

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

**MINUTES OF THE BOARD OF DIRECTORS MEETING
VIA TELECONFERENCE
JANUARY 22, 2025, 4:00 P.M.**

MEMBERS:

Lyse Marchand	President
Suzanne Gumpert	Secretary
Roseann Runte	Treasurer
Jay Stone	Director
Pat Bailey	Director

GUESTS:

Wade Kirkpatrick	Property Manager, Apollo Property Management
Manny Mraoz	Rimkus Consulting (until 4:36 p.m.)
Imran Ebrahim	Rimkus Consulting (until 4:36 p.m.)
Rebecca Ernewein	Recording Secretary, Minutes Solutions Inc.

1. PRESENTATION BY RIMKUS CONSULTING

Imran Ebrahim and Manny Mraoz joined the meeting to present on behalf of Rimus Consulting.

Rimkus Consulting provided a detailed overview of the differences between MUAs and heat pumps, noting that the new technology for MUAs would help reduce gas costs and overall carbon emissions with no reduction in comfort level.

Rimkus Consulting explained the infrastructure of the MUA unit and noted that savings from natural gas should offset the increase in electricity costs. They further confirmed that all standard maintenance and HVAC technicians have the equipment to repair MUA's with new technology.

Rimkus Consulting confirmed that all consulting fees, any pre-design air flow tests, removal of booster fans, smoke detector upgrades and structural reviews would be separate from the quote indicated in the proposal. The estimated timeline was the same for both options, with an expected tender of mid February 2025 and project completion in May 2025 or June 2025.

The Board agreed to make their decision after the meeting was called to order.

The Board thanked Mr. Ebrahim for his presentation and Mr. Ebrahim and Mr. Mraoz departed the meeting.

2. 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 4:40 p.m.

3. DISCLOSURE OF CONFLICT OF INTEREST

No conflicts of interest were disclosed.

4. APPROVAL OF AGENDA

Motion 1

On a motion made by Roseann Runte, seconded by Pat Bailey, it was resolved to approve the agenda as amended. Motion carried.

The following items were added to the agenda:

- “Electrical Transformer Quote” was added to the Management Report.

5. REVIEW AND APPROVAL OF MINUTES

Motion 2

On a motion made by Pat Bailey, seconded by Jay Stone, it was resolved to approve the minutes of the Board of Directors meeting held on December 4, 2024, as amended. Motion carried.

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

This item was not discussed.

7. SITE SUPERINTENDENT REPORT

This item was not discussed.

8. MANAGEMENT REPORT

Items that required elaboration during the meeting are documented below.

8.1. Items for Discussion/Approval

8.1.1. MUA/Heating and Air Conditioning Unit on Rooftop – Towers

Motion 3

On a motion made by Jay Stone, seconded by Lyse Marchand, it was resolved to approve Rimkus to provide the design and tender for an MUA installation, and to ensure the structural roof capacity is appropriate for either unit in the design process. Motion carried.

ACTION – Management is to confirm with Rimkus if an incentive or rebate is available with installing either climate control unit, and to request heat pump installation instead if the rebate is less than \$75,000.

ACTION – look into building code requirements for the fire alarm system

ACTION – The Board will vote on further work with Rimkus correspondence by e-mail for ratification at the next Board meeting.

8.1.2. Reserve Fund Study Update

Management confirmed that a draft of the new reserve fund study should be available by the week of January 27, 2025.

8.1.3. Camera Rec Centre – Staff Washroom Hallway

ACTION – Management is to draft a final warning letter to the staff member seen smoking in the staff washroom.

8.1.4. Tennis Court Lattice

Management confirmed that the roof condition is currently being re-assessed by an engineer, and the Board discussed putting the tennis court lattice topic on hold due to price.

8.1.5. EV Charging

Motion 4

On a motion made by Roseann Runte, seconded by Pat Bailey, it was resolved to approve MetroEV's quote of \$9,540, plus tax, for the supply an internet connection in the garage which will allow MetroEV to manage current and future EV charger usage. Motion Carried

The Board discussed installing EV charging stations on the property and noted that only one resident had requested a charging station. Management confirmed that any other residents wanting an EV charger would be required to get Board approval.

8.1.6. Electric Transformer Quote

Motion 5

On a motion made by Lyse Marchand, seconded by Suzanne Gumpert, it was resolved to approve Day View Electric's quote of \$42,544.50, including HST, to replace all four of the building's electric transformers. Motion carried.

Management stated that the estimated lead time is approximately two-to-three weeks.

9. NEW BUSINESS

9.1. Board Member Email

ACTION – Management will confirm they have Roseann Runte's correct email on file.

9.2. Admin Key

ACTION – Management is to make an admin key available for Board members if staff are unavailable to resolve resident issues.

9.3. Condo Authority Charge

ACTION – Management is to ensure that the e-mail from Condo Authority received by some Board members is discussed at the next staff meeting.

10. NEXT MEETING

The next Board of Directors meeting was scheduled for March 5, 2025 at 4:00 p.m.

11. ADJOURNMENT

On a motion made by Lyse Marchand, seconded by Pat Bailey and carried, it was agreed that there was no further business to transact; the meeting closed at 5:41p.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.

Director

Director

Date

Date