

CARLETON CONDOMINIUM CORPORATION NO. 169

**Minutes of the Board of Directors Meeting
held on Wednesday, May 25th, 2022 at 6:30 PM, virtually on Zoom**

In Attendance:

Gord Breedyk	CCC 169 BOD	President/Chair
Des Hall	CCC 169 BOD	Vice-President
Richard Hatherill	CCC 169 BOD	Secretary
Wayne Bowman	CCC 169 BOD	Director
Zahra Parmar	CCC 169 BOD	Director
Rejean D'Aoust	CI Property Management	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 April 27th, 2022

The previous Board meeting minutes were distributed to the Board and Management prior to the meeting. Unit numbers and names were removed for confidentiality purposes.

Motion: to approve the minutes of the previous BoD Meeting held on April 27th, 2022, as amended during the meeting.

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

3. Management Report

Garage work is ongoing. Rejean is waiting for the contract from Keller Engineering.

Paterson was hit with COVID, so much of their work is currently pending.

Wayne Bowman mentioned that one unit is threatening legal action if work does not take place on their balcony. Gor advised that a large part of the delay is due to COVID and no work taking place. The balcony work is set to take place this year, however due to shortages in inventory, resources are hard to come by.

4. Ratification of Decisions made between Meetings

Motion: to proceed with BGC for the garage restoration project for the amount of \$1,306,550.00 on a 2-year plan.

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

Year-end Financial Audit. James communicated with the auditor, and signed the documentation, except for one document signed by Gord. The final copy has not yet been distributed to the Board, though it was discussed in a previous informal meeting of the Board.

Motion: to approve the Year-end Financial Audit

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

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

Utilities: Due to the timing of the year, utilities are high, largely due to the harsh winter we had this year. Gas is being accrued based on historical invoices, and we currently have not received the past two invoices. Once the invoices are received, the payment will be adjusted to match the invoice. Hydro is currently over budget. January and February invoices were received in March and the total amounts are higher than what was accrued.

Contracts: Waste is over budget. Apollo should have budgeted the amount quoted by the contractors, however this was not done, so each invoice is over budget. Elevators were over budget for the month of April, however year-to-date is still on track. Snow removal was over budget as well (discussed in previous meeting as well). The corporation could take legal action with regards to the snow contract, however it would be more cost effective to pay the additional charges than to consult legal counsel. Wayne Bowman asked if the Galpower contract had expired. Rejean confirmed that this contract has been renewed. Des asked if a pool lift contract had been signed, as it has not been entered into the monthly financial report. Rejean advised that he will ensure all contract information is updated in the next report.

Action: Rejean D’Aoust

Repairs and Maintenance: Carpet and flooring is not included in the budget package, and Rejean suggested keeping this line item in repairs and maintenance, or in general maintenance, in future years.

Supplies: Over budget due to several invoices for cleaning supplies, and equipment.

Fire System: There is no budget line item for this. We can keep billing with the Fire System contract, or this be added to the general maintenance section.

HVAC: Over budget due to replacement of venting in boiler 2. By the end of the year this should balance out.

Administration: This includes legal fees for multiple cases.

Overall expenses: Over budget \$55,274.66. This is based largely on the gas and hydro consumption, which will be adjusted to the invoice amounts, rather than accrued. Des asked if the payment we are getting in from the power of sale will offset this amount. Rejean advised that we do not yet have this payment, though once it is received, the Board and Management can decide how to apply it.

Motion: to accept the financial report as presented.

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

6. Business Discussion

Paterson Group leak investigation

Paterson Group investigated an in unit leak and indicated that the cause is thermal bridging issues with metal studs in drywall. The owner was not fully satisfied with the report and agreed to wait for spring rain to prove that no further leak was taking place before proceeding with suggested repairs. Patterson will follow up.

Action: Rejean D'Aoust

Exterior Leak Investigations

Paterson Group scheduled a water test investigation for a unit as well as above the pool deck door. Reports are forthcoming, unfortunately, as due to the weather, the investigation did not take place yet and now the general contractor is not available.

Action: Rejean D'Aoust

Further Water Leak in the Generator Room

This will be included in the garage repair as they will be working on the expansion joint near the infiltration point. They will have to rebuild the membrane along the wall of the building.

Water Escape Incident Between Units.

Remediation was completed and now CPS is working on the restoration. The cost for this work will be charged back to the unit at fault.

Patio Door Engineering Report

Paterson group quoted \$600 to produce such report, however we have yet to receive it.

Canopy Pillar Deterioration

Canopy pillar deterioration has been secured by supportive shoring provided by Bencorp while further investigation and scope of work are prepared to address the issue. The manager requested an assessment report of the canopy's roof a few years back from Paterson. Des noted that one of the pillars that supports the canopy fell during the recent storm. Rejean advised that Bencorp was advised of this and will be coming to secure the pillar.

Action: Rejean D'Aoust

Patio Door Replacement

Marlboro to update last year's quote for \$13K+tax. Gord advised that the resident is pleased with Molboro's proposal, but asked to see documentation which Gord has provided to her. Gord has requested additional information from Marlboro such as measurements, but has yet to receive that information. The Board requires a Section 98 document, as the balcony is exclusive use common element. Wayne Bowman asked if a Section 98 is required for all of the door replacements being done, to which Gord advised that yes, they are required. Zahra, Gord and Rejean will meet to discuss the above noted Section 98 with the unit owner. As this unit does not wish to complete the Section 98, the Zarha suggested that a written document be drafted to show the owner exactly who is responsible for what, and perhaps adjust the pricing to be charged back to the owner should they agree to sign the Section 98. Rejean asked if the unit was purchased with the patio door in the state that it is, and Zahra advised that yes, it was. Des noted that Bylaw 21 states that any work done must be brought to the attention of the Board, including work done prior to the Bylaw being instated.

Special Owner's Meeting on June 21st, 2022.

This meeting was adjourned for three months to allow the Board to seek extra proxies and submit to DHA to convene the meeting once enough votes are received. Thanks to the Board members' involvement we now have the amount needed for quorum. The meeting is scheduled to take place on June 21st, and a notice of meeting will be distributed no later than 15 days before the meeting takes place.

CAT Application

The monitors were installed within the unit and also in the common area hallway outside of the unit on May 05, 2022 and are being monitored by DHA. Currently we have not received any results from DHA on the readings. Gord asked if, should the results show that the resident in fact does not smoke within the unit, will the CAT application be stopped, or will the Board continue with the application as this situation has disturbed other residents for a number of years now. Des advised that DHA should be consulted on this, and the Board can make a decision based on their advice.

Power of Sale

The sale of the unit has now closed and proceeds of the sale will be used to settle outstanding arrears on the unit. Richard advised that he saw the resident on site recently and asked if they were still allowed to store their bicycle on site. Gord advised that they were allowed on site until yesterday (May 24th).

Pigeons

Regionex used to feed the pigeons on the rooftop but this is not allowed anymore by the City of Ottawa due to a Raven and Falcon program that they have put in place. There are two options can be used now, the first being to install cages on the rooftop that need to be inspected every week, and any pigeons caught will be brought to a farm. The other option is an ultrasound sonar system that repels the pigeons. The ultrasound may interfere with hearing aid reception on site, which would affect many people. Des asked Rejean what other buildings are doing and Rejean advised that another corporation installed netting around balconies, which can cost around \$650 per balcony to install. Some corporations also use spiking on balcony railings.

Tennis Court

Due to ongoing supply shortages, this work is set to begin end of July. Des reminded the Board that the engineer suggested the corporation get a special tool to help get water off the court. Over the weekend a resident slipped due to the water left of the court. Rejean to add clearing of the court and drain whenever needed to the items for staff to complete on an ongoing basis.

Action: Rejean D'Aoust

Water Pond

Rejean contacted the Pond Clinic and was advised that they do not work on concrete installation as it is a very bad choice of product for the region's weather. They will come by and take measurements to give a quote on a rubber lining. Rejean also contacted PoolWorks to provide a quote. If an epoxy of sorts is used, the Board will choose an appropriate colour.

Annual General Meeting of Owners - Monday, June 27th.

The Preliminary Notice of Meeting was sent to all owners on Friday, May 20th.

7. Items for Board Information

CI continues to work to improve the Helpdesk. There is a small committee at the head office working on this on an ongoing basis.

8. Other Business

Fobbing of a Few Doors Leading to the Pool Area and Hobby Room.

Rejean is working to have an inspector onsite to review the proposed fobbing and provide feedback.

Nomination Committee - Progress

The Committee did not make much progress in getting nominations, however some owners are putting their name forward for election on their own with the disclosure form included with the Preliminary Notice of Meeting. At the AGM the chair must also ask three times for any nominations from the floor, at which point additional names may be put forward. In future, the Board may determine that a committee is no longer needed, as CI is doing a good job with getting candidates.

Bylaw 9

This by-law requires that the owners elect a Chair for the meeting, however this has not been done in recent years. A recommendation will be made to the new board to withdraw or replace this Bylaw.

Standard Unit By-law

This should be brought up to the new Board as Nancy Houle has prepared the legal documentation.

Fibrestream vs Bell Fibre

This decision will not be made in the next month, however the current Board provide their recommendation to the new Board on this matter.

Legal Cases Updates

Gord has not yet met with one owner, however will do so in the next one to two weeks to discuss the other legal case that is ongoing.

Superintendent Resignation

The Board received resignation effective May 31st from the building superintendent.

Garage Remotes and Bike Disposal

A notice was sent to all owners and residents stating that they needed to register their bicycles by May 31st. Failure to do so would allow the corporation to donate them to the charity of the Board’s choice. The interim plan was to store these bicycles before donation. Wayne Bowman advised that the Board may need to look into off-site storage for the bikes, and that some of them may not be in suitable shape to be donated. Richard suggested bringing in a contractor to handle collecting the bikes rather than having Matt complete this. Wayne Bowman requested that a reminder notice be sent to all owners and residents.

Action: Rejean D’Aoust

Board Honour Roll

Des advised that the wall needs to be updated with the current Board. Richard advised that he has everything ready, the certificate just needs to be posted.

Status Certificate Review.

Wayne Bowman advised that there is a \$5 service charge for a status certificate, and that to expedite would cost \$200 which seems exorbitant. Rejean advised that the Condo Act permits a double charge for a rush certificate.

Action: Rejean D’Aoust

9. Notice of Next Meeting and Meeting Adjournment

The next meeting will take place on Tuesday, June 21st, 2022 at 6:30 PM.

Motion: to adjourn the meeting.

Motedioned by Richard Hatherill, seconded by Zahra Parmar. **Motion unanimously carried.**

The meeting was adjourned at 8:42 PM.

President

Secretary