

CARLETON CONDOMINIUM CORPORATION NO. 12

Minutes of the Meeting of the Board of Directors of C.C.C. No 12 for Wednesday Oct 18, 2017 at 5:30pm.

PRESENT:	J. Louise Lepine	President/Treasurer
	Bill Giggie	Vice-President
	Pierre Guimond	Communications Director
	Lise Deschamps	Director
	Sylvie D. Richer	Officer
	Yawar Khan	Management
	Réjean Daoust	Management

CALL TO ORDER AND APPROVAL OF AGENDA

The meeting was called to order at 5:32pm

The agenda was accepted with the addition of:

- Resignation of Stuart Brodie
- Sylvie Diane Richer to replace vacant director position until AGM
- Enterphone feature

APPROVAL OF THE MINUTES

September 20th, 2017 minutes are approved as presented by the board.

MANAGEMENT REPORT

- Balconies: Chipping is complete and cement pouring started.
- Water infiltration southeast corner: Brooks restoration would need an extra swing stage to access the area. If one can be made available, the work could be done this fall; if not will have to wait until 2018.
- PH5 drainage issue: Balconies must be done first, for roof anchors use and budget wise. Issue will be discussed when work on balconies is complete.
- LOBBY: The lobby is almost complete. One small detail to be fixed, the window frames to be redon; laundry room fans are to be replaced with smaller ones.
- UNIT 403: Many legal steps to be done; the process is moving along for the power of sale to be done and the corporation refunded for all the arrears.
- LIGHT RETROFIT: Sconces have been received and installed, some don't match on other floors, and they will be replaced. all lights in the stairwells to be replaced as well as some sconces.
- WINDOWS: Replacement of windows originally installed when the building was built will be done from top of tower going down, which should be completed in approximately 4-5 years.
- DOOR LEVERS: Most door handles have been replaced, work is ongoing.
- COMMERCIAL BAYS ELECTRICITY BILL: Legal action to start with our lawyer.
- RESERVE FUND STUDY: The required documentation for Keller Engineering to do the work has been sent.

RATIFICATION OF E-MAIL MOTIONS

By email Sept 27, 2017: MOVED by Mr. Guimond that we accept the quote from Brooks Restoration to investigate the water infiltration on the southeast corner of the building in the amount of \$3,900 plus tax. SECONDED by Mr. Brodie. MOTION ACCEPTED UNANIMOUSLY

By email Sept 27, 2017: MOVED Mr. Guimond that the quote to do a comprehensive reserve study be awarded to Keller Engineering in the amount of \$6,500. SECONDED by Ms. Deschamps. MOTION ACCEPTED UNANIMOUSLY

FINANCIAL STATEMENTS

Financial statement reviewed, minor corrections made. Our financial situation is good, our gas bill is coming due and our share is about \$13,300 as we have one gas meter for the complex. The treasurer requested approval of the financial statement, the board agreed.

NEW BUSINESS

- Unit door repairs: MOVED Mr. Guimond that the quote from Ambico to repair 4 doors at a cost of \$4,306 be accepted. SECONDED by Ms. Deschamps. MOTION ACCEPTED UNANIMOUSLY
- FOBs clarification: owners are responsible to give and take back fobs for their renters, management only deals with owners.
- Rejuvenation of hallways: repaint walls and clean carpet, to be planned.
- Roberts Rules: Discussion of Parliamentary rules for meetings.
- By-laws 9 & 15: a reminder to be sent to owners, changes to the common elements/units must be reviewed and approved by the board.
 - The board received and approved 2 owners' requests:
 - to remove a portion of a kitchen wall and
 - Install an a/c heat pump on the balcony.
- Arborus/Holmes engineering report: clarification made for board members, building mechanical equipment possible upgrades made during their presentation.
- Updates:
 - Coinamatic: 2 front loaders to be replaced by top loaders and 1 more top loader
 - Luminex: discussed in mgmt. report
 - Balconies: discussed in mgmt. report
- Enterphone: no need for a land line, mgmt. to find out how to connect the Enterphone to a unit as this feature was added at extra cost when it was installed.

NEXT MEETING

The next meeting will be November 15, 2017 at 5:30pm

ADJOURNMENT

MOVED by Ms. Deschamps that the meeting be adjourned SECONDED by Ms. Richer MOTION ACCEPTED. The President adjourned the meeting at 7:20 pm



Pierre Guimond
Communications Director