

CARLETON SQUARE

News & Views

OCTOBER 2022



Daylight Saving Time will end
NOVEMBER 6

Property Manager update:

First 6 months in review

At the end of September, we completed our first 6 months at CCC 38!

Right from the start, we had the daunting task of finding a replacement for Dave who retired while we tried to address ongoing daily operational issues. Fortunately, we were finally able to find resident Sean Boxer, who is now settled into the role and is familiar with the duties at hand.

We had to face a pool heater failure for which the pool company was never able to obtain delivery of the part before the pool closed for the season.

We have processed 136 work orders for repairs varying from foundation leaks, to window and door replacements, fence repairs, lights, electrical, pool repairs, and the list goes on.

A consultant was hired to complete the following inspections and reports for review and planning for maintenance and repairs: steps, roofs, sealant. He then tendered the work for the steps and oversaw the completion of the prioritized repairs. He has recently completed the roof assessment; the contract was tendered and awarded. This work will likely start mid-November and continue as long as weather permits. The repairs will include replacement of all the remaining 15-year shingles. This should result in a 10-year hiatus with no roof replacements.

Good news is the sealant report revealed that it was all in very good condition. Only minor work there.

This consultant also began work to obtain quotes for the corporation in anticipation of some of the upcoming capital projects that will be included in the next reserve fund study. These numbers will allow the reserve fund planner to be more accurate in their planning.

A review of the governing documents was completed by Davidson Houle Allen (DHA) and the recommended changes will be presented at the AGM to the owners. We also worked with DHA on some other legal matters that the corporation had to address.

We had to deal with a water main break that was quickly addressed by Clean Water Works.

The city has started a water meter replacement program. We have assisted residents with notices in the work involved with this.

We registered the corporation with the city "Water Watch Program." This means the city will alert us of any unit that has water running nonstop for more than a week. This means there is a leak in a unit (running tap or leak at the toilet). So far, we have received 5 alerts

continued on page 2

Property Manager update
(continued)

for CCC 38. Running water costs everyone money so we are working to reduce this.

We have prepared and sent out the budget and are now preparing for the audit.

We are addressing on average about 270 emails a month from residents and directors, issued 22 status certificates and assisted in the

completion of some 25 schedule 1s for modifications made by owners.

We went to tender for our insurance renewal and obtained a very favourable rate from a new company saving about \$10,000 over the offered renewal by the previous provider. The landscaping contract was tendered and once again Smit and Son came in with the best rate.

Looking ahead we will begin planning for the AGM, the updated reserve fund study and

the cladding project. We also are still collecting the smoke detector acknowledgement forms and will have chimneys inspected in January (unfortunately the earliest date Capital Chimney could give us)

It has been an unbelievably busy 6 months and we look forward to perhaps a slower paced winter for all at Carleton Square. Look forward to seeing many of you at the AGM in January.

Regards, *Anne Burgoon*

Eavestrough and roof replacement

As noted above, roof replacement work will begin Mid-November on approximately 45 units. These unit owners will be advised when the contractor has confirmed when they will start work. As you know, owners are responsible for the eavestrough. *It is therefore the owner's responsibility to have the eavestrough removed before the roof work will begin and have it reinstalled when the work is completed.* Unfortunately, not all eavestroughs can be reinstalled. If your eavestrough was attached to your unit with spikes/nails it usually cannot be reinstalled. If your contractor used hidden hangers when installing your eavestroughs, reinstallation will likely be possible.

I (Beth Rintoul) am on the Board. I am also on the list to have roofing work done on my unit. I have reached out to several eavestrough contractors to discuss the possibility of removing and reinstalling our eavestrough.

So, this is what I know so far. When I have something to report, I will pass along the information.

Carleton Square's very own Little Library

A concerned owner/resident made some comments about our very own Little Library that I would like to share with everyone. Firstly, this owner is very happy that people are using the library. These are the valid points we are passing on:

- **Oversized books have been jammed into the box** preventing the door from closing completely. As a result, many of the books are damp.
- **Someone has left an umbrella and open container with books** at the base of the lending library. These books are also damp.

Please be kind to library books. If a book is too large for the library or if there is no room for additional books, please take the books home. When the library has room for more books, please place them in the library for all to enjoy.

Thank you.





Farewell to summer and hello to fall and winter

It feels like summer is still with us! But it still means that it is time to get ready for the inevitable: preparing your garden for winter, raking the leaves, getting your snow shovel ready for the first snowfall—which, if we are extraordinarily lucky that won't happen until the end of February 2023—in reality, not just in our dreams.

Speaking about winter, we would like to remind you of a few more things you might want to take care of before the temperatures go way down and the snow start to fall. They are:

- Remove hose from the outdoor tap. This will allow any water in the tap to drain before it can freeze and cause damage.
- Cover your air conditioner.

- Move outdoor items away from your unit. Snow and ice falling off the roof can damage these items.
- **Rats are still a problem.** Please clear your garden of anything that could become a nest for rats.
- Check your weather stripping.

While you are getting the garden ready for winter, take a few minutes to move any dirt that is pushed up against the fence (inside and outside). This will save the boards from rotting.

When the overnight temperatures go below freezing you might want to consider leaving the doors of kitchen cabinets open to minimize the risk of pipes freezing. Unfortunately, good insulation was not a priority in the 1970s when Carleton Square was built.

Board updates >

Annual General Meeting (AGM)

Change is in the air! The AGM normally scheduled for the beginning of December will be held in January 2023, tentatively Thursday January 12. In an over-abundance of caution, the AGM will be held via Zoom. You can attend a Zoom meeting on the internet or via your telephone.

Have you ever thought about running for the Board of Directors?

This delay will provide you with an additional month or so to consider running for a position on the Carleton Square Board of Directors. There will be two vacancies this year. A few thoughts to help you make a decision:

- **There are 7 Board members:** President, Vice-President, Treasurer, Secretary and 3 Directors-at-Large.
- **In Carleton Square, no candidate runs for a specific position or the length of the term they will serve.** The length of a given term is determined by the number of votes each candidate receives. At the first Board meeting after the election, the members will determine who will President, Vice-President, Treasurer or Secretary. The remaining positions are Directors-at-Large. The Directors then select the portfolios they are interested in. Examples include the newsletter, the pool, liaison with the arborist and landscaping.
- **Directors receive NO financial remuneration.** It is a voluntary position.
- **All Directors are required to take an online training program** through the Condominium

Authority of Ontario (CAO) within 6 months of being elected to the Board. This program will introduce you to the role of the Board of Directors through scenarios you may/will encounter. Like every online course, there will be a quiz at the end of, or in the middle of, each section.

- **There is a time commitment.** The Board of Directors meets monthly on the last Thursday of the month. The meeting starts at 6 p.m. and can last for around 3 hours. The length of the meeting is determined by the agenda. We have been meeting on Zoom.
- From time to time an issue arises **that can take a significant amount of time** through emails and/or additional meetings to resolve.
- As a member of the Board, **you can help make Carleton Square a great place to live.**

If you have questions, please reach out to a current Board member.

Toys on the sidewalk

If you or someone you know likes to spend time in the playground (aka the Tot Lot), this notice is for you! As you can see in this photo, toys have been left on the sidewalk. This represents a tripping hazard! **Please, please ensure that ALL toys are removed from the sidewalk and placed in the sandy area.**

Several of the toys are broken. If it is a potential hazard to the tots playing in the lot, or if the toy is broken beyond repair, we would appreciate it if you could remove the item and dispose of it appropriately.



Laughter is the best medicine means that:

- Laughter makes a person lively and high-spirited, and has the power to heal our bodies physically.
- The state of happiness, joy and calmness has the ability to enhance our health, particularly emotional health.
- A person who laughs easily has the capability to overcome adversity in an effective manner.
- Laughter cures us of negative states of mind.
- Cheerful attitude brings harmony and balance in life.

[“Laughter is the best medicine” – Origin, Meaning, Explanation and Importance – ImportantIndia.com](#)

If you have a joke or a cartoon, please send it to me at condocats23@yahoo.com.



On-site Property Management New hours

A representative from Eastern Ontario Property Management Group (EOPMG) has been available to residents in the Admin building on Wednesdays from 1–3 p.m. **As of October 19, the hours will be extended to 1–4 p.m.**

If you wish to talk to the representative, it is strongly recommended that you make an appointment by contacting dean@eopmg.com.

Important phone numbers

Police

Crime in progress or life-threatening emergency: **Call 911**

All other police issues: **613-236-1222 ext. 7502** for dispatch; **ext. 7300** for call centre.

City of Ottawa

311 for noise violations or bylaw questions.

Visitor parking for Carleton Square

613-720-5021. You **MUST REGISTER** your visitor vehicles with Carleton Parking by phone or online at carletonparking.com. The tickets issued for non-registration of overnight visitor parking are from the City of Ottawa and cannot be cancelled by Carleton Square CCC 38.

Contact and general information

How do residents communicate with the Board?

- **Through our property management:**

Anne Burgoon, Senior Property Manager and General Licensee, Eastern Ontario Property Management Group (EOPMG), assisted by Dan Milne, Property and Facilities Support Specialist

During office hours: 613-918-0145 ext. 501 (or ext. 512 for general inquiries)

After-hours emergency: 613-918-0145 ext. 1

Cell: 613-803-4595

Toll free: 1-888-606-8715

Email: anne@eopmg.com or dan@eopmg.com

- **By mail:** Residents may drop off a letter at the Administration Building (515 Orkney Private) for consideration by the Board outlining any suggestions or concerns.
- **By attending a Board meeting:** Residents of Carleton Square are welcome to attend a monthly Board meeting, which are usually held the 4th Thursday every month. Board meetings are being held virtually. **How:** Residents may raise a concern at the meeting between 6:30 and 7 p.m. and are asked to make their concern known to the Board *in writing* no later than the Monday preceding the meeting. A short letter outlining the issue should be emailed or dropped off at the Administration Building in advance.

Board of Directors

<i>Name</i>	<i>Position</i>	<i>Portfolio</i>
Richard Provost	President	Landscaping/Snow Removal, Policies, Volunteer Coordination
Vacant	Vice President	Newsletter, Contracts, Policies
David Witoluk	Treasurer	Pool, Volunteer Coordination
Matthew Symonds	Secretary	Contracts
Monica McGahey	Director at Large	Landscaping/Snow Removal, Pool, Newsletter
Lori Moore	Director at Large	Policy, Landscaping/Snow Removal
Beth Rintoul	Director at Large	Newsletter, Contracts, Pool



Advertise

in the Carleton Square newsletter!

Walk dogs?

Baby sit?

Shovel walks or weed gardens?

If you have a service you'd like to offer to Carleton Square residents, send the info (including your rate) to condocats23@yahoo.com and we'll create an ad for you and place it in the newsletter.

Contributions to the newsletter are welcome!

If you have something you would like to see covered, please email the Editors at carletonsquare38@gmail.com or leave a note at the Administration Building (515 Orkney Private).

Special thank you to Sandra Hamel for making this newsletter look so good. 😊