

CARLETON CONDOMINIUM CORPORATION NO. 383

Meeting of the Board of Directors
Social Room, 2759 Carousel Crescent, Ottawa, Ontario
March 9, 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 5:05 p.m. by the President, who served as Chair of the proceedings.

2. Approval of Agenda

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

3. Approval of Minutes

Moved by Cheryl Dalglish and seconded by Varinder Vohra that the minutes of the meeting of the Board of Directors dated February 9, 2017 be approved as presented. **CARRIED.**

It was noted that it had been unnecessary to redact any information for purposes of privacy in the minutes of the meeting of the Board of Directors dated February 9, 2017

4. Ratification of Decisions Made Between Meetings

a. Stack Flushing

Moved by Linda Gilbert and seconded by Yves Lariviere that the email decision to accept the February 3, 2017 quote submitted by Aqua Drain

Sewer Services Inc., to high pressure clean one horizontal stack, in the amount of \$1,080 plus HST be ratified. **CARRIED.**

b. Garage Door Replacement

The property manager was directed to post a notice on the electronic bulletin board to update residents about garage door replacement.

Moved by Varinder Vohra and seconded by Linda Gilbert that the email decision to accept option 2 as presented in the February 13, 2017 quote submitted by B. Pritchard & Son Garage Door Service for supplying and installing two new garage doors and accompanying hardware in the amount of \$3,300 plus HST be ratified. **CARRIED.**

5. Financial Statements

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

The property manager was directed to determine whether the \$212.33 posted to the operating fund expense line "Salaries Expense" represented the corporation's January 2017 EI contribution and should therefore have been posted to "EI Expenses." It was noted that if this were the case, an adjusting entry would need to be made to correct this. The property manager was further directed to have an adjusting entry made such that the annual Board of Directors and staff Christmas dinner was expensed to a more appropriate line item than the expense line "Salary Bonus Expense."

The property manager was directed to provide details about the values and length of terms of the recently purchased guaranteed investment certificates.

Discussion ensued regarding the types of costs that could be expensed to the operating fund, the reserve fund and in some cases to both and how such distinctions were made.

Moved by Yves Lariviere and seconded by Linda Gilbert that the financial statements for the period ending January 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

Discussion ensued regarding the hallway upgrades project. The property manager provided a detailed review of the proposal submitted by ASDG Atkinson Schroeter Design Group in this regard.

Discussion ensued regarding the importance of having a professional designer involved not only in planning the hallway upgrades project but in managing/overseeing the project and its contractors from beginning to end.

Moved by Cheryl Dalglish and seconded by Linda Gilbert that the February 23, 2017 proposal for professional interior design services submitted by Atkinson Schroeter Design Group for corridor refurbishment phase 1 activities (site verification & measure and design development & finishes) to a maximum of \$2,860 plus HST be accepted. **CARRIED.**

c) Secretary

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

d) Maintenance Advisor

The property maintenance advisor noted that he had no matters on which to report.

7. Management Report

The property manager provided a review of the management report representing issues as of March 3, 2017.

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

The property manager was directed to speak with the corporation's contact at Commissionaires Ottawa about the need for its staff to take meal breaks out of sight of the security desk and to avoid socializing with non-residents while on duty.

Discussion ensued regarding the visitor parking blitz currently underway which seemed to have considerably lessened the problem of residents parking their vehicles in visitor parking. It was noted that such blitzes would likely be undertaken on a regular basis to mitigate the likelihood that numerous residents would resume parking their vehicles in visitor parking as a matter of course.

The property manager reviewed three quotes for cleaning window exteriors.

Moved by Cheryl Dalglish and seconded by Linda Gilbert that the March 7, 2017 estimate submitted by Soulard Multi-Service for cleaning exterior perimeter windows in the amount of \$4,650 plus HST be accepted. **CARRIED.**

It was noted that the estimate submitted by Soulard Multi-Service, for the yearly visual inspection of anchors to confirm that they adhered to the requirements of the Ministry of Labour, in the amount of \$275 plus HST was well within the property manager's spending authority and therefore he would authorize this inspection.

The property manager provided an overview of the status of audit activities associated with the fiscal year January 1, 2016 to December 31, 2016. It was noted that the property manager would advise the auditor forthwith that his services would be needed on June 8, 2017, the date of the Annual General Meeting.

The Atrens-Counsel Insurance Brokers document entitled, "Legal Expense Insurance for Condominium Corporations" was reviewed.

Moved by Yves Lariviere and seconded by Cheryl Dalglish that the condominium select offer to renew submitted by Atrens-Counsel Insurance Brokers for the period March 31, 2017 to March 31, 2018, at an annual premium of \$50,877 plus 8% sales tax, be accepted and that legal expense insurance be added to the policy for this one-year period at an additional charge of \$394 plus 8% sales tax. **CARRIED.**

It was confirmed that screens had been installed on the rooftop vents.

It was noted that Michelle Deriger, the property administrator, had given her notice to CCC 383 through the property manager and accepted a position with the property management firm that aligned with her desire to become a property manager. The meeting proceeded in-camera for a discussion about matters related to her departure and staffing the office.

8. Status Certificate

The property manager drew attention to the list of status certificates issued in 2016 and 2017. It was noted that status certificates now clearly identified that Atrium II was a smoke-free building and therefore prospective purchasers would be aware that smoking in units was not permitted.

9. Business Arising

It was noted that the Vice President and property manager had been unable to meet subsequent to the Board's February 2017 meeting and would be arranging

a time in the near future to review the list of outstanding action items emanating from previous meetings.

10. Correspondence/Letters

a. Service request from M. Demers Unit 1809

The property manager provided a brief overview of Micheline Demer's common element maintenance requests.

The property manager provided an overview of issues that had arisen between one of the owners of Unit 807 and others in the building, detailed information about which that would be discussed during the April 2017 meeting. It was noted that the corporation would be contacting the owners of the unit in writing regarding some of these issues.

11. Other Business

Discussion ensued regarding what constituted the "emergency" situations under which Board signatories were sometimes asked to sign a lone cheque, such circumstances tending to be when a cheque had been issued for the parking garage contract because the terms of the agreement were such that by paying an invoice immediately the corporation benefited from a 1.5% discount or when monies were payable to the Canada Revenue Agency because the turnaround time between notification and the payment due date was nominal.

12. Next Meeting

It was agreed that the next meeting of the Board of Directors would be convened at 5:00 p.m. on April 3, 2017.

Discussion ensued regarding how best to recognize the contribution of the outgoing property administrator.

13. Adjournment

Moved by Behrooz Owraki and seconded by Varinder Vohra that the meeting be adjourned. **CARRIED.**

The meeting was adjourned at 6:59 p.m.

Submitted by:



Reviewed by: _____

Board Approval: _____