

MINUTES

BOARD OF DIRECTORS MEETING

22 JAN 2019

Present; Sandra Tompkins, Dominic Manzo, Wayne Forbes, Helen Shields, Jeffrey Porter, Barbara Ravanelli (CIPM)

CALL TO ORDER

Sandra called the meeting to order at 1905. Moved by Helen, seconded by Jeff , the agenda (as amended) be approved. Carried.

APPROVAL OF MINUTES

The Minutes of the BOD meeting held 13 Dec 2018 were reviewed. It was noted the unit with a leaking outdoor spigot was unit 66 and not unit 69 as stated in the Management Report. Moved by Jeff, seconded by Dominic, the Minutes (as amended) be approved. Carried.

MANAGEMENT REPORT

1. The engineering report from Keller Engineering regarding unit 70 attic ventilation and dated 16 Jan 2019 was reviewed. It was noted that there may be some responsibility for repair on the part of the owner since the bathroom had been modified. Keller will inspect a like unit to ascertain if the problem is isolated. Wayne volunteered to have engineer inspect his attic (unit 64) to determine extent of problem noting that his bathroom had also been modified with the installation of a one-piece bath/shower unit. Barbara will notify Keller.

2. Snow removal – many complaints have been received regarding the poor performance of the contractor. Barbara will be meeting with contractor.

3. Task List – outstanding items;

No. (unknown) – Keller project, siding contract - overall there is much confusion regarding the status of this project. Wayne noted that his memory was that the tender would be posted no later than Feb 2019. The latest action noted on the Task List is that the asbestos questions have been answered and pricing will be in this week. It is most important to keep on top of this file.

No. 5 – Unit 39, at lawyer for action. Ongoing

No. 14 – painting of entry porticos, cost quotes next spring. Ongoing

No. 34 – Fence repairs, latest action indicates work still under warranty. This needs to be confirmed.

Nos 73, 84, 94, 102 and 103 – deferred to spring. Ongoing

No. 100 – Reserve Fund Study, not yet received from Keller.

No. 93 – 2018 AGM minutes, Wayne forwarded to all Directors and Barbara for review. Nil returns received.

No. (unknown) – unit 64 foundation leak. Seeking bids for repair. Ongoing.

No. (unknown) – unit 35 reported rotting siding, spigot non-functional, and old hornet nests. Ongoing.

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FINANCIAL

No Financials were available for review due to early timing of this meeting. Barbara informed that BDO, subcontractor to CIPM, is now performing the financial function for CCC22. Wayne requested the leased parking report be included in future Financial Reports.

Wayne noted that the previously approved change in investment strategy from ScotiaWealth required formal approval. Moved by Dominic, seconded by Helen, the new strategy be approved. Carried.

Wayne noted that the previously approved Budget for 2019/2020 required formal approval. Moved by Wayne, seconded by Dominic, that the Budget (condo Fee increased to \$405.00/month and leased parking to \$35.00/month) be approved. Carried.

STATUS CERTIFICATES

Unit 70 – the Status Certificate was reviewed. The Note at para 23 clearly indicates to the buyer the on-going situation with regard to the attic moisture problem and that the responsibility for repair cannot be determined at this time.

Unit 66 – The Status Certificate was reviewed and it was noted that at para 23 an outstanding repair to the outdoor spigot was identified.

NEW BUSINESS

The Carleton Parking report was reviewed and Wayne has questions regarding the response to unit parking spot and leased parking spot violations. He requested all Directors read the current contract and the Board can discuss at later date.

ADJOURNMENT

The meeting was adjourned at 2120. Next BOD meeting scheduled for Tuesday 26 Feb 2019 at 1900. Note that future BOD meetings are scheduled for the fourth Tuesday of the month.