

**CARLETON CONDOMINIUM CORPORATION NO. 383**

Meeting of the Board of Directors  
Social Room, 2759 Carousel Crescent, Ottawa, Ontario  
October 10, 2017

**Minutes**

<b>PRESENT:</b>	Behrooz Owraiki	President
	Linda Gilbert	Vice President
	Cheryl Dalglish	Secretary
	Varinder Vohra	Treasurer
	Francine Roberts	Property Maintenance Advisor
	Yawar Khan	Capital Integral Property Management
	Yves Lariviere	Unit 404
	Heather Sterling	Recording Secretary

**1. Call to Order**

The meeting was called to order at 5:35 p.m. by the property manager, who served as Chair of the proceedings.

**2. Approval of Agenda**

Moved by Francine Roberts 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 September 14, 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 September 14, 2017.

Moved by Cheryl Dalglish and seconded by Varinder Vohra that the redacted minutes of the meeting of the Board of Directors dated September 14, 2017 be approved as presented. **CARRIED.**

Moved by Cheryl Dalglish and seconded by Francine Roberts that the minutes of the special meeting of the Board of Directors dated August 15, 2017 be approved as presented. **CARRIED.**

It was noted that the minutes of the August 15, 2017 meeting did not require redaction.

#### **4. Ratification of Decisions Made Between Meetings**

In response to the comment that the decision about carpet cleaning should be ratified, the property manager noted that the decision to award the contract for carpet cleaning to JaDoc Inglis Carpet & Rug Care had been made during the previous meeting and therefore there were no decisions requiring ratification at this time.<sup>1</sup>

#### **5. Financial Statements**

It was agreed to defer this agenda item until the arrival of the President.

#### **6. Director Reports**

##### a) President

This agenda item was deferred until the President's arrival.

##### b) Vice President

The property manager was directed to review the contract with Luminex against the adjusted scope of work<sup>2</sup>, invoices received and cheques issued as it appeared that the corporation had issued payments that exceeded the cost of the project.

It was noted that the lights in the squash courts would be replaced by staff in conjunction with squash court repairs.

##### c) Secretary

Discussion ensued regarding problems that several owners had recently encountered with the lock on the pedestrian door to the parking garage. The property manager was directed to confirm that this had been fixed.

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<sup>1</sup> During the September 14, 2017 meeting of the Board of Directors, the property manager had noted that he was in the process of seeking quotes for cleaning the hallway carpeting.

<sup>2</sup> During the September 14, 2017 meeting of the Board of Directors the property manager had been directed to request a revised price for the LED (light-emitting diode) lighting retrofit project from Luminex Lighting given that not all the lights included in the original agreement had been replaced.

Discussion ensued regarding the poor workmanship of the recently applied caulking around parking garage doors, an issue that the property manager would address.

d) Maintenance Advisor

The property maintenance advisor drew attention to the document entitled, "Maintenance Advisor Report as of July 2017."

It was noted that the property manager would be following up with residents who had not cleared their parking spaces as requested (such as by storing tires in a parking spot) to remind owners of the need to do so (to be in compliance with the rule that only permitted a parking spot to have one parked vehicle and one folding grocery cart).

It was noted that the property maintenance advisor would continue to follow-up with Homestead (responsible for the adjacent apartment building) and Diane Deans, the City of Ottawa Councillor for Gloucester-Southgate Ward, about removal of dead trees on areas surrounding Atrium II.

It was noted that clear, corrugated plastic inserts had not yet been installed in the parking garage's exterior wall openings but this would eventually be done.

Discussion ensued regarding the suggestion that the rental fee for the social room be increased. It was agreed to defer a decision on this matter until office staff had prepared a report on the usage/rental of the social room.

The property manager was directed to proceed with arranging for the information session for owners during which legal counsel would review upcoming changes to the Condominium Act.<sup>3</sup>

## 7. Management Report

The property manager provided a review of the management report representing issues as of October 10, 2017.

The President joined the meeting at 5:58 p.m.

It was noted that the property manager would set up a display of brick samples for review by Board members.

The property manager was directed to make arrangements for the annual fire inspection.

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<sup>3</sup> During the August 3, 2017 meeting of the Board of Directors it had been agreed that this session would take place in autumn 2017.

Discussion ensued regarding the suggestion that one parking space in the northern section of the visitor parking area at the rear of the building be removed and the remaining spaces widened given that the current width of parking spaces was insufficient for some people to comfortably enter or exit their vehicles. It was agreed that the lines would be repainted in this regard at a yet to be determined point in the future.

It was noted that in her capacity as the building's Neighbourhood Watch Coordinator, the property maintenance advisor had contacted Ottawa Police Services which had resulted in two to three police patrols of the property per week.

Discussion ensued regarding security concerns related to the lack of lighting on the path to the rear of the Towngate Shopping Centre property. It was noted that the Treasurer<sup>4</sup> and/or property maintenance advisor would contact Councillor Diane Deans about the possibility of the city erecting lighting along the path.

Discussion ensued regarding the non-operational lights at the northwest corner of the garage, one of which was believed to have been disabled due to its light shining into unit windows. It was noted that this would likely no longer be a problem because the fixtures were now positioned so as to direct light downward. The property manager was directed to attempt to find the power switch for this lighting.

Discussion ensued regarding the cage that spanned several visitor parking spaces for the purpose of housing supplies for the brickwork repair project.

Discussion ensued regarding the cost of smoking shelters. It was agreed not to purchase a shelter at this time and simply install a sign that identified the designated smoking area by the parking garage.

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

## **8. Status Certificate**

The property manager drew attention to the list of status certificates issued in 2017.

## **5. Financial Statements**

Discussion ensued regarding the options, discussed during an informal meeting between Yves Lariviere, the President, the Vice President and the property manager, of potentially forming a Finance Committee or appointing Yves

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<sup>4</sup> Subsequent to this discussion a new Treasurer was appointed by the Board of Directors, this refers to the sitting Treasurer at the time this action was identified.

Lariviere as a non-voting officer of the Board of Directors who would be tasked with preparing and presenting a monthly report on finances.

Moved by Linda Gilbert and seconded by Varinder Vohra that Yves Lariviere be appointed as an officer and the Treasurer of the Board of Directors. **CARRIED.**

The property manager was directed to resolve the issue of bookkeeping staff not having yet closed the previous fiscal year's financial records and consequently the financial statements, at the end of the third quarter of the current fiscal year, contained inaccurate data that hampered the Board of Directors' decision-making ability.

The property manager was directed to ensure that the information about the corporation's reserve fund investments presented in the monthly financial statements aligned with the financial institution's investment listing. It was noted that the corporation had specifically provided the Scotia Wealth Management Investment Account Statement that listed all the investments to the property management firm for purposes of bookkeeping staff updating the financial records but this had not been done. It was further noted that the necessary updating of the financial records to reflect the information presented on the Scotia Wealth Management Investment Account Statement needed to be done immediately.

The property manager was directed to ensure that the financial statements were made available to Board members well enough in advance of a meeting to provide sufficient time for review prior to the meeting. It was noted that the Board had decided to hold its meetings later in the month for this specific reason yet the statements continued to arrive a couple of days before the meeting.

The Treasurer provided a review of the financial statements for the period ending September 30, 2017.

It was noted that the property management firm had not updated the monthly appropriation to the reserve fund to align with the amount set forth in the reserve fund study for 2017 and had continued to reflect the lesser appropriation that was in place during 2016. It was further noted that the amount of the monthly appropriation needed to be corrected forthwith.

The Treasurer provided a review of the expense forecast to the fiscal year-end December 31, 2017.

In response to a question about the possibility of installing individual water meters so that each unit could be charged for its actual water consumption, it was noted that the cost of installing sub-meters was approximately one thousand dollars per unit and it would be the responsibility of the condominium corporation to read each sub-meter and bill each unit for its consumption because the city

would continue to bill the corporation based on the main meter. It was further noted that this subject could be discussed in the future.

It was noted that the issue of the balance sheets not balancing had returned. The property manager was directed to have this problem resolved.

Discussion ensued regarding the ongoing issues encountered with bookkeeping services and need for some level of oversight to mitigate these issues continuing in the future.

Discussion ensued regarding the need to be vigilant insofar as collecting monies owed to the corporation and not allowing the accounts receivable to become sizable.

Discussion ensued regarding the impact of unexpected operating expenses such as legal fees and mandatory contributions to the newly established Condominium Authority of Ontario.

Moved by Linda Gilbert and seconded by Cheryl Dalglish that an operating fund special assessment of two hundred dollars per unit be levied and that owners be given the option to pay the special assessment as a lump sum or in two payments of one hundred dollars each, the first of which will be due on November 15, 2017 and the second of which will be due on December 15, 2017.  
**CARRIED.**

Moved by Francine Roberts and seconded by Linda Gilbert that the financial statements for August and September 2017 be accepted as presented.  
**CARRIED.**

## **9. Business Arising**

It was noted that the Vice President and property manager would review the list of action items emanating from previous meetings.

## **10. Correspondence/Letters**

The October 10, 2017 email from Roland Sanders (Unit 1407) was reviewed.

Varinder Vohra departed the meeting at 7:53 p.m.

Discussion ensued regarding matters pertaining to the aforementioned email. It was noted that the President and property manager would meet with Roland Sanders on October 12, 2017.

**11. Other Business**

Discussion ensued regarding the suggestions that a refundable security deposit be required for guest suite rental as well as use of the elevator to move in or out of the building. It was noted that in the event that somebody smoked in the guest suite (as had recently occurred) arrangements should be made for the suite to be professionally cleaned and the cost of doing so charged back to the resident who had rented the guest suite. It was suggested that a sign be placed in the guest suite reminding users that Atrium II was a non-smoking building. It was agreed that henceforth a resident renting the guest suite would be required to pay a one hundred dollar refundable security deposit.

Discussion ensued regarding establishing a policy dealing with employees of the corporation providing access to units, such as in the event that a resident returned to Atrium II having left the keys to his/her unit elsewhere. The property manager was directed to develop a draft policy in this regard along with a draft checklist for use by staff when carrying out such a policy.

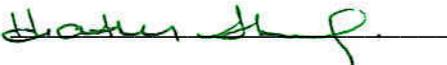
It was noted that staff did not sign a confidentiality agreement per se but their employment contracts did include a clause about confidentiality.

**12. Next Meeting**

It was agreed that the next regular meeting of the Board of Directors would be convened at 5:30 p.m. on November 6, 2017.

**13. Adjournment**

The meeting was adjourned at 8:27 p.m.

Submitted by: 

Reviewed by: \_\_\_\_\_

Board Approval: \_\_\_\_\_