

Carleton Condominium Corporation No. 264

Minutes of Condo Board Meeting on Thursday, March 22, 2018

Present: Natasha Brunet, Brian Buys, Claude Durocher, Bernie Fradette, Heather Ross,
Denise Stimson (PM)

Location of meeting: CCC 264 Office

		<u>ACTION</u>	
1.	CALL TO ORDER:		Meeting began at 6:37 pm.
2.	APPROVAL OF AGENDA		Agenda approved.
3.	APPROVAL OF MARCH 1ST MINUTES		Minutes approved.
MANAGEMENT REPORT			
4.1	Parking Lot Numbers	DS/BA	Becky Aiken sent an email to owners at Block 802 asking for confirmation of parking space numbers. She is slowly getting responses with the info requested.
4.2	Pool	DS	<p>The contract was approved and Denise will sign the contract and send to H₂O.</p> <p>With respect to discussions concerning the potential removal of the pool (i.e what is the process) and having the pool and related equipment assessed by a professional as to what can be expected in repairs, we will have to wait until the snow has gone for this to happen.</p>

4.3	Roof Repair	DS	<p>Denise talked about the deficiencies to the roofing structure at Block 782 and pictures of the damages were shared. Audet was notified and once access to the attic at unit 37B is received, Denise will arrange for Audet to visit to assess damage and repair. It would be a good if a board member could also attend.</p> <p>Audet to provide a quote on protection troughs at downspouts.</p>
4.4	Waste Management	DS	<p>As the contract with Progressive was cancelled in December 2017, Denise to get refunds for the 2018 payments that were made.</p>
4.5	Lighting	DS	<p>Denise to call Luminex regarding visiting the condo corporation to assess our lighting needs and provide a quote to convert all to LED. The quote should show the savings that the conversion to LED will make.</p>
4.6	Steps	DS Board	<p>A walk-about will be conducted as soon as the snow is gone. Heather received 2 brochures at the Home Show of companies who deal with rubber coatings for steps (Perfect Surfacing Ltd. Who is currently working on condos on Bilberry and Ottawa Safety Surfacing) who will do free on-site evaluations.</p>
4.7	Door/Window	DS	<p>Unit 69A-750 - Steven had given the go-ahead to OMS to get a replacement window from Home Depot. An order was put in before Christmas in December to replace the window on the current door.</p> <p>Becky spoke with Bob from OMS who confirmed he has yet to hear back from Home Depot that the window is ready for the door. He advised me he will follow up with Home Depot as it should have been ready at the end of February.</p> <p>Denise will have an update once they hear from Home Depot regarding the window. Steven had earlier advised that CLV will be invoiced as they are responsible for the cost.</p>
4.8	Painting	DS	<p>Collins Painting provided a quote for painting all wood balconies, etc. for blocks 770/778/786.</p>
4.9	Chimney Cleaning	DS	<p>Denise to send the Drouin report listing all units inspected. Denise to confirm that <u>registered</u> letters stating the fireplace has been decommissioned and that the flue has been locked was sent to ALL units/tenants/owners where fireplace is NOT to be used</p>
4.10	Office Phone	CD	<p>Claude presented options for the office phone bills. It was agreed that we would have the phone operational for 4 months (June, July, August, September). Even with paying the reconnection charge it is cheaper than paying for a full year.</p>

4.11	Siding	DS	<p>Sascha of West of Main met with some members of the board and recommended that we stay with our original colour plan. She will provide a report to Keller Engineering.</p> <p>Notice was given to Dominion that they could start with mobilization of their equipment after April 1st.</p> <p>Denise to give 2 weeks notice to the owners at Block 782 regarding the commencement of the siding project.</p>
4.12	Electric Cars	Board	A new policy/regulation needs to be implemented regarding electric cars.
4.13	PM Contract	Board	A sample Management Agreement was provided by Yawar for our review and comments. We should put together some comments/questions for the next meeting.
4.14	Signage at Block 762	DS BF	The board approved the Western quote for Private Property signs (2) with a minor change to one of the signs to remove the No Trespassing line. The signs will be installed once the snow is gone and the ground has thawed. Bernie will place a marker with the signs are to go.
4.15	AGM – May 15, 2018	DS	<p>Denise will make sure that the Pre-notices and the AGM packages are sent out in accordance with the Condo Act.</p> <p>The room at Cairine Wilson High School has been booked.</p>
FINANCIAL REPORT			
5.1	Financial Reports	DS	Denise to confirm that the financials are now posted to the Board portal and we will access them there. They will not be emailed to us.
5.2	Assets #1025 - Other Receivables	DS	Still need to find out what are the “other receivables”.
5.3	Unit 67B-780	DS	Confirmation needed that lien in Status Certificate shows \$1,497 owing.
5.4	Petty Cash	DS	The amount of \$900 needs to be cleared up.

OTHER BUSINESS			
6.1	Complaint re Parking Situation	DS	A draft email to be sent to the owner (6A-762) whose tenant wanted an apology for being asked if she was a resident or visitor as she was parking in the visitor parking was discussed and approved by the board. Denise is to send the email on behalf of the board.

Meeting adjourned at 8:55 pm.

Next two meetings are scheduled for:

Thursday, April 26, 2018 at 6:30 pm and Thursday, May 24, 2018 at 6:30 pm.