

**CARLETON CONDOMINIUM CORPORATION NO. 256  
111 ECHO DRIVE  
OTTAWA, ONTARIO**

**MINUTES OF THE BOARD OF DIRECTORS MEETING  
VIA TELECONFERENCE  
SEPTEMBER 10, 2024, 5:00 P.M.**

**MEMBERS:**

Lyse Marchand	President
Ian Rankin	Vice President
Roseann Runte	Treasurer
Suzanne Gumpert	Secretary
Jay Stone	Director (from 5:09 p.m.)

**GUESTS:**

Wade Kirkpatrick	Property Manager, Apollo Property Management
Jean Roy	Owner (from 5:36 p.m. to 6:00 p.m.)
Raavya Bhattacharyya	Recording Secretary, Minutes Solutions

**1. CALL TO ORDER**

There being a quorum present, and adequate and proper notice of the meeting having been given, the meeting was called to order at 5:27 p.m.

**2. AGING IN PLACE PRESENTATION**

*ACTION – Jean Roy will share a copy of the agreement with the University of Ottawa for the Aging in Place program with the Board.*

Jean Roy shared his Aging in Place presentation, highlighting the nature of the program and the facilities it could potentially offer. The Board will review the program, noting that it would need to involve resident approval as well.

**3. DISCLOSURE OF CONFLICT OF INTEREST**

No conflicts of interest were disclosed.

**4. APPROVAL OF AGENDA**

**Motion 1**

**On a motion made by Jay Stone, seconded by Suzanne Gumpert, it was resolved to approve the agenda as amended. Motion carried.**

The following items were added to the agenda:

- Artwork

**5. REVIEW AND APPROVAL OF MINUTES**

**Motion 2**

On a motion made by Roseann Runte, seconded by Suzanne Gumpert, it was resolved to approve the minutes of the Board of Directors meeting held on July 17, 2024, as presented. Motion carried.

**6. REVIEW OF THE UNAUDITED FINANCIAL STATEMENTS ENDING JULY 31, 2024**

*ACTION – Management will make the changes suggested by Roseann Runte to the July 31, 2024, financial statements.*

Management presented an overview of the financial statements.

**7. SITE SUPERINTENDENT REPORT**

*ACTION – Management will reach out to Unit 405 to inquire about the costs associated with the leaks.*

Management presented an overview of the site superintendent report. The Board reviewed complaints about the Canada Post mailbox, west tower air conditioning concerns, and the shut-off valve issue. Since the shut-off valve is a common element, Management will investigate the issue further to ensure all affected units have access to chilled water in the fan coil.

**8. MANAGEMENT REPORT**

Items that required elaboration during the meeting are documented below.

**8.1. Items for Discussion/Approval**

**8.1.1. Staffing**

*ACTION – Management will make an offer to the candidate who interviewed for the role of the third building employee.*

The Board reviewed the candidate's responsibilities and their work schedule.

**8.1.2. AGM Date**

The Board reviewed the candidates who plan to run for the Board of Directors at the upcoming AGM in October, 2024.

**8.1.3. Audit**

Management noted that the audited financial statements need to be signed and returned before it can be processed.

**8.1.4. EV Charging**

*ACTION – Management will send out an EV charging survey to residents.*

**8.1.5. Reserve Fund Study**

Management advised that a couple of reserve fund study quotes are scheduled to arrive soon.

**9. NEW BUSINESS**

**9.1. Artwork**

The Board reviewed artwork shared by Suzanne Gumpert that could be used for the lobby. It was agreed to purchase two paintings from the Hnatyshyn estate that will be hung in the lobby of the East and the West Tower. The art lending contract will be discontinued.

**9.2. Garbage/Recycling/Organics**

*ACTION – Management will send a reminder to residents highlighting how garbage needs to be segregated in specific bins.*

**9.3. Caulking in Townhomes - Reserve item**

*ACTION – Management will investigate the condition of the caulking in townhomes.*

**9.4. Fob Audit**

*ACTION – Management will identify active and inactive fobs in the building.*

The Board noted the need to remove inactive fobs to prevent unauthorized access to the building.

**10. NEXT MEETING**

The date of the next Board of Directors meeting is October 28, 2024.

**11. ADJOURNMENT**

**On a motion made by Roseann Runte, seconded by Suzanne Gumpert, and carried, it was agreed that there was no further business to transact; the meeting closed at 7:00 p.m.**

**DISCLAIMER**

The above minutes should be used as a summary of the motions passed and issues discussed at the meeting. This document shall not be considered a verbatim copy of every word spoken at the meeting.

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Director

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Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date