2	The balcony wing walls were noted to be poorly anchored to the concrete stairwells and not directly supported between the top railings back to the building structure. DS/KE to identify number of locations requiring adjustment. KE to provide CCN to address wing walls. <u>May 16, 2018</u> – CIPM to engage Contractor outside of project to address 4x4 posts of wing walls that are inadequately supported ahead of occupancy of DS. KE recommended Ottawa Construction Services as alternate Contractor to provide quotation in addition to CCC 264's carpentry service contractor and DS.	

<u>ITEMS</u>	<u>DISCUSSION</u>	<u>ACTION BY</u>
3.2	<u>May 29, 2018</u> – DS to bill Time and Material for structural repairs to wing walls on Block 782. KE to create allowance of \$3,000 and bring into Contract through Change Order 5. Also see Minutes 1.20 for involvement of independent contractor, Gentlemen's Gardener, on correction to posts on Block 758. <u>June 26, 2018</u> – To be included in Change Order 5 to be provided to CIPM Thursday, June 28, 2018. <u>July 25, 2018</u> – DS to provide KE opportunity to inspect before completion.	DS/KE
3.3	CCC 264 reported issues with hydro water meter at Unit 786-41A, where hydro water utility company has not been able to read the buried meter wire. CCC 264 was waiting on power utility company to place new equipment, however may require DS support where wire is buried pending action by (correction to last minutes) power water utility company. CCC 264 to advise. <u>May 29, 2018</u> – CIPM to call city and advise if DS is required to locate. <u>July 25, 2018</u> – CCC 264 reported Unit 33A of Block 782 has a detached meter. DS to investigate, reinstate if required, and advise. CIPM is still in process of resolving 41A with the City.	CIPM
4.1	CCC 264 has requested door sub-Contractor to salvage an existing door for CCC 264, DS to advise sub-Contractor. <u>June 26, 2018</u> – The door has been salvaged. Correction: <u>July 11, 2018</u> – CIPM to advise DS if salvaged door is still required.	DS
5.1	A damaged screen has been reported to have been knocked down at Unit 778-26A. CIPM to advise unit owner to provide screen frame to DS for repair and reinstatement. <u>June 13, 2018</u> – CIPM to advise Unit Resident to leave frame by front door for DS to repair and reinstate. <u>June 26, 2018</u> – Still outstanding, CIPM to send reminder email. <u>July 25, 2018</u> – DS had contacted the owner of the screen and the owner reported the screen was missing prior to commencement of the project.	RECORD

<u>ITEMS</u>	<u>DISCUSSION</u>	<u>ACTION BY</u>
6.4	DS is to repair the window at Unit 33B where the A/C unit was struck during the work. A/C units are to be removed from windows during the project. <u>July 11, 2018</u> – DS reported this deficiency is still outstanding. DS to advised following completion. <u>July 25, 2018</u> – A/C at Unit 33B has not been removed allowing repair to window. DS to advise where A/C units have not been removed.	DS
6.7	Clarification was provided that downspouts are only removed and reinstated once in Contract.	RECORD
6.8	KE to provide Change Order 5 for additional drywall repairs at 37 A & B (minutes 5.3), wing wall repair allowance (\$3,000), and soffit modifications above balconies. <u>July 11, 2018</u> – CO 5 is awaiting signature form CCC 264. <u>July 25, 2018</u> – CO 5 has been signed.	RECORD
7.2	KE to provide Change Order 6 to CIPM for additional rot repairs for Block 782. <u>July 11, 2018</u> – CO6 was issued by KE to CIPM on June 28, 2018. <u>July 25, 2018</u> – CO 6 has been signed.	RECORD
8.1	On July 11 DS reported they could not gain access to address rot at Units 81B, 90A, and 90B, which resulted in lost hours for their framers/finishes, as such they have stated they will be issuing a delay charge. DS has been requested to provide the number of personnel, and expected hours minimum charge. DS to also confirm units where access was not gained and reason for no access. <u>July 25, 2018</u> – DS will not be pursuing delay charges.	RECORD

<u>ITEMS</u>	<u>DISCUSSION</u>	<u>ACTION BY</u>
<u>New Business:</u>		
9.1	On July 23, 2018 the resident of Unit 90B reported that their Unit was left unlocked following Friday's access by DS and that their cat was locked in the master bedroom causing the resident who left for the weekend much distress when they returned to find their door unlocked and the cat severely dehydrated and had urinated over the room it had been trapped in. DS reported their wood rot forces had been in the Unit and gave the following statement: "I have spoken to my rot team and Scott was the gentleman on site he has informed me that the unit tenant was the one who put the cat in the bedroom and they were accompanied by the landlord of the unit during the work. When work was completed Scott specifically asked the landlord (because Scott is a animal lover) "do you want me to let the cat out" the landlord replied with "I will let the cat out and lock up" the guys never had instructions from the tenant to lock up." Given the rather sad events, notices of entry will include that residents are responsible to secure their pets/animals for the duration of the repairs. As DS was not supplied a key to lock the premises it is unreasonable to expect the responsibility of securing the unit to rest with DS.	RECORD
9.2	CCC 264 reported the window frame at Unit 17A of Block 770 had popped in the interior side. CCC 264 to investigate further and advise DS if damage is suspected to have been caused from the project operations.	DS
9.3	CCC 264 has reported that bubble bees are infiltrating the unit through the unprotected drier vent opening. CIPM to contact pest control and DS to close vents this week on Block 782.	CIPM/DS
9.4	A screen was reported to have blown off from Unit 34B. DS is not to reinstate. Resident is to be advised to contact CIPM.	CIPM
9.5	DS to provide weekly rot report for all accessed units. Report to include Units 81A, 90, 91, and 92.	DS

<u>ITEMS</u>	<u>DISCUSSION</u>	<u>ACTION BY</u>
<u>Site Meetings:</u>		
9.6	Site meetings will be held in the Board Room at the CCC 264 amenities building on a bi-weekly basis alternating between Tuesdays at 8:00 AM and Wednesdays at 2:00 PM. The next meeting has been scheduled for Thursday August 9 at 8:00 AM, the subsequent meeting will be on the original meeting timing of Wednesday, August 22 at 2:00 PM.	RECORD