



CCC109 Summer Newsletter
CCC109board@outlook.com

Hello Everyone – Summer is finally here!

Upcoming Events

Community BBQ

Our 2nd Annual Community BBQ will take place on Saturday June 17 (**Saturday July 8** is the rain date). We need volunteers to help run this event. We also need another BBQ as well as chairs and tables for the day. If you are interested in helping out, please email us. Please mark your calendars for this fun event!

Projects

Major projects for this year are: new roofs for two blocks, paving, concrete, stucco and asphalt repairs over the summer and LED lights and attic insulation projects in the fall as well as the completion of the front gardens. Any donations of perennials for the front gardens would be appreciated.

All front decks and back porches will be inspected in the next month or so to assess their condition and to determine a “must replace” date. Please be prepared to allow the Engineers into your homes for this inspection. Edi will be sending out notices in advance.



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Emails

If you haven't already, please provide your email address and the email address of any renters in your units to the property manager. We also need emergency contact information. Updates should also be provided whenever this information changes. We have out-of-date contact information for many of you.

Condo Fees

As you can see the condo fees have been increased by 6.5% for 2017-18.

This is to help raise the capital for upcoming major projects. Similar increases will be required going forward. As you all know the complex is 40 years old and this means costly projects are on the horizon. The back porches, front decks and carports will cost a significant amount of money (ballpark figure from preliminary information is about \$1million) to replace. The engineers have been asked to stretch this project over 10 years and to make any repairs to put off replacement as long as possible to minimize any chance of a special assessment. However, as the required start date of this project (still undetermined) gets closer, finances will be evaluated to see if a special assessment is still required.

Another factor in the increase is our water bill which is also very high - \$58,000 last year. Please look for ways to conserve water so we can reduce this bill. If you have any toilets that run continuously, please have them repaired or replaced. Please consider new low flush alternatives.



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Noise or Animal Complaints

Owners and Tenants are advised to telephone the City of Ottawa's 3-1-1 Client Service Centre to report a noise or animal complaints.

Do not contact the Property Manager or Board until you have filed a complaint with the City of Ottawa. Please send a follow-up email to the Board and Property Manager to advise us of the issue.

Remember we cannot solve these issues for you. We can only remind the owners of the rules.

Declarations regarding Short-Term Rentals

Our condo declarations clearly state that short-term rentals are not permitted on the property so this has been added to the May 2017 update of the rules and regulations as a reminder to all owners.

Therefore, please be advised that, all rentals on the property are for single-family use for one year or more only.

AirBnB - type rentals are therefore not permitted.



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This was in the last newsletter but it's worth repeating...

Updated Communication Procedures between Owners, the Property Management and the Board of Directors

Emergency Requests (e.g. leaking roof, common area emergencies)

Call the property management contact number at **613-739-1057**.
During business hours, ask for our Property Manager, Edi McCord.
After hours, follow the prompts for emergency assistance

Time Sensitive Requests (e.g. related to the sale of a condo)

Send an email to the Property Manager, Edi McCord at emccord@integralpm.ca with a cc to the Board ccc109board@outlook.com. The Property Manager will respond within one business day.

Requests for Unit Modifications (including HVAC installs)

Send an email to Property Manager, Edi McCord at emccord@integralpm.ca with a cc to the Board ccc109board@outlook.com. The Property Manager will make every attempt to respond to the request within five business days.
Depending on the request, engineering reports/plans/quotes may be required. Please ensure that your modification request does not



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contravene any of the established rules and regulations or the declarations of the Corporation. Some requests may require Board approval. The Board will make every attempt to review these requests on a timely basis and may be able to provide approval via email if no additional consultations are required. Any required City of Ottawa permits are the responsibility of the Owner. A copy of the permit(s) must be provided to the Property Manager. Any contractor working on the property must be insured by Workplace Safety and Insurance Board (WSIB) of Ontario. Proof of insurance must also be provided to the property manager.

Requests for Records

Requests for records must be submitted in writing to the Property Manager, Edi McCord at emccord@integralpm.ca. These requests will be presented to the Board at the next available Board meeting. If the request is approved, the Property Manager will provide the requester with electronic copies of the records within five business days of the Board meeting. If paper copies are required, the corporation will charge fees related to the cost of copying and mailing the requested records by registered mail.

Other Requests

For all other requests, please send an email to the Property Manager, Edi McCord at emccord@integralpm.ca. The Property Manager will endeavour to respond to the request within five business days.



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Reserve Parking & Carport Parking

Please be reminded that reserved parking and the exclusive-use carport parking spots are for permit holders only.

Visitor Parking

Please also be reminded that owners and residents cannot park their cars **at any time** in the visitor's parking lot. This means if you have more than one vehicle you cannot swap cars and register the other vehicle in visitors. Carleton Parking has been asked to crack down on this type of abuse of parking privileges.

Any unauthorized cars will be ticketed, fined and / or towed and impounded at the owner's expense WITHOUT notice. Loss of parking privileges may also result. All vehicles should be registered with the Property Manager. This information will be provided to parking control. Please ensure you email your car(s) make, model and license plate to the property manager at your earliest convenience. This also applies to the renters living in your units.

Remember any vehicle parked on the property must have current stickers and be in working condition. The vehicle must not damage the common elements. If any are found to violate this policy the owner will be given 48-hours notice to update the stickers and/or remove the vehicle from the premises for repair or disposal. If it has not been moved in this timeframe, the board will ask the property manager to have it towed and impounded.



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Carports

We don't like to keep repeating this issue in each newsletter but the need still exists. Untidy carports seem to be the main complaint from residents.

As per the rules and regulations, the timeframe for which you will have to clean up any mess in your carports is **48 hours**. Notices will be sent by email only. If we don't have your email address, *then you will not get any notice*. If the property manager has to arrange for a clean up, you will be billed. If garbage day is longer than 48 hours away, you will not be given the option to wait; it must be cleaned up within the established timeframe. Construction debris should be taken away at the owner's expense at least twice weekly.

AGM Date

Please take note this year the AGM date is **08-NOV**. The Hunt Club/Riverside Community centre has already been booked.



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Your current board members are as follows:

Janet Tudan (President) – Unit 14

Robert Kerr (VP / Secretary) – Unit 51

Marina Young (Treasurer) – Unit 52

Mike Touzel (Privacy Officer and Director-at-Large) – Unit 51

We kindly ask that you respect our privacy and contact us via the board email – ccc109board@outlook.com

Property Manager (all property-related issues): Edi McCord – (819) 246-3902 ext. 236 emccord@integralpm.ca

Owner of Integral Property Management (escalations only): Yawar Khan - (819) 246-3902 ext. 121 ykhan@integralpm.ca

Please be vigilant; if you see something that doesn't look right please report it by calling 911. Don't contact the PM or the board.