

## CARLETON CONDOMINIUM CORPORATION NO. 383

Meeting of the Board of Directors  
Social Room, 2759 Carousel Crescent, Ottawa, Ontario  
November 6, 2017

### Minutes

<b>PRESENT:</b>	Behrooz Owraki	President
	Cheryl Dalglish	Secretary
	Francine Roberts	Property Maintenance Advisor
	Varinder Vohra	Director
	Yves Lariviere	Treasurer
	Yawar Khan	Integral Property Management
	Heather Sterling	Recording Secretary
<b>REGRETS:</b>	Linda Gilbert	Vice President

#### 1. Call to Order

The meeting was called to order at 5:31 p.m. by the President, who served as Chair of the proceedings.

#### 2. Approval of Agenda

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

#### 3. Approval of Minutes

Moved by Varinder Vohra and seconded by Francine Roberts that the minutes of the meeting of the Board of Directors dated October 10, 2017 be approved as presented. **CARRIED.**

The Secretary provided a review of the text that had been obscured for purposes of privacy in the minutes of the meeting of the Board of Directors dated October 10, 2017.

Moved by Cheryl Dalglish and seconded by Francine Roberts that the redacted minutes of the meeting of the Board of Directors dated October 10, 2017 be approved as presented. **CARRIED.**

#### **4. Ratification of Decisions Made Between Meetings**

No decisions requiring ratification were made by the Board of Directors subsequent to the October 10, 2017 meeting.

#### **5. Financial Statements**

It was noted that the property manager would provide Board members with the password to the property management company's website's CCC 383 Board portal. It was further noted that discussion would need to be held in the future regarding use of the portal and the corporation's Dropbox workspace.

The financial statements for September 2017 were reviewed during the previous meeting; therefore, there were no financial statements to present nor was there a report from the Treasurer.

The Treasurer departed the meeting.

#### **6. Director Reports**

##### **a) President**

The President noted that he had no matters on which to report.

##### **b) Vice President**

In the absence of the Vice President, no discussion was held on this agenda item.

##### **c) Secretary**

Discussion ensued regarding the hours that the onsite office would be open once the new office administrator was in place. There was general agreement that the office would be open from 8:00 a.m. to 1:00 p.m. Mondays to Thursdays, with additional Wednesday hours of 6:00 p.m. to 8:00 p.m. and from 10:00 a.m. to 3:30 p.m. on Fridays.

Moved by Francine Roberts and seconded by Cheryl Dagleish that Capital Integral Property Management employee Kaitlin Headley be assigned to the condominium corporation as office administrator for twenty hours per week at an hourly rate of \$17.50, her start date and hours of work to be determined.

**CARRIED.**

It was noted that arrangements had been made for the annual fire inspection which the property manager thought had been scheduled for December 2017. It was further noted that a notice to owners would be prepared in this regard.

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

d) Maintenance Advisor

It was noted that the property maintenance advisor had disseminated her written report prior to the meeting and no verbal report was required.

Discussion ensued regarding the recent spate of water infiltration experienced at several units and the condominium corporation's responsibility versus an individual unit owner's responsibility for repairing the resulting damage (the former was responsible for repairing/replacing to the standard unit, which was defined in the standard unit bylaw, while the latter was responsible for betterments and improvements to the standard unit). It was noted that in the case of water penetration that had damaged flooring, the corporation could contribute a maximum of \$450 per room identified in the standard unit bylaw as being carpeted, this amount corresponding to the cost of cleaning and drying carpeting. It was further noted that in the case of solariums, the standard was tile which would only need mopping.

Discussion ensued regarding: the cladding repair project, the importance of informing owners about the scope, timing and cost of the project and the suggestion that either a detailed communiqué be issued to owners or an information session be held to fully apprise owners about matters pertaining to the project.

The property maintenance advisor provided a review of a preliminary draft of the December 2017 newsletter.

It was agreed that the information session about the cladding repair project would be held on December 7, 2017.

## **7. Management Report**

The property manager provided a review of the management report representing issues as of November 10, 2017.

Discussion ensued regarding: the impact of colder temperatures on the cladding repair project, the discovery, during the current work on the pilot area, that the building had not been constructed in the manner that the engineer who had prepared the scope of work had assumed, this recently revealed site condition likely meaning that the standard sheets that had been purchased for the project would no longer be a fit and it would be necessary to custom-fit sheets for various, and possibly all, locations and differing opinions about whether this unforeseen site condition would result in additional costs to the corporation.

It was noted that the President and property manager would be conducting a walkabout to review the lights replaced during the LED (light-emitting diode) lighting retrofit project.

It was noted that painting parking space lines and numbers in the parking garage (originally discussed during the April 3, 2017 meeting as work to take place once the garage had been power swept) would not take place until 2018 given that it was now too late in the season to undertake this work.

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

#### **8. Status Certificate**

It was noted that one status certificate had been issued since the previous meeting.

#### **9. Business Arising**

It was noted that the Vice President and the property manager would review the status of the action items emanating from previous meetings.

#### **10. Correspondence/Letters**

##### **a) 311 – Welch**

Discussion ensued regarding the November 2, 2017 correspondence from Edward Welch (Unit 311) about communication between the corporation and owners. The property manager was directed to draft a response to this correspondence for review by Board members prior to release.

##### **b) 1407/711 Sanders and Gagne [sic]**

It was agreed that even though the property manager and several members of the Board of Directors had met with Roland Sanders (Unit 1407) and Pat Gagne (Unit 704) immediately prior to the meeting to discuss the concerns and questions raised in their joint correspondence, the property manager would nonetheless draft a response (as had been requested) to their correspondence for review by Board members prior to release.

#### **11. Other Business**

The outgoing recording secretary was thanked for her years of service.

**12. Next Meeting**

It was agreed that the next meeting of the Board of Directors would be convened at 4:30 p.m. on December 7, 2017.

**13. Adjournment**

Moved by Varinder Vohra and seconded by Cheryl Dalglish that the meeting be adjourned. **CARRIED.**

The meeting was adjourned at 6:43 p.m.

Submitted by:  \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Board Approval: \_\_\_\_\_