

CARLETON CONDOMINIUM CORPORATION NO. 383

Meeting of the Board of Directors
Social Room, 2759 Carousell Crescent, Ottawa, Ontario
May 3, 2017

Minutes

PRESENT:	Behrooz Owrahi	President
	Linda Gilbert	Vice President
	Cheryl Dalglish	Secretary
	Yves Lariviere	Treasurer
	Varinder Vohra	Property Maintenance Advisor
	Yawar Khan	Integral Property Management
	Heather Sterling	Recording Secretary

1. Call to Order

The meeting was called to order at 5:33 p.m. by the President, who served as Chair of the proceedings.

2. Approval of Agenda

Moved by Cheryl Dalglish and seconded by Varinder Vohra that the agenda be accepted as presented. **CARRIED.**

3. Approval of Minutes

Moved by Cheryl Dalglish and seconded by Linda Gilbert that the minutes of the meeting of the Board of Directors dated April 3, 2017 be approved as presented. **CARRIED.**

The Secretary provided a review of the text that had been obscured for purposes of privacy in the minutes of the meeting of the Board of Directors dated April 3, 2017.

Moved by Cheryl Dalglish and seconded by Linda Gilbert that the redacted minutes of the meeting of the Board of Directors dated April 3, 2017 be approved as presented. **CARRIED.**

4. Ratification of Decisions Made Between Meetings

No decisions requiring ratification were made by the Board of Directors subsequent to the April 3, 2017 meeting.

5. Financial Statements

The Treasurer provided a review of the financial statements for the period ending March 31, 2017.

The property manager was directed to ensure that all purchase orders for work that had been completed were appropriately recorded as such and the financial records updated accordingly.

The meeting proceeded in-camera for a discussion about changes to the staff complement.

The Treasurer provided an overview of the Scotia Wealth Management Investment Account Statement for the period February 1 to 28, 2017, this monthly statement providing an account overview, detailed list of account holdings and monthly activity report for the corporation's investments.

The property manager was directed to ensure that a copy of the Scotia Wealth Management's monthly investment account statement was provided to accounting staff and that the corporation's financial records were then updated as necessary to reflect current investments, doing so appearing to have recently been overlooked.

Discussion ensued regarding a resident's vehicle having damaged the new garage door shortly after its installation. The property manager was directed to have the garage door repaired.

The property manager provided an update on the status of some of the monies listed as owing in the document entitled, "Owners A/R Aging Summary," including lien proceedings having commenced against a particular unit. It was clarified that all costs associated with involving legal counsel in efforts to collect outstanding monies were borne by the owner whose condominium fees were outstanding and not CCC 383.

Moved by Yves Lariviere and seconded by Varinder Vohra that the financial statements for the period ending March 31, 2017 be accepted as presented.
CARRIED.

6. Director Reports

a) President

The President noted that he had no matters on which to report.

b) Vice President

The Vice President noted that she had no matters on which to report.

c) Secretary

Discussion ensued regarding water infiltration in the vicinity of Cheryl Dalglish's (Unit 711) bedroom window, evident from the water-soaked carpeting. The property manager was directed to have the water penetration at this unit, and any other units experiencing a potential similar issue, investigated.

Discussion ensued regarding an earlier decision of the Board of Directors that the planters on the parking garage would not be returned to use (due to safety concerns associated with their watering as well as water from planters draining onto vehicles). The property manager was directed to speak with the Gardening Committee to confirm that parking garage planters were to remain empty. The property manager was further directed to have the planter adjacent to the one over the garage door inspected to determine why water was pooling in, rather than draining out of, said planter.

The Vice President and Property Maintenance Advisor, whose terms expired at the June 2017 Annual General Meeting (AGM), both noted that they planned to seek re-election to the Board of Directors.

The property manager was directed to have the office administrator post a notice on the electronic bulletin board system advising owners that two positions on the Board of Directors expired at the upcoming AGM and that owners interested in seeking election to the Board should notify the office.

The meeting proceeded in-camera for a discussion about staffing matters.

d) Maintenance Advisor

It was noted that the LED (light-emitting diode) retrofit of the building's common element lighting would begin as soon as the ordered materials had arrived.

7. Management Report

The property manager provided a review of the management report representing issues as of May 2, 2017.

The property manager was directed to speak with Jose Mendoza, structural/building science engineer from Morrison Hershfield, about leaks in the parking garage.

The meeting proceeded in-camera for a discussion about staffing matters.

8. Status Certificate

It was noted that one status certificate had been issued in April 2017.

9. Business Arising

No discussion was held on this agenda item.

10. Correspondence/Letters

Discussion ensued regarding the May 3, 2017 email from Rollie Sanders (Unit 1407), sent to the Vice President and property manager, about smoke in his unit and his plan to offer “some thoughts and recommendations concerning possible fallouts resulting from” Atrium II becoming a smoke-free building.

11. Other Business

Discussion ensued regarding the sound of drilling that had been heard on numerous occasions by three Board members during evening hours in contravention of the rules that did not permit such renovations to occur between 8:00 p.m. and 8:00 a.m. or on Sundays. The property manager was directed to contact the owner of the unit from whence it was believed the drilling was occurring.

The meeting proceeded in-camera for a discussion about staffing matters.

The property manager was directed to present a proposal to the Board of Directors that set forth the schedule, duties and costs associated with having a roving superintendent.

The property manager was directed to speak with Astrid Joseph (Unit 303), owner of Respaldo Services, about potentially providing part-time cleaning services to the corporation.

12. Next Meeting

It was noted that, if necessary, a meeting of the Board of Directors would be convened prior to the upcoming AGM in order to review and approve the audited financial statements in-person.

Discussion ensued regarding the upcoming AGM. It was agreed that the Vice President would contact several caterers about possibly supplying the food for the AGM.

It was agreed that the July meeting of the Board of Directors would be convened at 5:30 p.m. on July 5, 2017.

13. Adjournment

Moved by Yves Lariviere and seconded by Varinder Vohra that the meeting be adjourned. **CARRIED.**

The meeting was adjourned at 6:56 p.m.

Submitted by: 

Reviewed by: _____

Board Approval: _____