

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

**MINUTES OF THE BOARD OF DIRECTORS MEETING
VIA TELECONFERENCE
MARCH 5, 2025, 4:00 P.M.**

MEMBERS:

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

GUESTS:

Wade Kirkpatrick	Property Manager, Apollo Property Management
Rebecca Ernewein	Recording Secretary, Minutes Solutions Inc.

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 4:04 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 Roseann Runte, seconded by Jay Stone, it was resolved to approve the agenda as amended. Motion carried.

The following items were added to the agenda:

- Lobby Flowers
- Fan Coils

4. REVIEW AND APPROVAL OF MINUTES

Motion 2

On a motion made by Jay Stone, seconded by Pat Bailey, it was resolved to approve the minutes of the Board of Directors meeting held on January 22, 2025, as amended. Motion carried.

5. REVIEW OF THE UNAUDITED FINANCIAL STATEMENTS ENDING JANUARY 31, 2025

Management provided a brief overview on the unaudited financial statements and confirmed the Corporation's finances were in good standing.

6. SITE SUPERINTENDENT REPORT

Management confirmed that an employee who has used a high number of sick days had been informed that any additional sick days would be deducted from their vacation time or result in leave without pay.

7. MANAGEMENT REPORT

Items that required elaboration during the meeting are documented below.

7.1. Items for Discussion/Approval

7.1.1. Reserve Fund Study

ACTION – Management is to draft a motion for the reserve fund study and send it to all Board members prior to the next Board meeting.

A meeting was held with the engineer who provided clarification on the various elements of the reserve fund study, which resulted in additional adjustments to the draft reserve fund study. An updated reserve fund study will be provided reflecting the adjustments for review.

7.1.2. Weekend Coverage

Motion 3

On a motion made by Pat Bailey, seconded by Roseann Runte, it was resolved to approve Jani-King's quote of \$2,424 plus HST per month, for weekend coverage at 111 Echo Drive including coverage for statutory holidays to be charged at a rate of time and a half paid hourly.

7.1.3. Roof Repair Quotes

Motion 4

On a motion made by Jay Stone, seconded by Pat Bailey, it was resolved to approve Atlas Apex's quote of \$16,510 plus hst. for the installation of hatch guards, guardrails, and pavers. Motion carried.

ACTION – Management is to obtain quotes for both repair and replacement of the chipped ceiling in the west tower's entryway.

7.1.4. Fan Coils in the 05 units

Action - Management is investigating the issue and will notify owners that an access panel may need to be installed in one of the units.

7.1.5. Lobby Flowers

ACTION – Lyse Marchand will look into obtaining new flower arrangements for the lobby.

8. NEW BUSINESS

8.1. Damaged Drywall

Management confirmed they are awaiting a response from the owner regarding the damaged drywall near the entrance to the recreation center.

8.2. Vertical Platform (special needs)) Lift

ACTION – Management is to look into installing signage next to the platform lift indicating that it is for special needs individuals, and specifically state that contractors, cannot not use the lift, and add the same indications in the community newsletter.

ACTION – Management is to follow up with engineers and TSSA regarding concerns that not allowing individuals to use fobs in the special needs lift would make usage impossible for some.

ACTION – Management is to add special needs lift restrictions to the Corporation move-in delivery rules.

8.3. Electric Vehicle Internet Access

ACTION – Management is to reach out to the vendor regarding adding internet access in the garage.

8.4. Pool Ceiling

ACTION – Management is to investigate condensation concerns on the pool ceiling.

8.5. Fencing

ACTION – Lyse Marchand is to show Management where fencing should be installed on the west tower side of the property.

9. NEXT MEETING

The date of the next Board of Directors meeting is April 9, 2025, at 4:00 p.m.

10. ADJOURNMENT

On a motion made by Jay Stone, seconded by Rosann Runte and carried, it was agreed that there was no further business to transact; the meeting closed at 5:09 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.

Director

Director

Date

Date