

Carleton Condominium Corporation No. 542

Sandcliffe, Winterburn and Grandcourt

TO: All Owners

**FROM: Condominium Management Group
CCC542 Board of Directors**

DATE: July 11, 2024

RE: Annual Inspection Update

The annual inspection was held on May 24, 2024. The property manager, three board members and a representative from Centaur Enterprises Ltd, the contractor, walked the property.

A list of repairs to the exterior of the units and to the common elements was drawn up.

The following are examples of the repairs that were noted:

- ✓ Parging
- ✓ Window wells
- ✓ Check and replace outside vent covers as needed
- ✓ Check and repair caulking around natural gas outlets, water bibs and electrical receptacles in rear of unit
- ✓ Caulking around lower level and all windows
- ✓ Check and repair or replace all outdoor electrical receptacles off back porch
- ✓ Check all back porch lights and replace as needed
- ✓ Paint touchups
- ✓ Check all front porch railings – are they still solid?
- ✓ Ensure downspouts are securely attached

The work will be carried out starting in mid-July and may extend until sometime in September. Dates may change due to contractor scheduling, supply issues and weather.

The workers will be dressed in plain clothes. Access to the exterior front, side and back of the units will be necessary to complete some of the repairs.

Work order issued to Nature (pest control)

During the annual inspection, we noticed a number of wasp nests. On July 8, the pest control company removed the nests that were identified.

All questions are to be directed to the Property Manager, Christine Rausch (phone 613-237-9519 ext. 109), and not to the workers on site.