



La Renaissance



Carleton Condominium Corporation No. 498
Minutes of the Meeting of the Board of Directors
Held Monday, February 25, 2019 starting at 6:30 p.m.
The Boardroom, 40 Landry Avenue, Ottawa, Ontario

Present:	Lucie Chartrand	Chair
	Jean-Maurice Filion	Secretary/Treasurer
	Andrew Shore	Director-at-Large
	Stéphane Émard-Chabot	Director-at-Large
	Anne Makuch	Property Manager, CI
	James Gu	Property Administrator, CI

Christine M. Plouffe	Unit Owner
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Absent:	François W. Lalonde	Vice-Chair
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1. Call to Order

The President, Lucie Chartrand, called the meeting to order at 6:33 p.m.

It was agreed that the agenda item regarding the electric vehicle charging station would be discussed at the beginning of the meeting so that Christine Plouffe could present her information without having to sit through other agenda items.

2. Acceptance of Financial Statements

- The boards requests previous budgets for year-to-year comparisons.
- CIPM is working with BDO to ensure that the Board has access and is approving payments.
- Unit 207's previous owner Larry Knox still has some credit balance. CIPM agreed to find his contact in order to refund the money back.

Moved by Jean-Maurice Filion, seconded by Stephane Émard-Chabot, to accept the January 2019 financial statements.

3. Management Report

Maintenance issues

	Item	Decision reached
1	Building mats	4th quote needed (from toronto based company) before final decision
2	Sanitary booster pumps	Done
3	Leak on 17th floor is coming from roof	ongoing
4	Defective hydro vault switch	Awaiting quotes from 2 contractors (3rd one gave up)
5	The second handrail for the pool	The contractor is projecting installing by the end of Feb 2019.
6	Annual fire inspection	Deficiency repair moved by Jean-Maurice Filion, seconded by Lucie Chartrand. Amount: \$14,269.59 Also looking for alternative contractors with better value.
7	Francis HVAC to replace one of three heat exchangers in garage	Moved by Lucie Chartrand, seconded by Andrew Shore - to be replaced in the fall (sep/oct). Amount \$8,244.00
8	Anti-EMF coating	Obtaining a quote however the project proved to be more complicated than originally anticipated. Since the coating is conductive it needs to be grounded by a certified electrician.
9	Poolwork contract termination	To look in detail into the conditions of termination and send a termination notice when possible.

Administrative issues

	Item	Decision reached
1	Parking reimbursement	The payment to be confirmed by the end of the month.
2	Asbestos Management Plan	Ongoing - awaiting third quote
3	Discrepancy issue with Budget	To refund back the surplus of money to all owners. Schedule and further procedures are to be made by the CI administration.

4	Locker & parking fee problem	<p>To research the reason for locker free rental. To make announcement that starting April 2019, normal rental fee will be applied.</p> <p>Starting March 2019, the standard parking rental fee (\$100/month) will be applied to everyone.</p>
5	Reserve fund study	The boards is interested in a detailed presentation of a proposal for depreciating asset study by Capacity Engineering at the next meeting.

4. Approval of Previous Minutes (January, 2019)

- It was noted that the numbered items in the minutes require renumbering.
- The board reached the decision to tow the non-registered car that is parked in the garage as it is the car of a non-resident, which is in contravention of the rules and regulations of the condominium corporation. A final warning notice will be given prior to towing.

The board approved the board meeting minutes of January 21, 2019 as amended.
 Moved by Andrew Shore, seconded by Stephane Emard-Chabot.

5. Ratification of Decisions Made Between Meetings

- a) To accept the proposal from Duron for the garage column repairs estimated to be \$90,900. Moved by Stephane Émard-Chabot, seconded by Lucie Chartrand
- b) To confirm decision to scan remaining condo file documents transferred from Axia at a cost of \$3,375 + HST for 9 boxes. Moved by Stephane Émard-Chabot, seconded by Lucie Chartrand

6. New business

a) Electric Vehicle Charging Station

The Board heard a presentation from Christine Plouffe regarding the possibility of installing an electric vehicle charging station at the building. Upon discussion it was decided that CIPM would find two or more companies offering a concrete assessment and technical advice as the next step, including the best installation location i.e. in the garage or at visitor parking.

b) 2018 financial audit - To begin March 8

c) Confirmation of AGM date and rental of hall

Should be scheduled around end of May. James will try to find any booking confirmation details in an email possibly send last year by previous office administrator either at Saint Bartholomew Church or Richelieu Vanier Community Centre.

d) Repairs of garage ceiling in B3 originating from last year's or previous membrane patching project - WSP to come to the building to make an assessment on the issue.

e) Alternate parking arrangements

As the project coordinator, James to make list of owners involved and to secure street parking with the City of Ottawa in time for the project start date. One hundred street parking permits were required during the project last summer.

f) Parking control - Visitor lot and parking garage - To ask the company that is monitoring the exterior visitor parking whether it is possible to extend those services to the parking garage.

7. Review of Latest Status Certificate

The Board was in receipt of the most recent status certificate.

8. Other Business

a) Renovation agreement

The agreement will be approved by next meeting once François W. Lalonde has had the opportunity to review.

b) Unit 603, 2nd parking space & window condensation issues

Parking: the owner of the unit is claiming that a second parking stall belongs to her unit as it was listed in the agreement of purchase and sale when the unit was purchased. The condominium corporation Declaration does not state that unit 603 has two parking stalls. The Declaration supersedes any document relating to the issuance of parking stalls.

Condensation: windows, being a common element, is not be touched by the owner. In addition, according to the last report that was done, the main cause for condensation may not be the windows.

c) Visitor Parking

A request was received to lease a parking space for a visitor of a unit. The visitor was granted extended visitor parking for a portion of the stay until. No visitor

parking will be granted to the visitor once the garage project begins.

d) Short-term tenant (AirBnB) continuing issue - monitoring and enforcing rule

CIPM has sent a reminder to the owner of the unit that short-term rentals are forbidden as per the bylaws. If the issue has not resolved within two weeks, legal will be contacted for further action.

9. Adjournment

The meeting was adjourned at 9:07 p.m. Moved by Andrew, seconded by Lucie.
Next meeting 18th March 2019, 6:30pm.