

**CARLETON CONDOMINIUM CORPORATION NO. 60**

**BOARD OF DIRECTORS MEETING  
MONDAY, FEBRUARY 5, 2018  
BOARD ROOM - 333 CHAPEL STREET  
7: 00 P.M.**

**MINUTES**

**Present: Marcia Clement (MC), Marc Bouchard (MB), David Grant (DG), James Collie (JC), Jim Wyndels (JW), Réjean D'Aoust (RD)**

- 1. Meeting Called to Order: 7:00 p.m.**
- 2. Approval of Agenda: Moved by MC Seconded by DG**
- 3. Approval of Previous Minutes: Delayed subject to correct version.**
- 4. MANAGEMENT REPORT**
  - (a) Remove no longer relevant items: front entrance system, pipe test.**
  - (b) No confirmed date on pool humidifier installation.**
  - (c) Luminex will be doing final verification tomorrow, February 6th.**
  - (d) Follow-up on balcony work at other buildings to determine likely cost scenarios and also to consider prospective engineers: possibly Desjardins, Keller & Cleland Jardine.**
  - (e) Residents will be encouraged to verify type of washer hoses in Spring newsletter.**
  - (f) Electrical vault inspection to be undertaken this spring; timing dependent on Del Holmes' initial report and possible follow-up.**
  - (g) Bulletin board lighting to be installed by Bolton; additional lighting in locker rooms 1 & 2 (to be confirmed by MB) should be undertaken in conjunction with bulletin board installation to reduce cost; hook for rear door installed.**
  - (h) RD will get inspection reports from Baxtec for the garage exhaust fan and rooftop make up air unit in near - term.**

**5. DECISION RATIFICATION**

There were no decisions ratified between meetings as the decision to have Capital Integral (CI) scan current and future CCC60 documents was made at the Jan.11th Board meeting. On this subject, MC reported that she had contacted the City of Ottawa about accessing the original building drawings that they should have on file. She indicated that she would advise the Board of some of the costs and procedures involved. [MC: There would be a non-refundable fee of \$67 to see what is on file. Because documents are copyrighted, permission would need to be secured before any could be released. The City has a procedure in place for firms no longer in business or individuals deceased. There is an application form online (City of Ottawa, Building Code, Access to Building Records). The fees for requested documents after viewing are: paper-\$0.30/page; plan sheet-\$10.20/sheet (digital not available); DVD-\$10.20/DVD (microfiche/microfilm only); USB-\$15.30/USB ((microfiche/microfilm only)]. The Board agreed to investigate further after confirming what drawings are held by CI.

## **6. BUSINESS ARISING FROM PREVIOUS MINUTES**

- ( a ) RD to arrange for retaining wall inspection in May by firm that has done it in the past.**
- ( b ) MB reported that rear door hook installed to facilitate entry.**
- ( c ) Canada post mail box request sent : RD reported no response yet received.**
- ( d ) Mural: JC reported that the City has indicated that there are by-law restrictions. Precedents should be investigated. MC will follow-up with Lynda Pilkington.**
- ( e ) The Information meeting for owners about condo law changes and their implications will take place March 15th as both Nancy Houle and Yawar Khan have confirmed their availability.**
- ( f ) Moving in procedure to be addressed in spring newsletter.**

## **7. FINANCIAL REPORTING**

- ( a ) Monthly financial reporting- 100% of condo fees up-to-date.**
- ( b ) Given that some special assessment payments are in arrears, MC suggested that the reminder of the next special assessment give definitive notice to residents to pay on time, noting interest can be charged on outstanding monies owed. [MC: Provided for in By-Law 1, para. 11, s.v (a)]**
- ( c ) Budget in account 5007 general ledger (new condo act) will be merged into 5002 (management services) to accommodate management fee changes resulting from new condo act. Any other related expenses, e.g. condo board training, will continue to be charged to GL 5007, which will likely run a deficit as the financial implications of the new act could only be estimated when the budget was developed.**
- ( d ) Patio and entry door expenses were more substantive due to repairs to the handicapped entry system and will continue to be tracked separately. Remote/lock and key expense will be included with General Maintenance.**
- ( e ) MC raised questions concerning certain entries in the financial statements particularly relating to an entry of \$500,000.00 (the past year's special assessments), specifically if this amount has been transferred from the Operating Expense account to the Reserve Fund account and how the entire amount could have been transferred if some payments are in arrears.**
- ( f ) Investment strategy report submitted Amount to be invested yet to be decided. Alterna recommendation preferred subject to review and clarification from Yawar. JC to request more specific proposal from Alterna.**
- ( g ) Approval of Monthly Financial Report deferred pending clarification of questions raised under (e) above.**

**8. NO ITEMS FOR DISCUSSION**

**9. NO INFORMATION ITEMS**

**10. NO NEW BUSINESS**

**11. NO STATUS CERTIFICATES issued this month.**

**BOARD MEETING: April 9th after March meeting.**

**MEETING ADJOURNED at 9 pm. Moved by JW and Seconded by DG**

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