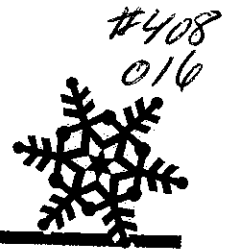




# CASTLEBROOK VILLAGE

*A Great Place to Live!*



*Community Newsletter*  
January 2006

## MESSAGE FROM OUR BOARD OF DIRECTORS

Welcome to a new year. May this year be a happy and prosperous one for all of us in Castlebrook Village. Our spring Barbecue held last May was a great success with many residents stopping by to meet the Board members and partake in the food and camaraderie. Thank you to everyone who contributed extra treats to the food table. The window replacement project got off to a good start last year with the awarding of the contract and timely completion of the first seven blocks. Our Annual General Meeting, held in October, presented a healthy financial position and filled three vacant positions on the Board. We, your Board members, have accepted the responsibility of overseeing our collectively owned assets. We do so with a deep sense of responsibility. Please lend us your support. We look forward to seeing you at the 2006 spring barbecue scheduled to be held in May!

## ANNUAL GENERAL MEETING (AGM)

We held our Annual General Meeting on Tuesday, October 25, 2005, at Ben Franklin Place as scheduled - but not without difficulty. As presented in our March 2005 Newsletter, to be able to conduct the business of our Corporation at the AGM we must have a quorum (25%) of the owners represented at the meeting. For our Corporation, that means we need 40 units to be represented either in person or by proxy. We eventually did get a quorum, but only after one of our Board members went out into the blustery weather and knocked on doors in Castlebrook Village to get people to attend. Had we not gotten our quorum, we would have had to reschedule the AGM at considerable expense to all of us. Expenses involved include the rental of the hall, payment to the Auditor and the

Recording Secretary. The Property Manager's contract requires attendance at only one AGM per year thus allowing the Property Manager to charge an additional fee if having to attend a second meeting. Additionally, all notices must be mailed out again - another sizable expense. As owners, each of us has a responsibility to be in attendance at the AGM. If we cannot be in attendance then it is imperative that we complete the proxy form and forward it to a Board member or the Property Manager. Please, let us all be responsible in our joint ownership and attend our next AGM.



## BOARD OF DIRECTORS

The election that took place at our October 2005 Annual General Meeting has provided us with a new Board of Directors. Our Directors have determined their positions for the upcoming year as follows:

President	Ian Watson	2006
Vice-President	Lyon Gilbert	2007
Treasurer	Claire Dufresne	2006
Secretary	Chantal Neuman	2007
Director-at-Large	Jeff Wong	2007

Directors are elected for two-year terms. The year noted is when each Director's term is due to expire. Thank you to our outgoing Directors, Richard Summers, three years on the Board, and Sanjiv Kalra, one year on the Board, for their dedication in serving our Corporation. Our Board members are co-owners, volunteering their services to oversee our shared assets. We owe them our appreciation and support. Thank you, Board members, for taking on this task.

## WINDOW REPLACEMENT PROJECT

This four-year project has gotten off to a great start. In our March 2005 Newsletter, we were informed that the Board had contracted Laviolette Engineering to oversee our window replacement project. Since then, Laviolette Engineering awarded the first phase of the project to DJC Inc Windows and Doors of Chelsea to install Elite brand of windows.

Last summer, DJC Windows completed Phase I of the replacement of windows in the following blocks: 4 and 16 Millrise Lane and 2, 10, 12, 20, and 5 Castlebrook Lane. All comments received by the Property Manager from the owners of these units have been positive. Everyone appears to be satisfied with their new windows and the way in which the job was done. DJC Windows personnel have shown themselves to be conscientious, respectful and proficient professionals. All reports indicate that work areas have been left in immaculate condition after the completion of each unit.

**REMINDER:** you or a representative must be home during window replacement in your unit. The specifications provided by Laviolette Engineering state: *"The occupants of the individual units are referred to in these Specifications as the 'Unit Owners', regardless of whether the occupants rent or own the unit in which they reside. The Unit Owners' responsibility is to provide access to the unit when the work is to be carried out, and to provide somebody to be present at the unit while the work is being carried out."* In other words, someone representing the owner must be home during the entire time contractors are in a unit replacing the windows, or the contractors will not proceed.

Concern was expressed at our last Annual General Meeting that the units that had windows replaced this first year did not meet the order of the "draw" that had been done at the previous AGM. Laviolette Engineering identified several blocks that required immediate replacement to prevent further damage to the units. It is the Board's obligation to accept the advice given by the

Engineering firm in order to meet its mandate to preserve the value and integrity of the Corporation's assets. It is the Board's intention to follow the "draw" list except where recommended otherwise by the Engineering firm. We will not know the recommendations of the Engineering firm regarding Phase II of the project until after winter. Once it has been determined which blocks will be included in Phase II, our Property Manager will contact the owner of each unit that makes the list for replacements this summer. The twenty-two blocks still requiring window replacement as per order of "draw" are as follows:

1. 14 Castlebrook
2. 14 Millrise
3. 24 Castlebrook
4. 12 Millrise
5. 1 Castlebrook
6. 18 Castlebrook
7. 9 Castlebrook
8. 8 Castlebrook
9. 8 Millrise
10. 6 Castlebrook
11. 22 Castlebrook
12. 4 Castlebrook
13. 6 Millrise
14. 3 Castlebrook
15. 50 Castlebrook
16. 10 Millrise
17. 30 Castlebrook
18. 7 Castlebrook
19. 28 Castlebrook
20. 26 Castlebrook
21. 2 Millrise
22. 16 Castlebrook



Please ensure that you contact our Property Manager immediately if you feel that your windows have deteriorated to a point that there may be damage caused to your unit. Our Property Manager will arrange for an inspection of your windows.



## NEWSLETTER TOPICS AND INPUT



Provide us with topics on which you would like information, or specific questions or concerns that you would like to see answered in the next newsletter. Drop your suggestions in the mail slot at the Board office at 10-F Castlebrook Lane in an envelope marked "Newsletter".

## CONDOMINIUM FEES

### What do our condominium fees cover?

Our condominium fees pay for all expenses associated with Castlebrook Village. When we purchased our condominium unit, we bought a share of Carleton Condominium Corporation No. 408 and therefore became responsible for a proportionate share of the expenses associated with CCC No. 408. These expenses include, but are not limited to, the maintenance and repair of the common elements, fees for professional services (legal, audit, management, and engineering), insurance, water, hydro, parking control, pest control, landscaping, snow removal, administration, and annual contributions to the corporation's Reserve Fund. Our private roadways and parking lots, our lamp posts to provide street lighting, our bounty of mature trees, our open grassed areas, and our sewer system all belong to us, and must be maintained by us.

### Who decides how much we pay each year?

The forecasted expense requirements of our corporation decide what we will pay. Each year, sometime before May 01, which is the start of the corporation's fiscal year, the Board and the property manager review the expenses of the current year to date, and attempt to forecast the expenses for the upcoming year. Contracts already signed for the upcoming year for items such as parking control, landscaping, snow removal, and property management assist this process. The Reserve Fund Study states the minimum requirement that must be provided to the Reserve Fund. The Board and property manager may be aware of requirements above and beyond the Reserve Fund Study and will take these items into account as well. The rest of the expenses are forecast based on past years' history plus the expected increase in these expenses. All estimated expenses for the upcoming year form the annual Budget, which provides a total that must be collected from the owners. This total is proportionately, as per the Declaration,

divided amongst the 158 units and then divided into 12 monthly payments due from each unit on or before the first day of each month.

### Why do some owners pay amounts different from other owners?

When a condominium is registered, part of the documentation supplied by the developer includes a list outlining the proportional percentage that each unit will contribute to cover the cost of maintaining the corporation. The percentages allocated to each of our 158 units total 100 percent. Many factors aid the developer in determining the percentage responsibility for each unit. Some of the considerations when determining percentages may include: the number of windows in a unit; whether the unit is an interior or end unit; the square footage of the unit; whether the unit has a garage or not. These proportional percentages are part of the Declaration and by condominium law must be strictly enforced. The Board and/or Property Manager may not alter these percentages.

### Murray and Murray Parking Control Services

TEL: (613) 228-7715

EMAIL: [HTTP://www.mmpcs.com](http://www.mmpcs.com)



### Neighbourhood Watch

Heather Fair-Penton

TEL: (613) 228-6951

EMAIL: [hezlfair@rogers.com](mailto:hezlfair@rogers.com)

## CONTRACTORS

We obtain the services of contractors to perform a variety of tasks for our Corporation. It is not always easy to find contractors to meet the special needs of our organization as many contractors choose not to accept work with condominium corporations. Our Property Manager, Scott Smith, sets up and maintains the relationships with the contractors we do have in our employ. It is imperative that we all help our Property Manager with this task. Please do not interfere with contractors by giving them instructions on how to do their job, or by complaining to them about the quality of their work. If you feel that there is a problem with a contractor, please immediately inform Scott Smith so that he can review the situation and take appropriate action. Many of the services, such as snow removal and lawn maintenance, are performed as per the Scope of Work outlined in a contract. The price of this contract is determined by the scope of work we request. When an owner approaches a contractor and demands that the contractor perform services beyond the scope of work for which the contractor is being paid, or complains about the quality of the contractor's work, it causes deterioration in the relation between the corporation and the contractor. Please, in the interest of all us, leave the managing of contractors to the professional we are paying to do the job. We encourage you to say "thank you for working for us" to any contractor on our site.

## SQUIRRELS, SQUIRRELS, SQUIRRELS



We have had a population explosion in Castlebrook Village. Squirrels are everywhere. While these animals are cute to look at and fun to watch, they are capable of causing serious damage to our homes. Squirrels chew into our attics, through electrical wiring and anything else that gets into their way. We have expended a large unbudgeted amount this past year on repairs to damage caused by squirrels. We all have to work together to control this problem.

Squirrels will not stay in our neighborhood if there is no food for them. Their greatest source of food is bird feeders. Please, if you want to provide food to the birds, ensure that your bird feeders are squirrel-proof.



### IMPORTANT NOTICE

Please do not shovel snow  
on to the roadway.

If you remove snow from  
your driveway or sidewalk,  
please pile it within  
your exclusive-use area

**BE A GOOD NEIGHBOUR**



Condominium living is a unique experience, with many rules, regulations, By-laws, etc, governing all of us. Please be a good neighbour and encourage harmony in our Village. If you see one of our fellow residents breaking a rule, do not create bad feelings by approaching that person. Inform our Property Manager about the infraction, and the Property Manager will make contact with the resident and explain the rules and the appropriate behaviour for the particular situation. This maintains civility amongst all of us instead of creating hostility.

**SOCIAL ACTIVITIES/COMMUNITY EVENTS**

Are you trying to set up a Bridge or Euchre group? Do you want to get other people together to arrange chimney cleaning or driveway sealing? Our Newsletter may be used for this type of communication within the Village. Include your contact information and we will print your article in the next Newsletter. Please drop off at 10-F Castlebrook Lane in a sealed envelope marked "newsletter".



**INFORMATION SESSION**

The Board has been made aware that many owners feel inadequately informed about condominium living, their rights, and their responsibilities. The Board, to address this matter, will be offering information sessions, approximately one hour in length, sometime in the near future. These sessions will be held in small groups of pre-registered owners and will be an open forum of questions and answers. The participants will determine the agenda. The purpose will be to provide general information - not to discuss specific complaints about the owners' units. If you are interested in attending one of these sessions complete the enclosed form. If you have a particular topic you would like addressed please indicate it. Drop the form in the mail slot at 10-F Castlebrook Lane and someone will contact you with a date and time.

**INFORMATION SESSION REGISTRATION**

NAME(S): \_\_\_\_\_

CONTACT INFORMATION:

TEL (res) \_\_\_\_\_ TEL (bus) \_\_\_\_\_ Email \_\_\_\_\_

TOPIC(S): \_\_\_\_\_

DAY and TIME PREFERRED: \_\_\_\_\_



## REMINDERS.....

**Garbage and recycling:** Garbage must not be put out prior to 7:00 pm the evening before garbage day and should be put away as soon as possible after garbage collection. Please do not store containers in any location visible from the road. For large items, such as chairs or sofas, please contact the City to arrange for pickup. Appliances are not collected by the City. Owners must make their own arrangements for removal of appliances. If the Corporation has to remove the appliance, the cost will be charged back to the owner.

**Roof climbing - please stay off the roof:** Only contractors hired by the Corporation may access the roofs of our units. Any damage caused to a roof by an owner or an unauthorized contractor will be charged back to the owner. A professional chimney cleaner contracted by the owner is an authorized contractor.

**Visitor parking** is for visitors only. Residents are not allowed to use these designated spaces. Overnight visitors must be registered with Murray and Murray Parking Control Services and cannot exceed three consecutive nights without prior permission from the Property Manager.

**Chimney cleaning** is the responsibility of each owner and should be done in a timely fashion depending on how much the fireplace is used. A fireplace used on a regular basis requires chimney cleaning once per year.

**Satellite dishes** may be installed only after obtaining written permission from the Property Manager, and must be installed as per the guidelines cited in the permission letter. Satellite dishes not conforming to the guidelines will be removed by the Corporation at the owner's expense.

**Water leaks** (roof, basement, windows) must be reported to the Property Manager immediately upon discovery before there is any resulting damage to the unit. This applies to any structural damage such as cracks in the foundation.

**Responsible pet ownership** should be practiced by all pet owners. Respect our neighbourhood and keep it clean - poop and scoop. Respect our neighbours - keep dogs leashed, cats within our own exclusive-use boundaries. Please do not allow a barking dog or wandering cat to take away the peace and enjoyment to which all neighbours have a right.

**Snow piles** are a tempting attraction to our children. Please caution children against climbing piled snow. This is a dangerous practice and may result in one of our children sliding/falling into the path of a moving vehicle.

**Walkway shoveling and step clearing** is the responsibility of the unit owner to where the unit walkway joins the common-use walkway. Please immediately report to the Property Manager any areas of ice build up or common areas that have not been cleared by the snow contractor. Please note that our snow contractor is not required to clear snow until 50 mm of snow has fallen.

**Christmas decorations and lights** are a beautiful addition to our community during the holiday season. Our regulations allow these decorations between December 01 and January 15. It is time for them to be removed please.

**New windows:** The vinyl cover over the window frames must not be penetrated by nails or screws to fasten such items as thermometers. A hole in the vinyl could result in the degradation of the window frame and void the warranty for the window.

**Exterior walls:** The exterior walls of the units are part of the common elements. The siding on these walls should not be penetrated by nails, screws or other fasteners. The Property Manager may approve certain installations upon written request.



Property Manager: Scott Smith

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