

CARLETON CONDOMINIUM CORPORATION NO. 169

**Minutes of the Board of Directors Meeting
held on Wednesday, April 27th, 2022 at 6:00 PM, virtually on Zoom**

In Attendance:

Gord Breedyk	CCC 169 BOD	President/Chair
Des Hall	CCC 169 BOD	Vice-President
James Gutman	CCC 169 BOD	Treasurer (partial)
Richard Hatherill	CCC 169 BOD	Secretary
Wayne Bowman	CCC 169 BOD	Director
Wayne Pope	CCC 169 BOD	Director
Zahra Parmar	CCC 169 BOD	Director
Rejean D'Aoust	CI Property Management	Incoming Property Manager
Monie Alahdab	CI Property Management	Outgoing Property Manager

1. Welcome and Announcement of Quorum

There being a quorum present, and the Directors having been given proper notice of the meeting, the meeting was called to order at 6:35 PM.

2. Approval of the Minutes of the previous BoD Meeting held on March 22nd, 2022

The previous Board meeting minutes were distributed to the Board and Management prior to the meeting. There were no questions regarding the minutes.

Motion: to approve the minutes of the previous BoD Meeting held on March 22nd, 2022.

Motioned by Wayne Pope, seconded by Zahra Parmar. . **Motion unanimously carried.**

3. Management Report

Rejean D'Aoust advised that some items were added to the Outgoing Actions Items Listing since the list was distributed to the Board. Each Friday the updated list will be sent to the Board for their review, which will allow the Board to follow up promptly with regards to any changes made.

4. Ratification of Decisions made between Meetings

NutriLawn proposal for fertilization and weed control

Motion: to proceed with NutriLawn proposal for fertilization and weed control without the aeration component (cost \$1470 +hst)

Motioned by Zahra Parmar, seconded by Wayne Pope. **Motion unanimously carried.**

Keller contract for garage repairs, including Addendum No. 1

Motion: to proceed with the Keller contract for garage repairs, including Addendum No. 1, and with the changes approved by the Board in the previous meeting.

Motioned by Richard Hatherill, seconded by Wayne Bowman. **Motion unanimously carried.**

Action: Rejean D’Aoust

All Signs for Tennis court ground repairs and lining

The Board had previously approved to proceed with All Signs for Tennis court ground repairs and lining as previously approved last year. Des Hall advised Rejean D’Aoust that All Signs should still honor the quote previously provided.

Action: Rejean D’Aoust

Gowling/CondoVoter to host and Chair the upcoming AGM

Motion: to proceed with Gowling/CondoVoter to host and Chair the upcoming AGM on June 27th, 2022. (cost \$2,100+hst for 150 units for a two hour meeting. Each additional hour or part thereof is \$250, and the minute taker is \$325)

Motioned by Des Hall, seconded by Zahra Parmar. **Motion unanimously carried.**

Pro-Zones proposal for summer lawn maintenance contract

Motion: to proceed with Pro-Zones proposal for summer lawn maintenance contract (cost \$6,9800 +hst = \$7,887.40)

Motioned by Des Hall, seconded by Zahra Parmar. **Motion unanimously carried.**

Zahra Parmar requested clarification on the outcome for how the Board should approve decisions via email. Gord Breedyk advised that it has not been discussed in sufficient detail yet, so as to provide a decision. Rejean D’Aoust advised that back and forth between the board is fine, but in order to action anything, he needs an email clearly stating what the approved decision is.

5. Monthly Financial Report (March 2022 report and summary)

James Gutman advised that the audited financial statements are in progress. James communicated back and forth with the auditors in order to provide all necessary documentation, and advised that the Board should receive the draft shortly. James also advised that a treasurer’s report will be sent out over the weekend.

Action: James Gutman

Rejean D’Aoust advised that utilities are currently high due to the time of year. Gas is represented by accrual, as Enbridge takes 2-3 months to provide invoices. Overall expenses are under budget by \$14,310.00 which equals 80% of the planned budget. The Operating account has a balance of \$36,527.00 due to the transfer to Reserve Fund that had not been done previously.

6. Business Discussion

Reserve Fund Study - Comprehensive Review

Keller Engineer (including elevators)	\$8,800.00
Morrison Hershfield	\$17,100.00

Richard Hatherill asked what the elevator cost is for, and if Management recommends it. Monie Alahdab advised that Keller Engineering will bring an elevator contractor to provide an elevator inspection to be included in the reserve fund study. Both Monie Alahdab and Rejean D'Aoust agreed that this inspection should be done.

Motion: to proceed with Keller Engineering's quote of \$8,800.00 to complete the comprehensive reserve fund study.

Motioned by Des Hall, seconded by Wayne Bowman. **Motion unanimously carried.**

Action: Rejean D'Aoust and Monie Alahdab

Ventilation Study

Richard Hatherill advised that John **Wordley** looked at the Keller Engineer quote and advised it would be a very quick inspection. It was suggested that Keller Engineering instead look at the Reserve Fund Study and **they** hold a meeting with the Board and Management to go over the scope of the study. This meeting would not replace the ventilation study, but rather determine how to move forward. Wayne Bowman requested that findings on the HVAC system for the Party Room, and the missing ventilation system in the basement be included in this study.

EV Study

Richard Hatherill advised that John **Wordley** has been looking into the EV Study, and found that there are some legal ramifications and proposed laws that require the corporation to provide EV charging should anyone in the corporation request it. The Board should consider including EV charging infrastructure into the Reserve Fund Study, as there will be a large uptake over the next six years. Two things to determine are:

- 1) How many Owners are likely to purchase a pure or plug-in EV hybrid.
- 2) If the corporation could support this infrastructure's electrical load with the existing hardware.

Richard **Hatherill** suggests that the Board begin looking into this matter soon. There were no objections from the Board. Monie Alahdab advised that Enersaving completed a study for the EV charging, and are preparing reports to present to the Board. Rejean D'Aoust advised that Enersaving will be onsite on April 28th to complete a free assessment of the common areas.

Keller Engineering Mandatory Review

Richard Hatherill asked about Keller's mandatory review, whether it had been approved, and if the Board can receive copies of the findings. Rejean D'Aoust advised that at the quoted price, he can authorize it to go ahead without board approval, and that Keller will provide the findings. Rejean D'Aoust also confirmed that for a building the size of CCC 169, these reviews are mandatory annually.

Tender for Parking Garage Repairs

Rejean D'Aoust advised that once a contractor is chosen, the Board and Management must determine the logistics of the repairs, such as removing vehicles, equipment placement, etc, as well as ensuring the contractors obtain liability insurance. Des Hall advised that the car dealership is not interested in offering temporary parking on their lot due to liability issues and the dealership has put up a fence to deter passersby from trespassing on their lot. He suggested that the Board contact the City to obtain street parking passes prior to the AGM so that Owners can be advised how the parking will work during the garage repairs.

Paterson Group Investigation of Leak in 1408

Rejean D'Aoust advised that this has not yet taken place due to weather complications, as the building must be dry. The wall will be opened, and water will be poured down in order to trace the infiltration. Once this is opened and the Board receives an assessment from the engineer, a secondary opinion should be obtained to get as much feedback as possible in order to have the matter resolved.

Paterson Group Investigation of Leak in 808

During the winter it was concluded that the water infiltration was due to a thermal bridging issue. Paterson suggested removing the metal studs and removing them from the drywall. The Board and unit owner were not satisfied with that conclusion.

Water Escape from 906

This is ongoing. Unit insurance is involved, and CPS will be conducting work in 706 for a few days. Des Hall advised that the restoration company, carpet cleaning company, and Daniel's salary were all paid for by the corporation. Rejean D'Aoust advised that all invoices for that work will be collected and mitigation will take place to ensure they are charged back to 906.

Action: Rejean D'Aoust

Patio Door Engineering Report

Chris from Paterson was asked to create a letter to owners regarding the issues with the new patio doors. The most reported issue was condensation over the winter months. All incoming issues being reported should be included in the letter. Chris and Marlboro Windows will need to discuss to ensure the letter is comprehensive.

Action: Rejean D'Aoust and Monie Alahdab

Canopy Pillar Deterioration

The drain must be repaired as the inside of the column was frozen. With heavy rain, the canopy roof leaks in a number of places, and must be investigated.

Action: Rejean D'Aoust

Patio Door Replacement for 2305, 2301, and 2901

2305 - A meeting is set to take place with the unit owner and Marlboro. A proposal to provide wheelchair access to the balcony has been received for between \$13,000 - \$14,000, however the unit owner had a number of questions regarding the proposal.

2301 - A ramp is being installed to assist with wheelchair access to the balcony.

2901 - Unit owner has written to Zahra Parmar and Gord Breedyk advising that she is waiting for a judgement from the city regarding the parameters around having the wall of glass, and ensuring that all legal requirements can be met. The unit owner will advise the Board what she hears back.

March 28th Special Owner Meeting

The Board is in communication with Nancy Houle and would like to hold a meeting prior to the AGM with regards to the two proposed by-laws. Des Hall advised that approximately 22 proxies have been received following the adjournment of the AGM

Des Hall inquired about the Owner-Occupied Position (OOP) and the parameters around it. Monie Alahdab advised that this is a position for which only owners of owner-occupied units may vote. Gord Breedyk also advised Monie Alahdab that a corporation by-law states that all candidates and board members must be on-site owners, meaning that they reside in the unit which they own.

CAT Application for 502

This application has been initiated. Rejean D'Aoust advised that the smoke detectors will be installed. The owner of unit 503 has agreed to provide wi-fi for this purpose.

Sale and Outstanding Arrears of 1503

This unit has sold and the proceeds of the sale will settle the arrears of the unit. This is almost complete.

Vacant Possession by Mortgagee of a Unit

Paperwork was signed on April 27th, 2022 to release the lien from the unit. This does not remove the lawsuit involved.

Lobby and Elevator Winter Matt Replacement and Carpet Cleaning

Hallway carpet cleaning contract was approved. Removal and disposal of elevator, ground floor, and ambulatory door matting was also approved. Basement hallway matting will be stored and returned next year. No agreement has been made with regards to the \$6,755.68 contract to purchase new matting of the grey colour.

Rejean D'Aoust advised that this type of matting is difficult to obtain and Parliament has provided a fair price.

Motion: to purchase additional grey matting from Parliament for a cost of \$6,755.68, tax included.

Motioned by Des Hall, seconded by Wayne Pope. **Motion unanimously carried.**

7. Items for Board Information

CI Condo Assist

Notice was sent to all owners explaining this new program (CI Helpdesk and Max Condo Club). Monie Alahdab advised that Max Condo Club is a great communication tool as building announcements can be posted for owners and residents to view. Rejean D'Aoust will find out more about the tv screens, functionality, multiple screens, etc. Des Hall noted that he sent an email to service169@cimanagement.ca and received a "resolved" status back, when the issue had not been resolved, and believes this may be confusing to some residents. Monie Alahdab advised that by replying back to the email, the ticket will be re-opened.

Action: Rejean D'Aoust

8. Other Business

Fobbing of a few doors leading to the pool area and hobby room.

Rejean D'Aoust has yet to receive an answer from the City as to whether or not the party room door can be FOB'd. James Gutman asked about the lighting on the tennis court and Wayne Bowman advised that there is lighting, however the breaker is currently turned off.

Nomination Committee Progress

Des Hall advised that the Committee is approaching residents for candidacy for Board positions. Jeannine Levesque was the Chair of Elections previously, and has headed the Nomination Committee in the past. Interested applicants will send their information directly to Nicole, and the Board is not to receive anything from candidates. The Board will remain entirely hands-off throughout the nomination process.

Legal Case Updates

Legal activities are continuing.

By Law 25 - proposal to amend standard unit description By-Law (potentially at upcoming AGM)

Nancy has reviewed the proposed by-law so the Board can now decide how to proceed.

Staffing

Some staffing holidays are coming up. Leidy is expected to be on leave for one week in May, and Daniel may take a week after that, but no dates have been provided yet. Nicole Edwards will be out of the office on May 4th in order to volunteer for the CI Charitable Foundation's charitable golf tournament.

Action: Rejean D'Aoust

Contracts

The accessible pool lift has not been serviced in seven years. Nicole Edwards is awaiting a quote for a contract for this service.

Action: Rejean D'Aoust

Pigeon Control on Roof and Balconies

The previous contract ended November 2021, so a new contract will be needed. Gord Breedyk advised that the extra fee can be added into the current contract at approximately \$100 per month, and individual issues will be addressed as they come up.

Window Washing

The contractors will be starting when the weather allows.

Bell Fibe vs. Fibrestream

Nancy Houle has submitted her comments on both proposals, so the Board must now review her comments and make a decision.

Corporate Credit Card for Daniel

CI is working on getting a corporate card for Daniel, however there has been a delay as a form was missing. The card limit is \$2,000, which CI will confirm.

Action: Rejean D'Aoust

On-Call Phone Calls

Calls will go to CI, which will then be re-routed to Daniel or whoever is on-call. The only change is that CI will be the first point of contact, and will explain the costs for non-emergencies. The Board was in agreement to make this change.

Lancosa Invoice

Lancosa has provided a number of bills regarding precipitation after April 15th, whether it was rain or snow. Rejean D’Aoust explained the calculation of \$/cm per the contract, which comes out to approximately \$50/cm. Rejean D’Aoust advised that the contract signed by Apollo was poorly worded, and will look into a revision. Rejean D’Aoust will also put together a sheet for the superintendents to fill out each time the contractors come, or when we receive snow, in order to detail what took place such as plowing, salting, not showing up, etc. and how much snow took place.

Action: Rejean D’Aoust and Monie Alahdab

9. Notice of Next Meeting and Meeting Adjournment

The next meeting will take place on Wednesday, May 25th, 2022 at 6:30 PM.

Motion: to adjourn the meeting.

Motioned by Wayne Bowman, seconded by Wayne Pope. **Motion unanimously carried.**

The meeting was adjourned at 8:50 PM.

President

Secretary