

The Crystelle Board of Directors

Meeting Location: phone

Date: March 23, 2021 Time: 06:02 PM

Present

Doreen Barnes, Recording Secretary

Liz Adams, President

Susan Carter, Treasurer

Shebel Farah, Manager

Recording Secretary

Doreen Barnes

Regrets

Sue Robertson, Director

1 Call to Order

Quorum was confirmed. The meeting was called to order on Mar 23, 2021 at 06:02 PM

2 Approval of Agenda

Moved by Liz Adams and Seconded by Susan Carter that the agenda be accepted.

Carried.

3 Past Minutes

Moved by Liz Adams and Seconded by Susan Carter that the minutes from February 16,

2021 at 06:01 PM be approved. Carried.

4 Financials

The property manager elaborated on the outstanding items in the monthly income statements.

Motion: The financials be approved as presented in the report.. Moved by Susan Carter and Seconded by Liz Adams.

5 Property Manager's Report

5.1 Items for Board Decision

5.1.1 Reserve Fund Expenses

Reserve Fund Expenses: The Board is asked to review the reserve fund expenses and approve them, including the items that are not budgeted (item 5.5). Board review and discussion requested.

5.1.2 Property Enhancement

The board will discuss the following items and prioritize: gazebo, new garden bed, removal of bricks, removal of hostas.

The gardening committee will list the items needed for this year's enhancement of the gardens. This will be followed up with discussions with Glen and Shebel who will arrange the quotes and materials as needed within the budget. A gazebo on Crystelle property is considered a common element. Therefore this item request will be brought to the AGM for resident approval.

5.1.3 Draft Audit

The draft audit of the budget for 2020 was presented to the board.

The final audit for 2020 will be ready for board approval and signature within the next two weeks.

5.1.4 Quotes from Keytec and Telesec

Three quotes were received. One from Telesec for the two outdoor cameras and a Dell

Desktop. The second was from from Keytec for the two door operators, and another from Ottawa Tech Construction regarding the hottub upgrade.

The treasurer looked at the budget and made recommendations about what the budget allows for this year.

Motion: Sue Carter moved that we accept the quotes for the redo of the hottub wood surround, the desktop computer for the office, and the two handicap door operators.. Moved by Susan Carter and Seconded by Doreen Barnes.

5.1.5 Status Certificate

The new By-Law No. 4 is now added to the Status Certificate.

5.2 Action Arising from previous meeting

5.2.1 Cheques

The Board of Directors have been up to date with all the cheques signed by Apollo by email as requested.

5.2.2 Full Time Cleaner

As per the Board's approval, Jacson became a full time cleaner for the building as of March 1st, 2021.

5.2.3 Inspection Report

As requested, the inspection report is attached to the meeting package.

5.2.4 Swimming Pool Deck Tile

A meeting was conducted with Pool Works to go through some deficiencies that were noticed with the swimming pool. All deficiencies are being addressed.

5.2.5 Unit issue

The Crystelle will pay for the standard carpet for this unit.

5.3 Items pending

5.4 Standing items

5.4.1 Condominium Fee Tracking Form

Attached to meeting package

5.4.2 Variance Report

Attached to Financial Statement

5.4.3 Status Certificate

Once a year, a complete copy of the status certificate has to be provided to the Board to confirm the wording. Following each meeting, the Board will discuss any changes that have been decided that will affect the status certificate wording.

5.5 Reserve Account: Reserve Account as per the Reserve Fund Study for Jan. 2021- Dec. 2021

Item.....	Budget.....	Spent to date
Windows	\$20,808	\$2,550.20
Elevator Code Changes	\$ 28,091	
Asphalt	\$ 3,121	
Plumbing	\$12,485	\$7,853.50
Lighting	\$ 1,700	

There was no unanticipated activity in the Reserve Fund at the time of the meeting.

Reserve Account UNBUDGETED for January 2021 to December 2021:

Cleaning of all pool ducts.....\$2,226.10

5.6 Correspondence

5.7 List of On-going & Up-coming Projects

* Swimming Pool/Pool Works/Pool Repair/Deck Tile Replacement/Will be completed shortly

* Gym/Ottawa Tech/Install rubber flooring/Ongoing

5.8 Monthly Activities Schedule for Condo #718)

April 2021

- Building Inspection
- Following up with any outstanding pool issues
- Following up with any new Covid-19 updates
- Following up with the auditor for Final Draft
- Start to arrange contractors for spring and summer
- Preparation for AGM
- Prepare for Board meeting

May 2021

- Building Inspection
- Following up with contractors for spring and summer
- Following up with any new Covid-19 updates
- Following up with front building enhancement if agreed by the board
- Prepare for Board meeting

5.9 Contracts

Snow Removal/BPM/..... Nov. 1, 2018 - April 30, 2021

Insurance/Atrens-Counsel/..... Jan. 11, 2021- Jan. 11, 2022
 Auditor/Ouseley Harvey Clipsham Deep LLP..... May 1, 2020 - June 1, 2021
 Mechanical Maintenance/Honeywell/..... Jan. 1, 2020 - Dec. 31, 2022
 Elevators/ ThyssenKrupp/ Dec. 1, 2017 - Dec. 1, 2027

5.10 Board Members

Position/ Period/ Training

President: Elizabeth Adams.....2023.....Completed
 Treasurer: Susan Carter.....2022.....Completed
 Secretary: Doreen Barnes.....2022.....Completed
 Director: Susan Robinson.....2023.....Completed
 Director: Vacant..... ..2021

5.11 Ownership

Resident Owners.....113
 Non-Resident Owners..... 28
 Total..... 141

6 New Business

7 Adjournment

Meeting adjourned on Mar 23, 2021 at 08:00 PM

8 Round Table

Doreen: Suggested investigating the need for electric vehicle charging station for the Crystelle.

Sue: The paint on the fence on Basil McDonald side is peeling. This is caused by salt from the road and sidewalk. The suggestion was made to plant ballfeeders that would grow through the fence.

Liz: The back fence needs to be repaired. Notices need to be placed on the TV monitors to remind residents of the rules for watering plants on the balconies. Fire alarms need to be replaced in some units. Mold in a unit is being investigated as well as a window leak in another unit. Snow removal contracts for next year need to be looked into now.