
Carleton Condominium Corporation *no.279*

INTEGRAL PROPERTY MANAGEMENT
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MANAGEMENT REPORT

prepared for the MEETING OF THE BOARD OF DIRECTORS

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A G E N D A

Tuesday, 28 February, 2017

1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES – January 17, 2017

4. FINANCIAL REPORT - January 2017

5. MANAGEMENT REPORT

6. NEW/OLD BUSINESS

- Energy audit
- Front Directory board replacement
- Fob keys
- Entrance
- Budget 2017-18
- Regulations – vehicles in garage, Airbnb
- Beatification Committee
- Contract – Bridan, Microtec, Scrivens
- Website
- Newsletter

7. NEXT MEETING

8. ADJOURNMENT

MANAGEMENT REPORT

The Following Represents Issues as of Tuesday, 28 February 2017

ITEMS FOR BOARD INFORMATION

- **Tiles:**
The contractor is meeting with the board with samples and designs for the floors. As soon as this is decided the work will be scheduled. Ongoing
- **First Floor heating:**
The quotes will be done in the spring since the access to the outside area for proper measurements for the insulation under the concrete slave is limited. Spring action
- **Handicap door:**
The front door will be done on the week of January 15th 2017, because the contractor is still waiting for some parts. Completed
- **Water damage unit 301:**
We are in communication with the insurance of unit 301 and we are waiting on the invoices and also the insurance of the unit 201 so we can close the file. We will have some invoices paid by Microtec since they have some problems with the system and the technician was not able to fix it and caused charges to the Corporation that should be covered by them. (Police, Postal).
- **Entry console:**
City lock repaired micro switch inside the intercom for the front system and also for the camera system in the building. Completed - Mircom meet on site to provide a proposal for a new front door entry system- quote to be obtained. GMS Securite provide a quote – copies provided to the Board.
- **HVAC**
Baxtec Mechanical was on site February 6th, 2017 to provide a proposal for a maintenance contract for the HVAC system. HTS Mechanical met on site Friday February 24, 2017 to review the HVAC system. Quotes to be obtained.
- **Make up Air/Boiler replacement Program**
Keller Engineering in process of working on the Make-up Air Unit and Boiler Replacement job at 555 Wilbrod St. (CCC 279). They will gain access to the building for an initial site visit and access to the corridors and the mechanical penthouse they can properly survey existing conditions.
- **Insurance**
The board has approved to renew the Corporations insurance with Scrivens Insurance effective April 4th, 2017. PM spoke with Scrivens and renewal terms will be provided the month of March 2017 and emailed to the contact person on file – Francine/Co-President.
- **Landscaping**
PM spoke with Ian Reynolds- Landscaper and Ian will provide a quote the week of March 6th, 2017.

2017 ANNUAL SCHEDULE

JANUARY/FEBRUARY

MARCH

Secure Landscaping Contract
Insurance (due 4 April)

APRIL

Prepare AGM
Inspect Winter Damage
Lobby stack pump out
Sump pump inspection
Generator inspection

MAY

AGM
Spring Inspection
Commence Spring Repairs
Sweep Parking/Line Painting
Fire inspection
Window cleaning
Garage floor cleaning
Heater in garage room turn off

JUNE

Test backflow preventer
Unit heat pump inspection (every even numbered year)
Duct cleaning (every 10 years) done in 2013

JULY/ AUGUST

Chimney cleaning (every 5 years) done in 2012
Caulking roof top chimney joints (every 6 years) done in 2011

SEPTEMBER

Secure Snow Removal Contract
Infra-red photography (every 5 years) done in 2011

OCTOBER

Lobby stack pump out
Eaves trough Cleaning
Sump pump inspection
Generator inspection
Window cleaning
Sump pump outs

NOVEMBER

Winterize Property
Heater in garage room turn on

DECEMBER

CORPORATION INFORMATION: CCC. 279

555 wilbrod

MAIN CONTRACTORS

Garbage Pick-up	BFI (Tania)	(613)831-3593
Electrical	DS Electric, Denis	(613)818-62707
Plumbing	Candor	(613)744-4369
Sewer	Sewermatic	(613)793-1449
Sump Pumps	The pump house	(613)722-4226 – (613)793-1449
Snow Removal	Juan Auer	(613)722-9311
Landscaping	Ian Reynolds	(613)225-7981
Building contractor	Multi-Maintenance (Pierre)	(613)745-8844 (pager)(613)751-0417
Locks	City locksmith	(613)746-5397
HVAC	Bridan	(613)860-1212
Garage door	Al Parsons	(613)798-4444
Generator	Gentech	(613)742-8833
Windows	M&T Glass	(613)745-7158
Sprinkler, Alarm	Douglas fire protection	(613)733-5348
Elevator	Regional Elevators	(613)596-5821

CORPORATION INFORMATION

Last Reserve Update	Keller Engineering, 2015
Next Reserve Study	2018
Year End	4 April
Insurance	Scrivens (Due 4 april)
Auditor	Boyer & boyer
Law Firm	Nelligan O'Brien Payne
Last AGM	24 May 2016

BOARD OF DIRECTORS AS OF LAST AGM

Name	Position	Address	Phone	Term
Louise Sweatman	Co-President		613-565-2998	
Francine Chartrant-Lauzon	Co-President		613-789-4768	
Leith Mullin	Treasure-secretary		613-562-2495	
Ken Killin	Director		416-938-0047	