

Peel Condominium Corporation 122 (PCC 122)

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

NEWSLETTER

FALL & WINTER 2020-2021

BOARD OF DIRECTORS

- Dianne Cairns – President, Administrator & Acting IT Coordinator
- 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
 - Website: www.pcc122.com
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Emergency On-Site Contact for Watermain Tap Leaks only: **416.819.3479**, Greg Jonas, Unit #3

Emergency Contact for Garage Door Service: **905.828.0054**, McKee-Horrigan Inc.

Plumber 24/7 Service: **905.278.4200** or **905.817.0210**, Mr. Rooter Plumbing

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October 2020

Dear Residents:

This is our Fall & Winter Newsletter to bring you up-to-date on the COVID-19 impact, AGM plans, Pre-authorized Debit (PAD) for monthly maintenance fees, projects, safety in your home, chimney cleaning, parapet walls, preparations for winter and various other issues.

COVID-19:

To date we have no knowledge of anyone in our complex contracting the virus. If that is indeed the case, we are thankful. We must cope with the three W's – wash your hands frequently, wear a mask and watch your physical distance – for some time to come but considering the potential alternative of getting sick with the virus, these are sensible actions to take. We do ask that you wear a mask if you visit the office. Better yet, contact Safina by phone or email. Also note that although the playground is open, it is not being cleaned.

Annual General Meeting (AGM):

As a reminder, this is the AGM meeting that should have taken place in May 2020. The purpose of the meeting is to review the year-end December 31, 2019, Financials and vote on the business of the corporation for 2020. One of the items on the agenda for this meeting is to pass By-Law No, 6, which is a By-Law authorizing electronic voting by unit owners and electronic owners' meetings beyond the lockdown period. This is an excellent option to have under the circumstances. A copy of the By-Law will be included for your review in the Formal Notice of Meeting to be sent in advance of the meeting.

The COVID-19 restrictions shut down our ability to have an in-person AGM. We were hoping things would open up to make it possible for an in-person AGM but that hasn't happened. Therefore, on the advice of our lawyer and as our notice of 21Sept20 announced, out of necessity we have scheduled our AGM Virtual Meeting with On-Line Advance or Real-Time On-Line Voting to take place on November 4, 2020.

Our AGM Virtual Meeting will be hosted by CondoVoter using the webinar platform on Zoom. Attendees will not be visible and you do not need a webcam. For those without email access, a dial-in number will be available to call into the Virtual Meeting by telephone. Full details will be sent to all owners in due course. Since this process will be new to all of us, we are hoping everyone will give it a try and we will have a very successful outcome. Stay tuned for further information. You should have already received your Preliminary Notice of Meeting.

Condo Fees Paid by Pre-Authorized Debit (PAD):

Our Treasurer has spent a considerable amount of time working with our bank to set up the option for our owners to pay their monthly maintenance fees by pre-authorized debit from their bank. Owners have been asking for this option for many years now so we are pleased to offer this opportunity to those who wish to use it.

This is advance notice that along with our annual Notice of Maintenance Fees letter to owners which is delivered on or about December 1 of each year, will be a PAD Agreement and instructions on how to register for this feature. Funds will be debited from owners' bank accounts on the first of every month starting January 1, 2021 and sufficient funds are required in accounts to cover our maintenance fees and all other outstanding debits payable on that day of the month. Signed agreements must be returned to the office no later than Friday, December 18, 2020. We encourage every owner to take advantage of this PAD feature but should there be those who still wish to pay by cheque, the Notice will include that option also. If you change your mind later in the year you can switch options by giving our office reasonable notice.

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Condo Fees Paid by Cheque:

For owners who wish to continue to pay their monthly maintenance fees by cheque, they are required to submit cheques to the office for the 2021 year post-dated for the first of each month. Cheques are to be received in the office no later than December 18, 2020. That is not to say the cheques will be cashed on the first of every month as that date may fall on a weekend or a holiday. Our monthly banking process for cheques is a manual activity that requires the monthly cheques to be driven to the bank for deposit. Our office is closed on weekends and holidays. As with any other written cheques, there are no time limits as to when cheques have to be cashed so sufficient funds are required in accounts until all outstanding debits have cleared.

Non-Sufficient Funds (NSF)

We do our best to deposit cheques on the first of the month with weekends and holidays excluded. Even then, with bank processing and other possible delays, the funds may not be cleared for another day or two. Under banking regulations sufficient funds are required in accounts until all written cheques, pre-authorized debits (PADs) and other outstanding debits have cleared or the account is subject to going NSF. Owners who feel they may have a shortage of funds for our cheques or PADs are asked to contact our office at least two business days in advance of the first of the month to see if arrangements can be made to avoid going NSF. The NSF Administration Fee of \$100.00 will apply to all accounts that go NSF regardless of the circumstances. If you do have concerns, check with your bank to get overdraft protection.

Please be advised that our office cannot take any cash payments for any services on instructions from our auditor.

Payment of our invoice for NSF amounts must be made upon receipt of invoice or, at the latest, prior to the end of that current month by certified cheque or money order. Failure to do so will cause lien proceedings against the property to be initiated. Should payment not be made by the end of that current month, a notice to the owner will advise that the invoiced amount must be paid within 10 days or the Corporation will proceed to have a lien registered on the title of the property. Should lien proceedings be initiated, the costs to the owner will include an additional Lien Administration Fee of \$100.00, and all additional charges and legal fees associated with the processing of such lien will be charged to the unit owner.

Projects Completed 2020:

Needless to say, the COVID-19 restrictions had a major effect on initiating our spring and summer projects by delaying them considerably. However, once restrictions started to lift we were able to line up contractors to complete the following work:

- Reserve Fund Study (Notice of Future Funding to be distributed to owners when finalized)
- Basements waterproofed
- Household watermain taps replaced
- Eaves troughs cleaned out throughout the complex
- Phase 1 windows replaced in office
- Phase 2 windows replaced in units
- Catch basins repaired
- Shingles replaced on full or partial sections of roofs
- Roadway sections paved
- Speed bumps topped up
- Visitor Parking, speed bumps and roadway lines painted
- Driveway resurfacing

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- Arborist services to cull and trim trees
- Entrance doors replaced
- Townhouses sold to date – Qty 5
- Various roadway signs have been replaced. Many were faded and unreadable

Projects to be Completed 2020:

- #91 Interior painted
- Additional roadway signs to be replaced
- Unit 59 parapet wall to be installed
- Unit 83 balcony to be resurfaced and parapet wall to be replaced
- Some sidewalks and walkways to be repaired

Safety in your Home:

For your safety please remember that The Ontario Fire Code and Legislation requires all single family, semi-detached and townhouses in Ontario, whether owner-occupied or rented, to have a working smoke alarm and carbon monoxide detector on every storey of the residence and outside all sleeping areas.

Chimney Cleaning and Inspection:

This is a reminder that the Fire Code continues to be in effect for the annual cleaning and inspection of fireplace chimneys. It has not been cancelled or restricted due to COVID-19. Some owners have recently had the services of Enchanted Chimney clean and inspect their chimney and have sent their report to our site manager. Thank you. The contractor wears a mask the entire time and it is easy to keep your distance as required. Just make sure your fireplace work area is cleared of any obstructions for the contractor.

Balcony Parapet Walls:

The existing wooden parapet walls on balconies reached their end-of-life some time ago. Over the years the cost of maintaining them has been considerable with replacing rotten boards and regular painting being required. Engineers have advised the walls are no longer viable due to the wood rot and should be replaced. We are replacing them with a new style of parapet wall which initially will be installed on units 59 and 83 then the rest of the balcony units starting in 2021. It will consist of an aluminum black frame with dark smoked tempered glass panels which will have a more modern look and be extremely low maintenance for years to come.

We regret it has taken so long to complete the balcony at unit 59, but there were so many obstacles, different pieces/contractors and delays encountered along with COVID-19 that things did not turn out the way we had anticipated. Thanks to the family for their patience and understanding through this long waiting period.

Winter Preparations:

As fall moves into winter we must remember to do our usual winter preparations. Before the freeze, please shut off the water to your outside front and back taps and leave the taps open to drain to avoid having the pipes burst, which is a great inconvenience and a costly repair for owners. It is also handy to have a bag of road salt or other de-icer on hand for those early icy driveway mornings. The contractors may not be able to get salt to your place on your time schedule.

Water Usage and Cost have Risen:

The water bill we recently received is 26% higher than usual. The water rate however, has not changed. We suspect that this was due to families being home because of COVID-19 and using more water. This increase

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will have an impact on our budget as it wasn't in the plan. Please refrain from over-watering gardens and lawns. Do not allow sprinkler water to run off the lawn, down the road and into the sewers.

Read our Communications:

We ask that you please read all of the communications we send to you, like periodic notices about work being done around the complex, Newsletters, Periodic Information Certificates, Annual Maintenance Fee Notices with budget and reserve fund information. This information will keep you fully informed of our activities. We are more than transparent and we provide full disclosure as required, but owners will not be well informed if they don't read our deliveries.

To make it easier for us to deliver our communications and for you to access them from anywhere, please consider filling out and submitting the Agreement to Receive Notices Electronically. This form is available on our website (www.pcc122.com).

Become a Director or an Officer:

We are asking for volunteer directors or officers to join our team with the possibility of becoming directors. We are in need of an experienced IT person to assist with our website and the web hosting site; we also require someone with experience and a flair for writing; and we would like an expert (or close to it) in using QuickBooks. Having Board of Director experience is also an asset. We are confident there is a lot of talent out there. Here is your chance to take your turn at supporting your community in a very special and meaningful way. Please apply to be a candidate by clicking on the link in the PCC122 – Preliminary Notice of Meeting email from CondoVoter or complete and return the Candidate Disclosure Form included with the Preliminary Notice of Meeting that was distributed to all owners on 25Sept20.

Keeping Up Appearances:

As a reminder, please keep the front and back of your property in presentable condition at all times. Clean up your gardens, pick up papers and flyers and put them in recycling. Keep your green compost bin in your garage at all times with the exception of compost pick-up day. Do not put large items to the curb until the day of garbage pickup. To avoid the potential of animals making a mess of your garbage overnight it is best to set it out before 7:00AM on the day of garbage pickup. Please remember – do not feed the animals.

Condo Information:

For information on the condo community in general, visit - www.condoconvos.ca, CCI Toronto, Condo Convos.

For information on our complex, check our website: www.pcc122.com, review - About Us, The Condo Manual (in the About Us folder), News Releases, Newsletters, etc. The declaration for our condo, as well as our by-laws, are also on the site.

Should you have any questions please do not hesitate to contact our site manager for assistance or ask to meet with the Board. Two-way communication between owners and management is very important.

We wish you all the best for a safe and trouble-free fall and winter!

Sincerely,

The Board of Directors