

AGENDA
For the Board of Directors of
CARLETON CONDOMINIUM CORPORATION NO 379
Meeting to be held
Wednesday, February 28th, 2018 @ 6:30 p.m.

Condominium Manager to provide:

Financial records for January – via email

Copy of the minutes for January 24th 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 January – via email

Condominium Manager's report and all correspondence to be reviewed by the Board are to be provided to the Directors by Monday, February 26th.

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	343-999-6658	to AGM 2018
David Ward	6617A	324-6100	to AGM 2019
Veronica Phelan-Munroe	6595	837-8171	to AGM 2019

Present: Condominium Manager (CM) Mellissa Sincennes

Absent: Andrew Dalziel

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 January 24th 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 January were reviewed. The problem with the reconciliation of the bank statement for the operating account continues to be reviewed with the finance department. Lloyd gave a detailed report to the finance department on Jan 4th for their action. Very little action taken so far. **Action: Lloyd.**
4. 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 completed the documents with the BNS on January 25th. **He has not been advised of**

the TD signing requirement. During the signing of the signing authority document it was noticed that Lloyd Scott had been added to the list of signing authorities for the BNS. This requires board approval. Recommend that it remain but on the condition that it would only be valid as long as he is on the board in the capacity of president or treasurer. During a discussion with the bank representative he recommended that it is a good idea to have a member of the board as a signing authority. Approval required. **Action: Lloyd/CM.**

5. Insurance deductibles for 6535B and 6533B. All chargebacks for the deductible were sent to the applicable owners November 9th. Lloyd advised that there are two unit owners (6535B and 6533B) who have not paid their deductible and a final reminder has been sent to the 2 owners January 23rd for payment by January 25th due to the constraints of the Act as the payments are classed as common expenses and are to be collected as such IAW our by-law 10. The CM advised that payment has been received Jan 26th for both owners. **Item closed.**

6. Water flood at 6535B causing major damage to two units – 6535B and 6535A and minor damage to three other units April 19th, 2017. On December 11th, 2017 the owner of 6535A indicated that she will be taking litigation action re the status certificate and extra costs that they encountered. No further correspondence to date. **Action: CM. No further correspondence received.**

7. The CCI fees have been paid months ago – invoice required - Anne. **Action: CM. CCI Receipt was received on February 23rd, 2018. The employee who worked for CCI had not processed the Visa payment. It has now been processed. Erin will be providing CCC 379 with an invoice shortly.**

8. 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. The board will review the files once the records policy is finalized to reduce the costs. If we do the work the cost could be reduced by 3 to 4 thousand. It is expected that the files will be delivered to the office in early March. **Action: Lloyd.**

9. CICM is changing their reporting system to Quickbooks from Shift Suite and they have advised that if we wish to continue with TD the cost would be \$250 to make the change. If we were to go to RBC the cost would be zero. Lloyd has challenged the charge January 29th. The zero cost is not actually correct as other charges will apply. **Action: Lloyd.**

10. Owners sent to legal:

a. DHA advised that there is an outstanding lien on 6585 dating back to May 29, 2009. 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. Lloyd spoke with Cheryll January 26th and there is no resolution at this time as it involves 2 lawyer companies – Nelligan and DHA. **Action: Lloyd.**

Reserve Fund savings plan.

11. The plan was reviewed. Lloyd recommends a GIC of \$50,000.00 with BNS in March. Board approval required. **Action: Lloyd.**

Reserve Fund Update

12. Reserve fund Study update. The final report was received November 15th. One copy was provided to the CM and Lloyd has 2 copies. One of the 2 copies was given to Veronica. Now that he has received the invoices except for the caulking he prepared a draft Notice for future funding of the Reserve Fund Update documentation for board review at this meeting. The plan must be finalized and sent to the owners by March 30th. The plan will be finalized at the budget meeting on March 21st and distributed to the owners on March 23rd. **Action: Lloyd/CM.**

Status Certificate

13. A revised status certificate was sent to Capital Integral on February 19th and to all Board members. **Action: Lloyd.**

Parking Report

14. The January report was reviewed. Which units are currently on the waiting list? **Action: CM. See attached Spreadsheet.**

Contracts requiring renewal

15. Now that Integral has merged with Capital a new contract is required. Lloyd met with Yawar on Tuesday November 14th. Lloyd advised that we will continue on the Integral contract until the new contract is signed expected to be in March before the budget is finalized. Lloyd discussed with Yawar December 19th. Lloyd met with Yawar again on January 24th. Yawar provided a proposal for Board consideration on February 14th. Lloyd met with Yawar on February 16th. A revised quote was obtained for \$24.25 per unit for 2018/19, \$24.75 per unit for 2019/20 a 2.06% increase, and \$25.25 per unit for 2020/21 a 2.02% increase. Lloyd has drafted changes to the existing contract and sent the draft contract to the Board for review Feb 19th. **Action: Lloyd.**

16. Summer grass cutting contract. This summer, 2018, is the last year on the current contract. Snow removal contract. The 2018/19 year is the last year on the contract. After discussion it was agreed that the two contracts should go as one with one company responsible for both. Lloyd is to determine if we have to go to tender as we are happy with the service to date. For further discussion. **Action: Lloyd.**

Reports

17. Annual (transitional by **March 31st**) CAO report between Jan 1st and March 31st each year via electronic means. CIPM is to prepare the transitional report in March and after review by Lloyd send it to the CAO. **Action: CM.**
18. Notice of change to the annual report if applicable within 30 days of the change via electronic means.
19. 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. Lloyd prepared a draft and submitted it to Vaalea for her review and updating once the January financials were finalized. Lloyd stated that it was to go to the owners by the end of February so as to not confuse the owners as it is a document applicable as of end January but must go out by end March. In March we will have the Notice of Future Funding to the Reserve Fund, insurance certificate, and the budget to go out. **Action: CM.**
20. 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.
21. 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

22. **Veronica** 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 registered and completed the course on February 4th. **Action: Veronica, Huma, and Andrew.**
23. CCI seminars – evening seminars are free for members:
- a. Lawyers, Guns, & money January 31; Lloyd attended. Lloyd to report. **Action: Lloyd.**

- b. Baby or Boomer, concurrent panels on new and aging condo February 21st; Lloyd and Veronica will attend. **Action: Lloyd and Veronica.**
- c. What's hot on pot March 21; **conflicts with our budget meeting**
- d. Condos and cold ones – night of casual conversation for condo directors April 4; **Lloyd will possibly attend**
- e. Spring directors course April 28-29; **no candidates**
- f. Rules Rule May 23;
- g. 6th annual ACMO/CCI conference June 9;
- h. Expert's night September 26.

Property Appraisal and Insurance quotes

24. An updated appraisal for insurance purposes is required by end of February. Request sent to CM Jan 5. Quote received Feb 6th for \$600.00 plus HST. Lloyd approved. **Action: CM. Mike Shelp had confirmed that we would receive the appraisal by the end of the month. CM has sent an email on February 26th, 2018 requesting an update on the appraisal. No update at this moment.**

25. Insurance quotes are required by March 21st, 2018 or sooner if possible. **Action: CM. Luc Poissant from Desjardins has communicated with CM on Tuesday February 20th, 2018. He has confirmed he will begin the process to obtain Insurance quotes, once received the CM will provide them to the board.**

Maintenance Items

26. Chimney cleaning Oct 4th. Unit 6617B requires a new firebox wall replacement and the repairs are being booked via the owner. **(CM On November 16th, 2017 Capital chimney sweeping returned and replaced the back wall.)** 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. Lloyd advised that all owners that did not have the inspection completed in 2017/18 will have to have it completed in 2018/19 IAW Rule 37. **Action: Board/CM.**

27. 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 and installed in the spring/summer period. **Action: Lloyd.**

28. 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.**

29. 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.**

30. 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.**

31. 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.**

32. 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**

33. 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. Will be scheduled with other repairs noted on the upcoming inspection in late April early May.
 - 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. Will be scheduled with other repairs noted on the upcoming inspection in late April early May.
 - 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. Will be scheduled with other repairs noted on the upcoming inspection in late April early May.
 - d. Rene also recommended that the flashing under some villa rear patio doors should be done by the contractor. Rene advised that 19 units require flashing. Will be scheduled with other repairs noted on the upcoming inspection in late April early May.
34. 6669 damaged gazebo lining by Landtech Aug 21st, 2017. Landtech has made arrangements for the repair in the fall 2017/18. Landtech picked up the lining on November 8th. Not repaired as of the meeting. The contractor has been in communication with the owner. **Action: CM. Yannick from Landtech has confirmed the screen was ordered and will be receiving it in the next two weeks. Once received Yannick will have it delivered to the owners unit. (26-02-2018)**
35. 6647 utility box wasps Sep 14th, 2017. Work order sent to Regionex. No record of the work completed. To be reviewed in the spring.
36. Annual caulking project of the upper portion of the units by Enertight will be done as weather permits before the end of April. Enertight is preparing a list of the units affected and will advise when the work will be performed. **Action: Lloyd.**
37. 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 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 summer.
38. 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 – reported to them Dec 12th, 2017. The CM has contacted Enertight in a follow up. **Action: CM.**
39. 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. Andrew agreed to review the problem from the inside as he is qualified to do that type of work. If the water damage is in the cone area it should be ours to repair IAW the boundary definition – to be confirmed by the CM. Andrew was also requested to confirm the water shutoff location in the unit while he was in the unit. **Action: CM/Andrew. Campbell has reported they would need to return in the spring. Owner has agreed.**
40. 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 when the weather is warmer. Lloyd stated that we should change our quote to the chimney cleaners so that they are to inspect and caulk as necessary while they are on site. Agreed. **Action: CM. Campbell has reported they will need to return in the Spring to complete caulking.**

41. 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. Broken wire in the ground, SBL to return in the spring.**

42. During the upgrade to LED, 2 of the 5 lights were found to be not working – corner of 6501 and across from the office. The contractor advised that the problem is underground and would have to be addressed in the spring/summer when the ground is not frozen. **Action: CM.**

43. 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.**

44. 2017 spring inspection repairs. The CM is to arrange for the repairs that were not done once the 2018 spring inspection is completed.

45. 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.**

46. It was reported that the lights at 6509/11 and 6651/53 entrances required an electrician as they were not working. SBL attended January 19th and were tested and found to be working. The CM to advise if there is to be a charge and if so an invoice is required. **Action: CM. SBL confirmed that they will not charge for their visit on January 19th, 2018. Gilles Larabie has reported that on his recent visit that the lights were out. CM has spoken with SBL, SBL will send a quote to replace the photo cells.**

Reserve Fund Repairs

47. 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. Lloyd may have to contact the engineer. Board decision re insurance and what action is to be taken if the owner does not take the required action. **Action: Lloyd.**

Spring walkabout

48. 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

49. 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. No implementation Regulation changes to date. **Action: Lloyd.**

50. Revised rules verification of action taken. Lloyd requested the board to consider the removal of the no grandfather requirement for the rear patios as none of the owners have complied. We either have to force compliance or allow the existing cedars/bushes to remain. **Action: Board.**

Modification to common elements

51. All prior modifications will be reviewed and new modification documents will be prepared for owner's signatures as necessary. Huma has agreed to take on this file. **Action: Lloyd/Huma.**

Infraction letters

52. Infractions. Lloyd will prepare a policy concerning how the infractions are to be handled. He is waiting for the new contract to be accepted as constraints will be included in the document. **Action: Lloyd.**

53. The smoke detector forms were supposed to be signed and sent in by November 15th. A first reminder was sent out on January 17th with response required by January 26th. There are 14 owners who have not complied. Lloyd provided a template for the CM to send to all of the applicable owners. Rule 3 will be implemented. Sent Feb 22nd with a response required by March 2nd. **Action: CM. The second notice was sent to the 14 owners who have not complied. The list has been provided to accounting to apply the fees.**

OLD BUSINESS

54. AGM - speed bumps or other similar methods of slowing the traffic on Bilberry Dr. Bilberry Dr. is planned for a traffic calming review. No noticeable result so far. Do we need speed indicators installed? **Action: Lloyd.**

55. Community website. Lloyd was informed Feb 19th that the service is being changed in the near future and no changes to the content will be made until then. **Action: Lloyd.**

56. Smoke detector/CO monitors annual form. When is it a good time for this report? We have tried spring and now fall. Further discussion required. **Action: Board.**

57. 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 via voicemail and email but there has not been a response to date. The CM is to continue trying. **Action: CM.**

58. Who controls the parking contracts within CI to ensure compliance Aug 23rd? There appears to be a disconnect within the management company concerning parking payments and the application of the leases. **Action: CM.**

59. 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 final draft of the document to all for review Feb 6th. Approval by the board is required. **Action: Lloyd.**

60. Water shut off for "B" units. Apparently there may be different shutoffs in the unit. We will have to request each owner to confirm the location for their unit. **Action: CM. CM to confirmed with Lloyd.**

61. Balcony snow removal reminder not required this year? **Action: Lloyd.**

62. 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.**

NEW BUSINESS

63. The owner of 6669 complained about the lack of snow removal for their driveway Jan 27th. **Action: CM - communicated to Landtech that their crew has continued to miss clearing and salting the driveway. Yannick undertook to ensure this would not happen again and that he would be closely supervising the crew.**

64. Lloyd needs printer ink for his printer cost = \$84.74 from Costco – board approval. **Action: Lloyd.**

65. 6653A water damage reported after hours on January 30th from a possible blocked drain. Clean Water Works was called in to make the repairs. Extent of the water damage is not known to date. The owner's insurance company has been in contact with the CM Feb 6th. **Action: CM. CM waiting for total cost damage from unit 6653A's insurance.**

66. Proposed letter to the owners for the budget for review and discussion. Copy required for the meeting. **Action: Lloyd/CM.**
67. Window cleaning for June quotes required. **Action: CM. In progress, one quote was received by Window Butler. Once the CM receives a minimum of 3 quotes, they will be presented to the Board.**
68. Inspection and possible repair of the roofs by Campbell. **Action: Lloyd.**
69. Draft budget letter for discussion/approval. Copy required for the meeting. **Action: Lloyd/CM.**

NEXT MEETING

70. The next meeting is scheduled for Wednesday **March 21st**, at 6:30 for the **budget** (CM projector required).
71. The next regular meeting is scheduled for Wednesday March 28th at 6:30.

Adjournment

72. The meeting was adjourned at _____ p.m.