

*Carleton Condominium Corporation No. 453
Board of Directors Meeting
June 19, 2018
7:00 p.m.*

Present: Scott Stilborn
Tom Holland
Thomas Townsend
Donna Quiggin
Sharon Jackson

Item 1: Opening of Meeting

Scott welcomed everyone and thanked them for attending. There was a quorum present.

Item 2: Approval of Minutes

The Minutes from May 15, 2018 were reviewed.

Motion to Approve the April 17, 2018 Minutes by Tom Holland; seconded by Donna Quiggin.
Motion carried.

The Minutes from the June 5, 2018 special meeting were reviewed.

Motion to Approve the June 5, 2018 Minutes by Sharon Jackson; seconded by Tom Holland.
Motion carried.

Item 3: Treasurer's Report

As at: May 31, 2018

Operating Account:

Revenue:

Revenue continues to be over budget (\$2.2K) due to parking fees

Expenses:

Expenses are overspent (\$4.9K) over budget projections. Snow removal is overspent by \$3.2K, condominium maintenance by \$2.9K and Hydro by \$2.3K. These are mostly one-time seasonal expenses; the snow removal account is closed with a \$7k overage, condo maintenance reflects two larger than expected expenses for damage to units, and Hydro expenses should drop with heating cables off and lights timed for shorter periods. We will likely run a cumulative deficit in expenses for the next month or two. Savings in grounds and audit fees will be reflected in the months to come showing commensurate savings.

Accounts Receivable:

- There are no outstanding accounts receivable.

Accounts Payable:

- All accounts are currently up to date (as at June 07, 2018). We continue to make all payments within 30 days of receipt of invoice.

Total Owners Equity:

- We are showing a negative cumulative owner's equity of \$5.2K due to one-time expenses and timing.

Cash Position:

- At month end \$1,368.

Current Liabilities:

- At month end \$7,611.

Reserve Fund Account:**Revenue:**

We delayed the transfer from operations for the month of May to maintain a positive cash position in our operating account.

Expenses:

We paid the first installment on the solarium replacements.

Accounts Receivable:

All accounts are currently up to date.

Accounts Payable:

All accounts are currently up to date.

General Comments:

After five months of operations we are showing a cumulative deficit in expenses over revenue. The deficit is due to timing and one-time payments made in the last two months. All indications are that the projected budget performance will normalize over the next few months with lower operating costs expected.

Contributions to the reserve fund are delayed by one month.

After five months of operations and expenses timing aside, our performance appears to be as projected and we have no knowledge of any further unfunded expenses.

The reserve fund reflects expenses as planned

There are no accounts receivable.

Motion to receive the Treasurer's report by Thomas Townsend; seconded by Sharon Jackson. Report received

Item 4: Governance

- Action list
Donna Quiggin presented drafts of the action lists. It was agreed that we will continue to work on refining the list and they will be reviewed at each board meeting
- Policy on signing authority
The policy covers that the treasurer and president should normally sign cheques and sets out the procedure to follow if one of them is not available. It also establishes that all directors will have signing authority.
Motion to accept the policy by Thomas Townsend; seconded by Tom Holland. Motion carried
- Insurance-Standard unit Bylaw and Insurance Deductible Bylaw
Thomas Townsend indicated that the advice given by all legal firms at the recent CCI event was to proceed with each of these bylaws. Thomas will ask for costing when he sends out request for interest to legal firms.
- Minute Book-electronic record
Thomas made a proposal to ensure that the agenda, minutes and any supporting material are all kept in electronic form as the official record of the Corporation. The Board agreed with the proposal
- CCI training
It was decided that directors would focus on completing the online CAO training. One Director will attend the fall program. To be reviewed in September.
- Committees-4 Bedroom- living room patio doors
Thomas proposed that a small owner's committee of the 4 bedroom unit owners be formed to decide on the configuration for the living room patio doors.

Item 5: The Parklands

Sharon Jackson attended the Parklands meeting 12 June 2018.

- The financial reports for outstanding payables/receivables and cash flows, and a spreadsheet for major repair and replacement costs for fiscal years 2018-2047 were sent to the CCC 453 email prior to the committee meeting. With this report, Sharon has also submitted a hard copy of the spreadsheet to the Board.
- The draft RFS update proposed by Keller increases the contributions by no more than 2% per year in keeping with the inflation rate. The Keller Engineering spreadsheet, referenced above, was reviewed. Keller Engineering would make themselves available for a meeting with the committee if a meeting is desired.
- One of the two pool chlorinators began to leak on Friday June 1st. Poolworks were called in to repair; however, the repair failed, and the chlorinator ruptured on Sunday June 3rd, causing a delay in the opening of the pool.
- A request that the north end stairway be taken away was discussed in detail. The consensus among the committee members is that this is not a feasible action. It was recommended that a search for city records on the origin of the staircase be done, which will likely close the issue. The committee will revisit this issue at the next meeting.
- Nighttime security in the park was also brought up, and it was confirmed that The Highlands' security guards patrol it for 10 minutes each hour from 6:00 p.m. until 4:00 a.m., and write nightly reports.

The next regular meeting of the Joint Parklands Committee is scheduled for 4:30 p.m. on July 10, 2018.

Item 6: Recreation Centre

Tom Holland attended the regular meeting of the BPRC Committee on May 22, 2018.

- The committee approved preliminary construction cost estimates to increase the gym footprint. The costs for design and construction is estimated at \$70,000. Further amounts will be voted for new equipment, TVs and the like. The change room renovations are put on hold for this fiscal year. The committee wished to use current cash on hand in operations to finance the project with any overage coming from the reserve fund.
- The pool policy has been changed to allow infants in pool diapers. This change is in keeping with current Parklands and city of Ottawa policies.
- Green recycle bins will be placed in the change rooms for paper recycling.
- The vesting order hearing date is delayed to September 12, 2018. Legal costs are on budget to date and we expect additional costs for the hearing.
- A reminder that the pool will be closed for a week beginning August 13 to replace the liner.
- Signs have been ordered to indicate that the pool is unsupervised and if they are received by June 1, 2018 it will be included in FOB access.
- The tennis court will be resurfaced as soon as weather permits

Next Meeting June 26, 2018 at 6:30 pm

Item 7: Reserve fund Projects

- Thomas Townsend updated the Board on the Solatech solarium installations. Work will start the July 2 and last approximately 3 to 4 weeks.

- Thomas Townsend presented a proposed schedule for patio door replacements. Refurbishing of existing patio doors was discussed but was not seen as a cost-effective option. Thomas will get quotes on the patio doors and fixed small windows on the end units.
- Decision on the North retaining wall was deferred until quotes on the south wall repair are received.

Item 8: Operations projects

- The spruce tree outside unit 43 is not stable and will need to be removed. Scott and Donna will speak with the owner of 43 to inform him of the need for removal and timing.
- Tom Holland reported that he was far less happy with the window washing service this year and the company needed to be recalled to redo several windows and solariums. To be noted for next year.
- Scott Stilborn reported that the new signs have been installed.

Item 9: Communications with owners

- Several small items are being followed up on using the action list

Item 10: Next Meeting

The next regular Board meeting will be on July 17, 2018 at 7:00 p.m. at the BPRC.

Item 11: Adjournment

Motion to Adjourn the June 19, 2018 Board of Directors meeting by Thomas Townsend, seconded by Sharon Jackson. The meeting finished at 9:04 p.m.

Scott Stilborn, President

Thomas Townsend, Secretary