

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

**MINUTES OF THE BOARD OF DIRECTORS MEETING  
VIA TELECONFERENCE  
OCTOBER 28, 2024, 4:00 P.M.**

**MEMBERS:**

Lyse Marchand	President
Ian Rankin	Vice President
Roseann Runte	Treasurer
Suzanne Gumpert	Secretary
Jay Stone	Director

**GUESTS:**

Wade Kirkpatrick	Property Manager, Apollo Property Management
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 4:02 p.m.

**2. DISCLOSURE OF CONFLICT OF INTEREST**

No conflicts of interest were disclosed.

**3. APPROVAL OF AGENDA**

**Motion 1**

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

The following items were added to the agenda:

- Tennis Trellis
- TH Caulking Quote
- Shopping Cart in West Tower

**4. REVIEW AND APPROVAL OF MINUTES**

**Motion 2**

**On a motion made by Jay Stone, seconded by Ian Rankin, it was resolved to approve the minutes of the Board of Directors meeting held on September 10, 2024, as presented. Motion carried.**

**5. REVIEW OF THE UNAUDITED FINANCIAL STATEMENTS ENDING SEPTEMBER 30, 2024**

*ACTION – Management will follow up with accounting to ensure that the year end adjustments reflect in the financial statements ending September 30, 2024.*

The Board noted that the year-end adjustments are not reflecting accurately in the general ledger. Management highlighted that the financial statements are a work in a progress.

## **6. SITE SUPERINTENDENT REPORT**

*ACTION – Management will follow up with Baxtec to inquire about the heating maintenance in the corridors of the east tower.*

Management presented an overview of the site superintendent report.

## **7. MANAGEMENT REPORT**

Items that required elaboration during the meeting are documented below.

### **7.1 Items for Discussion/Approval**

#### **7.1.1 AGM**

The Board agreed to hold a short meeting before the AGM. Management confirmed quorum for the AGM.

#### **7.1.2 Reserve Fund Study Update**

##### **Motion 3**

**On a motion made by Lyse Marchand, seconded by Roseann Runte, it was resolved to approve the quote presented by Adjeleian Allen Rubeli Limited for the reserve fund study update at a total cost of \$4,300 plus tax. Motion carried.**

The Board noted that Baxtec must receive every report from the contractors to assist with the reserve fund study update.

#### **7.1.3 Baxtec Tower Roof Safety Barrier**

*ACTION – Management will obtain an additional quote for the tower roof safety barrier.*

#### **7.1.4 Baxtec HT Tank**

##### **Motion 4**

**On a motion made by Lyse Marchand, seconded by Ian Rankin, it was resolved to ratify the approval of the quote presented by Baxtec Mechanical Services for the hot water tank replacement for the east tower at a total cost of \$12,576 including tax. Motion carried.**

#### **7.1.5 Tower Terrace Steps**

##### **Motion 5**

**On a motion made by Ian Rankin, seconded by Jay Stone, it was resolved to ratify the approval of the quote presented by Nucon Construction for the installation of tower terrace steps at a total cost of \$3,051 including tax. Motion carried.**

### 7.1.6 RTU-MUA Tower Roofs

#### **Motion 6**

On a motion made by Roseann Runte, seconded by Ian Rankin, it was resolved to approve the quote presented by Rimkus Engineering for the pre-design investigation phase of the RTU-MUA tower roofs at a total cost of \$2,000. Motion carried.

### 7.1.7 Hydro Vault Preventative Maintenance

#### **Motion 7**

On a motion made by Lyse Marchand, seconded by Ian Rankin, it was resolved to approve the quote presented by Sega Electric for hydro vault preventative maintenance at a total cost of \$68,500 plus tax. Motion carried.

The Board discussed the most essential work required for the building from the proposal presented, and decided to proceed with the hydro vault for now and make decisions for the other items at a later date.

### 7.1.8 CSL – Aging

The Board noted that this item is beyond their bounds of responsibility, and the same has been communicated via email to the unit owner.

### 7.1.9 Gym Pool Rules

*ACTION – Lyse Marchand will share the signage drafts of the gym pool rules with the Board for review.*

The Board reviewed the signage required, noting that the new signage should be shorter with improved wording. The Board will draft new signage and discuss it further before final approval.

### 7.1.10 EV Charging

Management noted that there were only two responses for the EV charging from unit owners. The Board highlighted that Wi-Fi will need to be installed in the garage if there are multiple EV charging requests. Management advised dealing with future EV charging requests as they come.

## 8. NEW BUSINESS

### 8.1 Tennis Trellis

*ACTION – Management will inform the resident who highlighted the overgrown branches that the Board is aware of the situation and an engineer has been asked to investigate the situation before next steps are determined.*

The Board noted that they received feedback from a resident to trim some branches in order to minimize travelling squirrels.

### 8.2 TH Caulking Review

*ACTION – Management will facilitate the revision of the townhouse caulking quote to include a caulking review.*

**8.3 Shopping Cart in West Tower**

The Board discussed the shopping cart replacement, noting that costs are too high and they will continue to look at other outlets for lower priced options.

**8.4 Artwork Rental**

The Board reviewed the existing artwork rental contract. Management confirmed that the contractors have been informed that the contract will not be extended since new prints will be purchased.

**8.5 Garbage Placement**

The Board is considering the most efficient way to organize the organic garbage bin. Placing it near the tower doors could be a suitable option.

**9. NEXT MEETING**

The date of the next Board of Directors meeting was not determined.

**10. ADJOURNMENT**

**On a motion made by Ian Rankin, seconded by Lyse Marchand, and carried, it was agreed that there was no further business to transact; the meeting closed at 5:10 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