
Carleton Condominium Corporation *no. 383*

PROPERTY MANAGER:
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MANAGEMENT REPORT

prepared for the MEETING OF THE BOARD OF DIRECTORS
2759 Carousel Crescent (Social Room) • April 3, 2017 • 5:00p.m.

- ▶ AGENDA
- ▶ MANAGEMENT REPORT
- ▶ ANNUAL SCHEDULE
- ▶ CONTRACTS/INFO
- ▶ MINUTES
- ▶ FINANCIAL STATEMENTS
- ▶ BUSINESS ARISING LIST
- ▶ MAINTENANCE CHECK LIST
- ▶ WORK ORDER REPORT
- ▶ CORRESPONDENCE

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A G E N D A

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. APPROVAL OF MINUTES
 - a. Minutes of March 9, 2017
4. RATIFICATION OF DECISIONS MADE BETWEEN MEETINGS
5. FINANCIAL STATEMENTS – February 2017
6. DIRECTOR REPORTS
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Maintenance Advisor
7. MANAGEMENT REPORT
8. STATUS CERTIFICATE
9. BUSINESS ARISING
10. CORRESPONDENCE/LETTERS
11. OTHER BUSINESS
12. NEXT MEETING
13. ADJOURNMENT

MANAGEMENT REPORT

The Following Represents Issues as of March 30, 2017

ITEMS FOR BOARD INFORMATION

1. Security	Nothing to report
2. Insurance	Contract has been renewed as directed
3. Stack Flushing	Completed
4. Window Cleaning	Quote accepted with Soulard. Date to be finalized in April
5. Audit	The audit is underway
6. Staff Issues	Confidential

QUOTES FOR APPROVAL

Engineering Services Morrison Hershfield Concrete Repairs	Design: \$12,500 Tendering: \$1750 Oversight: Time and Materials (\$20,000 budget)
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STATUS CERTIFICATES ISSUED IN 2017

- Unit 1711 – February 23, 2017
- Unit 604 – February 8, 2017
- Unit 1012 – January 9, 2017

STATUS CERTIFICATES ISSUED IN 2016

- Unit 1709 – October 19, 2016
- Unit 307 – September 15, 2016
- Unit 812 – August 16, 2016
- Unit 1706 – August 16, 2016
- Unit 412 – August 12, 2016
- Unit 1412 – June 17 2016
- Unit 611 – April 11, 2016
- Unit 1408 – March 29, 2016
- Unit 604 – March 8, 2016
- Unit 1508 – March 7, 2016
- Unit 1112 – February 26, 2016

ANNUAL SCHEDULE

JANUARY

Fiscal Year Starts

FEBRUARY

Secure Insurance Renewal

Prepare Landscaping Contract

MARCH

Insurance (Due 31 March)

APRIL

Inspect Winter Damage

Spring Inspection

Prepare AGM

MAY

Commence Spring Repairs

Road/Parking Sweeping

Annual Hydrant Inspection

JUNE

Window Cleaning

AGM

Flush Drain Lines

JULY/AUGUST

SEPTEMBER

Prepare Snow Removal Contract

Smoke Detector Inspection

OCTOBER

NOVEMBER

Create Draft Budget

Winterize Property

Renew Private Security Certificate of Registration

DECEMBER

Budget Package Out (Due before 14 Dec)

Year End

CORPORATION INFO SCHEDULE

Last Reserve Study	Morrison Hershfield, 8 Jan 2014
Year End	31 Dec
Insurance	Atrens Counsel (RSA Insurance), 31 March
Auditor	BDO Dunwoody
Last AGM	30 June 2016

BOARD OF DIRECTORS AS OF LAST AGM

Position	Name	Address	Phone
President	Behrooz Owraiki	511-2759 Carousel Crescent	(613) 276-0551
Vice President	Linda Gilbert	1604-2759 Carousel Crescent	(613) 523-3523
Treasurer	Yves Lariviere	404 -2759 Carousel Crescent	(613) 729-1376
Maintenance Director	Varinder Vohra	512-2759 Carousel Crescent	(613) 912-4734
Secretary	Cheryl Dagleish	711-2759 Carousel Crescent	(613) 521-1066