

Carleton Condominium Corporation No. 145  
Minutes of the Meeting of the Board of Directors  
Held by Video Conference  
September 20, 2023

Present: Larry Lithwick  
Hayden Trenholm  
Peter Fisher  
Evelyn Weynerowski  
Absent: Carmen Yau  
Guest : Josée Deslongchamps (Condominium Management Group)

**1. Call to order**

1.1 Quorum was present. The meeting was called to order at 10:00 a.m.

1.2 Approval of Agenda  
The Agenda was approved as proposed.

**2. Minutes of last meeting**

2.1 **MOTION:** That the Minutes of the Board meeting held on August 16, 2023 be approved after a couple of revisions.

**Moved:** P. Fisher

**Seconded:** L. Lithwick

**Approved:** 5-0

**3. Governance**

3.1 The next Annual General Meeting (AGM) will be held on November 23, 2023 at 7:00 p.m..

**4. Finance**

4.1. YTD Financial Position as of August 31, 2023

Description	YTD Budget	YTD Actual	YTD Variance
	\$	\$	\$
Total Revenue	312,660	310,808	1,852
Total Expenses	314,669	267,737	46,932
Surplus (Deficit)	(2,009)	43,071	45,080

4.2 Bank Reconciliation

The Bank account statements for the Operating Fund and for the Reserve Fund for the months of July and August have been submitted for reconciliation and approved by the Treasurer.

4.3 TKS Account

The Board reviewed the TKS Statement of Account as of September 1, 2023.

4.4 Arrears/Liens

The Board reviewed a summary of all owners' accounts with arrears and liens.

**5. Projects Completed**

### 5.1 Courtyard Paving

The Board is still awaiting the close out documents for the project, including the warranty.

## **6. Projects in Progress**

### 6.1 Brick Veneer and Balcony Repair

The Board met with DCL and Keller Engineering on August 24 and September 7 to discuss several issues regarding the project. A notice was sent to owners regarding the restoration of flutes in several balcony balustrades in units facing Albert Street. This work was scheduled to commence on or after September 19, 2023, but has now been postponed and will start in October.

### 6.2 Replacement of Sanitary Drainpipes in Residential Units

The Board issued an updated report to owners on August 31, 2023 following the discussions with Keller Engineering held on August 29, 2023.

### 6.3 TKS Public Garage Repair

Nothing to report

### 6.4 Water Infiltration at Level 1 of the Public Garage

Photos have been submitted by Capital Parking showing water infiltration in level 1A of the public garage where steel beams were installed as support for the wheelchair ramp near the sidewalk section. This will be referred to Keller Engineering for a site visit and evaluation..

### 6.5 Window Condition Survey

The Board received an assessment of window conditions submitted by Keller Engineering based on visual inspections made since 2020, while the brick and balcony repairs were going on. Windows located throughout the balconies were generally in fair to satisfactory conditions, with minor, isolated locations of peeling paint. Nearly all windows not located on a balcony exhibit minor to moderate peeling paint, while isolated windows have moderate to severe peeling paint with minor wood decay. There were also isolated reports of water infiltration. The windows are 49 years old and have actually exceeded their expected service life but they remain in serviceable condition.

Keller recommends that in order to prolong their existing service life, the windows should undergo minor repairs and be repainted within the next 2-3 years. Complete replacement will likely be required in approximately 10-12 years. This assessment will be reflected in the next Reserve Fund Study.

### 6.6 Bell Canada Network Upgrade

Responses have been received to the questions submitted by the Board on a number of issues a list of issues regarding the proposed fibre optic installation. The Board approved this proposed installation in principle. However as a condition of our acceptance, the Board would like to conclude a formal legal Access and Installation Agreement with Bell to cover, among others, provisions on access procedures and responsibility for repair to damages.

## **7. Incident Reports**

None to report.

## **8. Correspondence**

Unit 108 – Board to reply

Unit 108- Board to reply

Unit 209- Board to reply

Unit 410 – Noted

Unit 502 – Board to reply

Unit 601- Board to reply

Unit 804 -Noted

Unit 1007 – Noted

## **9. Legal Matters**

### 9.1 Status Certificate

**MOTION:** That changes be made by the Treasurer to the wordings of the Status Certificate to reflect the latest information that would be discussed at the meeting with Keller Engineering scheduled on August 29, 2023.

**Moved:** H. Trenholm

**Seconded:** L. Lithwick

**Approved:** 5-0

### 9.2 Letter to Unit Owner

The Board has requested that Gowlings hold off on issuing the drafted letter to owner until further notice.

## **10. Committees**

### 10.1 Aquafit

Nothing to report.

### 10.2 Book Club

The next meeting of the Book Club is scheduled on October 2, 2023.

### 10.3 Bike Room

The Board has authorized the purchase of an 18-capacity bike rack that will be installed on Garage Level 3A, beside parking spot #113. Owners who are no longer active cyclists are encouraged to move their bikes to this new location. Currently, there are 17 bikes with flat tires and covered with dust in the bike room..

### 10.4 Communications Committee

The Committee issued a brief notice to owners regarding several false fire alarms during the week of September 4 to 8 due to dust clouds entering the elevator lobbies.

### 10.5 Community Working Group

The Board received the report submitted by CWG which highlights the fact that Somerset ward has the highest crime rate in the city, significant increase in people without homes and a strong demand for better safety in the neighbourhood. CWG recommends that residents be encouraged to attend the meetings by Councillor Troster to discuss proposals relating to these issues.

Judith Lee reports that moves to the Claridge apartments are going via Albert Street.

### 10.6 Environment Committee

The Board received the report from Better Buildings Ottawa which includes, among others, a snapshot of our building's performance with respect to Greenhouse Gas Intensity (GHGI). Park Square is ranked 57 out of the 77 similar property types (where 1<sup>st</sup> is the lowest emitter). The Board would like to get a better understanding of the report, especially since we seem to, at the same time, have a rising score under Energy Star rating (78<sup>th</sup> percentile) where 100% means best performer.

#### 10.7 Gardening Committee

The Board received the report of the Gardening Committee and noted its request that the Committee (through the Board's representative) be informed Cityscape's schedule for the turning on and off of the irrigation system.

#### 10.8 Social Committee

The next meeting of the Committee is scheduled on October 4, 2023.

#### 10.9 Workshop

Nothing to report.

### **11. Physical Site Maintenance and Administration**

#### 11.1 Installation of AED

The Board has purchased a ZOLL AED 3 system that is indicated for use when a suspected cardiac arrest victim has an apparent lack of circulation as indicated by: (a) Unconsciousness (b) Absence of breathing, and (c) Absence of pulse and other signs of circulation. The AED 3 system is indicated for adult and pediatric patients. It will be installed in the Lobby at the height indicated in the instructions manual and the requirements of the Building code.

#### 11.2 Pool Inspection

Our swimming pool was inspected by Ottawa Public Health on August 29, 2023 and it was determined that we do not perform testing and record keeping on alternate weekends when Andy Reaume, our Resident Building Manager, is not on duty. The Board will seek volunteers who would perform these tasks on alternate weekends. Otherwise, the swimming pool may need to be closed on those days when testing and reporting cannot be done.

#### 11.3 Exterior courtyard Lighting

As a follow-up to the CPTED Audit report submitted by Constable Stephanie Lemieux, regarding lighting conditions, the Board has requested the Property Manager to consult with companies regarding additional exterior lighting in the courtyard and in the rear alleyway.

### **12. Next Meeting**

The next regular meeting of the Board will be held on Wednesday, **October 18, 2023** at 10:00 a.m.

The meeting was adjourned at 12:04 p.m.