

**Peel Condominium Corporation 122 (“PCC 122”)**

7080 Copenhagen Road, Management Office Unit 91  
Mississauga, ON L5N 2C9



# **NEWSLETTER**

## **SPRING & SUMMER – 2020**

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### **BOARD OF DIRECTORS**

- Dianne Cairns – President & Administrator
- Catherine Rowe – Treasurer, Corporate Secretary & CAO Specialist
- Megan Taylor – Assistant Treasurer
- Carl Hernes – Director

### **MANAGEMENT OFFICE - UNIT 91**

Business Hours  
Weekdays 9:00AM to 12:00PM

Safina Cerit, Site Manager

- Phone: 905.812.2903
  - FAX: 905.812.2904
  - Email: [site.manager@pcc122.com](mailto:site.manager@pcc122.com)
  - Website: [www.pcc122.com](http://www.pcc122.com)
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Emergency On-Site Contact for **Watermain Tap Leaks only**: [416.819.3479](tel:416.819.3479), Greg Jonas, Unit #3

Emergency Contact for **Garage Door Service**: [905.828.0054](tel:905.828.0054), McKee-Horrigan Inc.

**Plumber 24/7 Service**: [905.278.4200](tel:905.278.4200) or [905.817.0210](tel:905.817.0210), Mr. Rooter Plumbing

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April 2020

Dear Residents:

Greetings to all from your Board of Directors. It is very difficult to find the words to write at a time like this. The COVID-19 virus continues to have our country in shut-down and our people in shut-in mode, a situation that is hard to believe could happen. We hope our community is coping as well as possible under the circumstances.

## **The Office is Closed:**

As advised in our notice to owners dated 23Mar20, the office will remain closed to walk-in traffic until the order to do so is lifted and Safina will continue to work behind locked doors as required. We continue to conduct our monthly Board meetings by either following social-distancing protocol or by online meeting conferencing.

## **The Playground is Closed:**

Our playground is roped off to indicate that it is closed until further notice. Please convey this information to all members of your family. During this pandemic, it is important that residents remain within their homes and not in common spaces such as parks and playground areas. Remember that there are infected persons who are asymptomatic (but still contagious), as well as the fact that the virus is contagious long before a sick person begins to show symptoms. Opening of amenities would create risk for all persons using the facilities.

## **Common Expense Fees (CEF):**

As advised in our notice dated 9Apr20, our maintenance fees must be paid in full and on time. We are fully aware of the hardship this virus has caused to so many people. Legal advice states that we must require the fees to be paid as usual and that NSF's be issued with liens in order to protect the corporation financially. We do have the flexibility to hold cheques from deposit for a while during the month they are due. Please contact Safina if it will help to hold a cheque until the funds are in the bank to pay your CEF.

## **The Annual General Meeting (AGM):**

We are scheduling our AGM for mid-June. However, depending on the restrictions placed on us due to COVID-19 this might be delayed. Homeowners will receive the Preliminary Notice of Meeting with the Candidate Disclosure Form for owners to declare their intention to be a candidate for the Board of Directors. The Formal Notice of Meeting will follow a few weeks later with the final date, the financials and proxy package. Homeowners are invited to attend this meeting to learn further details of the challenges the Board faces, our accomplishments and plans for the future. Please submit your proxy if you are unable to attend. If the restriction against social gatherings is still in effect at that time, we will be required to move the meeting to a later date.

## **Directors Wanted:**

There are two positions on the Board that need to be filled. 1. Anupam, our Director of IT, left the Board last October because she moved out of our complex. 2. Carl's three year term expires this June; he plans to stand for election for another three year term. Anyone interested in joining the Board is welcome to contact our office at any time to discuss starting to serve as a Director or an Officer on the Board. Any individual that starts as a Director would be required to stand for election at the next AGM to complete the three-year term that was started last year by Anupam. We are specifically in need of the following skills and experience: information technology, QuickBooks, banking/finance, newsletter/letter writing, email etiquette, Excel capabilities, maintaining standard operating procedures, reliability and a business background. We are hoping to source people with these skills from within our community.

Once again, we urge those in our community to step up and take their turn at being a director on the Board. Yes, it is a commitment and yes, it is a responsibility but staying self-directed is a much better option than paying a management company to do what our Board and our site manager do. The Board needs new people to be trained

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to take over for those who have already been serving for many, many terms. Please volunteer some time to serve your community.

## **The CCI Toronto Legislative Committee:**

We are advised by the Condominium Authority of Ontario (“CAO”) that the Condominium Act (“Act”) has no guidelines to deal with the type of situation we have with this COVID-19 virus and there is leniency with respect to holding our AGM. We can postpone our AGM for as long as is necessary and the CAO will not penalize us or check to see whether we have had our AGM. According to the Act we are supposed to hold our meeting within 6 months of the end of each fiscal year which is December 31. However, the Act does not provide for the extenuating circumstances that we are facing now and, therefore, it would be acceptable for us to have our AGM after the 6 month deadline if necessary. If we cannot hold the AGM in mid-June you will be advised in advance. The Formal Notice of Meeting will be withheld until a suitable date to hold the meeting has been established. The CCI Toronto Legislative Committee provides us with regular ongoing updates regarding legislation concerning condominiums.

## **The Agreement to Receive Notices Electronically:**

The Board of Directors is trying to reduce expenses and become more environmentally friendly. If you have an email address and are still receiving a hard copy of this Newsletter, please fill out the attached Agreement to Receive Notices Electronically and return it to the office at your earliest convenience. We are enclosing both the Instructions and the Agreement. It is much easier and less expensive communicating with owners by email than by costly printing and delivering door to door. When you do sign up to receive notices electronically please check it to ensure that your email address is legible and correct and provide an email address that you use on a regular basis, not one that you rarely check and therefore, won't receive our mailings on a timely basis.

## **Communication:**

We distribute two Newsletters and two Periodic Information Circulars each year along with a budget forecast that provides a list of our known expenses and our proposed projects and activities for the coming year. We post project and maintenance information on our website and present this information at our AGM each year. We are an email away should you have any questions. We have a very committed and active group of Directors with integrity, honesty and foresight for this complex. We are following the rules and doing our due diligence to ensure this complex will prevail for years to come. Do note that we are governed by the Condominium Act (1998) and must follow this piece of legislation. Also, all Directors are required to complete online training within 6 months of becoming a Board member.

## **Unit Owner Insurance:**

It is time to remind owners about the importance of obtaining the correct unit owner insurance. Note that this is different from renter's insurance which is not sufficient for condo owner requirements. Standard Unit coverage provided by the condominium does not include any upgrades, personal property or living expenses should an owner need to move out while repairs are taking place. CCI Toronto's Condo Convos has provided a very informative video called Unit Owner Insurance. You can access this at: <https://ccitoronto.org/education-events/education-videos/condo-convos>. Please ensure that you are fully covered to avoid unexpected expenses should some major damage occur to your unit.

## **Security:**

We have been notified that a car in our complex has been broken into and various devices stolen. Please make sure to lock ALL doors for the vehicle, house, patio and garage and take your garage remote into the house. Don't leave anything valuable in the vehicle.

## **Surveys:**

We conducted two surveys in 2019. The first survey was included in the 2019 Fall & Winter Newsletter regarding Authorized Debit of Bank Accounts which was distributed to owners 29Oct19. The second survey was News

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Release #2, regarding the type of fireplace(s) in each unit, under the heading Chimney Cleaning & Inspection which was distributed to owners 29Nov19. Response for survey #1 was 21% and for survey #2 was 51%.

We ask owners to provide input on issues of importance that could affect the way we do business. Thank you for showing your support by responding to surveys. We would appreciate the highest response possible. Please have your chimney inspected and cleaned on a yearly basis. It is important that you provide a copy of the inspection report to our site manager so we can monitor the condition of chimneys on a regular basis.

## **Parking Tickets:**

We, as owners, pay our parking authority to patrol our complex at various times to check our fire routes and visitor parking lots for violators. We have outsiders that park in our visitors parking so they can play tennis on the courts in the public park behind our complex. Some of us may feel lucky and take a chance to park in visitors for a few minutes or more and return to see we have a parking ticket. Or, we forget to register our visitor before 2:00AM and they get a parking ticket. Our parking authority is a professional company that has real-time status information on their devices at all times. That information includes any special authorizations they have received from our site manager. An example of "special authorization" from our site manager consists of circumstances when owners are having their driveway resurfaced, their house painted or their roof resingled and Safina has notified the parking authority that certain owner licences have authority to park in visitors for a certain period of time until the work on their unit is completed. Owners don't get special authorization to park in visitors because they have two or more cars and their garage is full.

## **Effective Immediately Regarding Parking Tickets:**

A \$50.00 Parking Ticket Administration Fee now applies to any owner who requests that our site manager initiate an investigation to cancel a parking ticket issued by our parking authority. The owner will be informed that an investigation will cost the \$50.00 administration fee whether or not the site manager's investigation of the facts proves that a cancellation is legitimate or if a cancellation is denied. The decision will be based on the parking authority's records. The Administration Fee will be invoiced to the owner during the month the investigation took place.

Should an owner's vehicle be found parked or standing with no occupants and without special authorization in visitor parking or on our fire route by our parking authority patrol and it is issued a ticket, that ticket will be considered valid. The parking ticket will not be subject to a request from the owner for cancellation by our site manager as the vehicle is in violation of our rules. Owners must use the parking on the south side of Copenhagen Road in front of our complex.

Visitor parking registration can be another point of contention. Should an owner dispute the time of registration against the time a ticket was issued and request that our site manager cancel the ticket, the owner will be informed that an investigation will cost the \$50.00 administration fee, whether the ticket is cancelled or not. The decision will be based on the parking authority's records indicating the time of registration and the time of ticketing. We receive detailed reports from the company of infractions with dates, times, licence numbers and any special authorizations or instructions they have received from our site manager.

## **Balcony Gates:**

When the balcony steps and railings were replaced in 2018, owners were given the opportunity to purchase a gate for the top of the steps that matches the railings. Some owners did purchase gates and they look awesome. We notice that some of those who didn't purchase a proper gate are using miscellaneous items to close off the entrance to the balcony. Unfortunately, this is not an acceptable way to create a gate and expect visitors, delivery and service people to move that blockage out of the way to gain entrance to the balcony.

Please be advised that such improvised gate blockages on balconies must be moved out of the way in advance if owners want our landscapers to gain entrance to service the balcony. The Board considers it a safety issue when

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our service people are faced with moving large objects at the top of the concrete stairs. Please ensure the balcony entrance is clear of all obstructions on the days our landscape team is scheduled to be on site. Otherwise, they have the right to refuse to enter the balcony. Balconies with the proper hinged gate and a gate latch installed are ideal. Any balcony or back yard with a gate that is locked will not receive landscape service. The landscape team usually services our complex on Thursdays.

## **The Balcony Wood Parapet Walls:**

Inspection of the balcony wood parapet walls has revealed that the majority are suffering from moisture damage on the inside and are to be considered unstable. Owners are hereby advised to refrain from leaning or pushing against the walls and to not sit or place heavy objects on them. The Board is investigating a suitable replacement for these walls that will be safe, low maintenance and affordable. Further information will follow.

## **The Balcony at #59:**

We started the project in the late fall of 2019 to replace the balcony patio stones. Unfortunately, when the stones were removed we found large pockets of water had accumulated under the protective membrane. On investigation it was determined that the water had seeped down from inside the parapet wall and under the membrane. The solution was to remove the water damaged wall and extend the membrane out to above the garage. The project was stopped because winter weather set in but will be completed as soon as weather permits.

## **The Condo Manual:**

This document has been updated as of 30Mar20 and is posted on our website under the link "About Us".

## **Signage Through-Out the Complex:**

You may have noticed that many of our signs around the complex are faded and unreadable. We are in the process of having a municipal professional come on-site and review our requirements based on current by-law regulations and provide us with a proposal for what signs we need and where.

## **The Grounds Contract:**

The grounds contract with Serv-A-Lawn was renewed for another five (5) years at no increase in the price over the previous five (5) year contract. Three quotes were obtained for consideration and taking all things into account, we concluded that Serv-A-Lawn had the best proposal. The contractor has begun the spring cleanup and then will start regularly scheduled maintenance.

## **The Windows at #91:**

The plan was to replace the windows at #91 at the very end of the window replacement project. The windows have never been replaced in this unit and appear to be the originals which make them approximately 45 years old. It came to our attention this winter that many of the windows in the party room have separated from the frames leaving gaps where the air breezes through. We have made temporary fixes by caulking these gaps. Due to COVID-19 and contractors being unable to enter individual homes at this time, we will replace the windows in #91 this year.

## **Don't Flush the "Flushable" Wipes Down the Toilet:**

Many people are using cleaning wipes to disinfect their homes during the pandemic. Some are also throwing them out in a place they shouldn't - the toilet, and it is creating a big mess. The wipes do not break-down after they are flushed down the drain, causing sewer back-ups in some communities. In addition to using the right products and cleaning regularly, it is important to discard the used wipes and paper towels into the garbage and not down the toilet. This has always been important and will continue to be after COVID-19 because disposable wipes cause major problems for sewers and wastewater infrastructure. "Flushable" wipes are not actually flushable. They create giant masses called "fatbergs" and are extremely costly to have removed. Please, do not flush any kind of "flushable" wipes down the toilet.

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## **The Watermain Taps and Toilet Shut-Off Taps:**

To avoid watermain emergencies, please regularly check your watermain taps for leaks and signs of deterioration. Do not turn the tap on and off as that activity sometimes leads to leaks. Report any watermain tap leaks to the site office for tap replacement. Owners are required to maintain the toilet water tank shut-off taps and connections in good working order. Should they not be maintained properly and they leak to cause water damage, owners are held responsible for the cost of all repairs.

## **The Reserve Fund Study:**

The Reserve Fund Study is taking place this year. We have already been in contact with the engineers and as far as we know at this time work will start in May. We have contracted an engineer to investigate the chronic water leaks that we have had for many years from certain balconies into garages. We have tried unsuccessfully to stem the flow of water into the garage by caulking the site of water flow.

Other items on our list for the engineer to inspect are:

- The best solution to replace/repair the disintegrated brick behind the downspout from the balcony down the side of the garage on four units
- The deteriorating, rusty reinforcing metal struts that support the top of garage doors
- The wood frames around the garage doors – many appear to have wood damage
- Parapet wall replacement options
- A better alternative for the balcony drainage scupper which is always plugged and requires ongoing maintenance

## **Planned Projects:**

Due to COVID-19 and the social distancing restrictions, most of the projects and repairs we had scheduled are now on hold until contractors are back at work. The following activities are planned but it remains to be seen how many can be completed:

- Reserve Fund Study - activated
- Shingles to be replaced on roofs with severe damage and those that have been covered with tarpaulins to stop leaks
- Window replacements in owner units - due to COVID-19 to be rescheduled
- Front door replacement: budgeted for 3 new
- Replacement parapet walls on balconies
- Paint the main floor of Unit 91
- Walkways repaired as needed
- Roadway/speed bumps – investigating the feasibility and cost of removable speed bumps
- Garage doors repaired when possible. Budgeted for 5-8 new as needed
- Catch basins repaired as needed
- Plant new trees
- Basement waterproofing as needed

All projects are weather permitting and time permitting also. The contractors and our office do their best to keep everyone abreast of the projects, start dates and times. However, sometimes these are not within the control of the office or the contractors. Please contact the office if you have any questions or concerns.

## **Other Important Information:**

Following are a few things to keep in mind as we start our outdoor living season:

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- No open fires (bonfires, fire-pits) are allowed in backyards or anywhere in the complex.
- Extermination of mice and ants in the living quarters of a home is the unit owner's responsibility. Please do not call the site manager for this type of service.
- Dryer vents can be a fire hazard and should have the built-up lint removed every year. Owners are responsible for the cost of all damage caused by dryer/vent fires.
- Should owners plan to make any structural changes in their unit they must get Board approval in advance.
- Green Bins (compost) must be stored in the garage at all times with the exception of pick-up day. We recommend moving this bin and garbage bags to the curb before 7:00AM the morning of pick-up in order to avoid having the wildlife breach the bin's security and tear into any bags overnight and make a mess of the contents. It is the owner's responsibility to immediately clean up any mess that animals make of your bin and bag contents.
- Do not feed any wildlife in the complex. Feeding attracts animals from far and wide. They will congregate around the food dispenser and there will be more and more critters arriving wanting handouts. We do not want more animals in our neighbourhood. They cause many problems.
- We have raccoons, squirrels, chipmunks, bats, rabbits, birds, possums, skunks and others roaming, climbing, digging and some are chewing their way into our homes. Raccoons and squirrels are particularly damaging as they make their way into our attics and it is very costly to have a contractor lure them out and board up the access holes they make. Contractors will no longer catch, remove and relocate raccoons and skunks. They will only respond if the animal is suspected to be diseased.
- Bats. Please be diligent to keep your screens closed at all times if your patio doors and/or windows are open, especially at dusk and at night. If you don't have screens do not leave any windows or doors open to the outside for any length of time. Bats take any opportunity to enter an open garage, an open door or window. We have had occasions with bats in the living quarters of homes. **Do not panic or try to hurt or kill them.** Bats are a necessary part of our environment and typically don't attack. One concern is their propensity to have rabies. Should anyone receive a bite from a bat, please seek medical attention immediately. The usual procedure is to carefully catch and release it outside or to open doors and windows and guide the bat towards the openings.
- Obey the By-Laws and roadway signs: No Stopping, No Parking and the speed limit of 15 Km/hr throughout our complex.

Please stay safe. Listen to the rules and recommendations of qualified personnel on the media. Beware of scams, rumours and those trying to take advantage of this COVID-19 situation.

Thank you.

Sincerely,

The Board of Directors

Attachment: Agreement to Receive Notices Electronically