

**MINUTES OF THE ANNUAL GENERAL MEETING OF OTTAWA
CARLETON STANDARD CONDOMINIUM CORPORATION NO. 769
HELD WEDNESDAY JUNE 17, 2015
THE PARTY ROOM, 3580 RIVERGATE WAY, OTTAWA, ONTARIO**

PRESENT:	Andy de Schulthess	President
	Clive Wolff	Vice President
	Lise Gauthier	Treasurer
	Irmela Murphy	Secretary
	Larry Boisvert	Director
	Kim Renwick	Property Manager, Condominium Management Group
	Melissa Van Alstine	Senior Auditor, Raymond Chabot Grant Thornton
	Megan Wilson	Recording Secretary

- 1) **CALL TO ORDER**
Mr. de Schulthess, The Chair, welcomed owners and called the meeting to order at 7:00pm. P. Wood (unit 703) & B. Gittens (1006) were appointed to act as scrutineers.
- 2) **CONFIRMATION OF QUORUM**
The Secretary confirmed that the quorum was met with 78 units represented by either person or by proxy.
- 3) **CONFIRMATION OF NOTICE**
The Secretary confirmed that the notice of the Annual General Meeting was distributed to all owners as per the requirements of the Condominium Act.
- 4) **INTRODUCTIONS**
Members of the Board and the Property Manager were introduced. Mr. de Schulthess thanked all of the staff of 3580 Rivergate Way for all their hard work and dedication.
- 5) **APPROVAL OF MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING**
The minutes of the previous annual general meeting were distributed to owners prior to the meeting.

The following amendments were made:

B. Vracaric (unit 901) would like the incorrect spelling of his name corrected. It had been noted and corrected.

It was **Moved** by Ms. Alce (unit 1101) and **Seconded** by Ms. Currey (unit 303) that the Minutes of the Annual General Meeting held June 18, 2014 be accepted as amended.

Motion Carried

6) PRESENTATION OF THE AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDING DECEMBER 31, 2104

Mr. de Schulthess requested that Ms. Van Alstine explain the audit process to the owners, she made the following comments:

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements.

For not-for profit or for charities audits, the firm starts with a meeting of the staff to discuss the changes in the audit field.

The auditor is given access to all invoices, expenses, deposits, pre authorized payments, Board Minutes, contracts, legal documents and communication.

Procedures selected depend on the auditor's judgment.

A check list is used provided by the Chartered Accountants

The auditor's responsibility is to express an opinion on these financial statements based on the audit.

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the Canadian accounting standards for not-for-profit organizations.

Upon completion, a draft copy is given to the Board of Directors and the Property Manager for review.

Once there has been approval from all parties the final financial statements are released and they are of a clear opinion and presented fairly.

It was noted that the audit was conducted in accordance with Canadian accounting standards for not-for-profit organizations, and the financial statements present fairly the financial position of the Corporation at its fiscal year end.

L. Hershorn (unit 1705) requested possibly having a more detailed summary regarding what was actually found and what was completed in the audit. The auditor addressed the question by stating that all suggestions are sent to the Board of Directors. The auditor also made note of the request for future audits.

W. McCoubrey (unit 805) suggested that it was inappropriate that the auditor's covering letter had their trademark slogan in the heading. It was explained that it was their standard letterhead, but they would take it under advisement.

Mr. de Schulthess presented the audited financial statements. The financial statement prepared by Raymond Chabot Grant Thornton, for the fiscal year ending December 31, 2104 included:

Statement of Financial Position

Statement of Fund Operations

Statement of Cash Flow

Auditor's Notes

Board members also informed the unit owners of the following points:

Reserve fund contributions are approximately 24%

Over budget regarding gas, with queries regarding higher gas bills than RG1 to be investigated

The heat pump and hot water natural gas heating system are similar for both RG1 and RG2; and that RG1 have replaced their primary heating elements with "High Efficiency Units" which might be part of the reason for their lower gas bills.

RG1 has an almost offsetting higher hydro bill, which will also be investigated

Telephone bill has decreased since the previous year. Mr. de Schulthness thanked Mrs. Renwick to have bundled all communication with Rogers.

Shared Facilities is very slightly over budget

Staff salaries budget is an estimate, while actual reflects performance

Shared Reserve Fund exterior repairs (Gatehouse, Pool)

The corporation is currently paying for 1/3 of the Riverside Drive traffic light. It had been noted that the Board is currently looking into the contract with Urbandale.

Snow removal costs were higher this year due to the increase in snow fall.

Insurance premium reflects the increase in building value of \$8M and although the deductible for water damage has increased significantly (which should normally translate into lower insurance premiums) the higher number of claims by all Condo Corporations for this type of claim has increased dramatically in the last couple of years and these cost have to be recovered from all.

The Board would attempt to have our Broker obtain competitive quotes in a more timely manner this year to allow us to determine if we want to look at other possible sources for our insurance.

The net effect of the favourable and unfavourable variances was a \$44,434 operating deficit versus a budgeted deficit of \$44,432.

It was **Moved** by D. Robinson (unit 1302) and **Seconded** by A. Vinette (unit 1801) that the Financial Statements audited by the firm Raymond Chabot Grant Thornton for O.C.S.C.C. No. 769 and Rivergate Shared Facilities for the fiscal year ending December 31, 2014 be accepted.

Motion Carried

7) APPOINTMENT OF THE AUDITOR FOR THE FISCAL YEAR ENDING DECEMBER 31, 2015

It was **Moved** by P. Henault (unit 1001) and **Seconded** by A. Agabab (unit 604) that the firm Raymond Chabot Grant Thornton be appointed to serve as Auditor for C.C.C. No. 769 and Shared Facilities for the fiscal year ending December 31, 2015.

Motion Carried

8) ANNUAL BOARD REPORT

The Annual Board Report can be found in the AGM Package. Mr. Wolff thanked all the volunteers by name for all their hard work on various committees and organized activities.

9) ELECTION OF THREE DIRECTORS

The Chair informed owners that there are three (3) positions available on the Board of Directors. He expressed his thanks to Lise Gauthier and Larry Boisvert for their hard work and dedication to the Board of Directors; their terms have ended and they will not be seeking re-election. Mr. de Schulthess' term has also ended and is seeking re-election. Winnona Skafte, Rose-Marie Batley and Andy de Schulthess had submitted their names for the election to the Board of Directors.

The Chair asked for new nominations from the floor. There were no new nominations from the floor.

Winnona Skafte, Rose-Marie Batley and Andy de Schulthess were elected to the Board of Directors by acclamation.

10) GENERAL DISCUSSION

Open discussion regarding the renovations to the pool. Residents were very vocal about how much they are enjoying it.

J. Mayne (unit 1607) inquired what the exact issue is regarding installing an outlet in the parking spots for electric or battery charged vehicles. The Chair addressed the question by suggesting to the unit owner to request approval by completing the form in By-Law #7.

M. Robinson (unit 602) inquired what is included in waste removal. Mrs. Renwick informed the unit owner that this is for the work that the city does not complete, for example, emptying the waste bins more often.

The dark lighting in elevator 3 had been addressed. Mrs. Renwick made note of the issue.

Residents thanked the Board of Directors and Property Manager for the handicap doors that were installed.

B. Gittens (unit 1006) requested an update on the window repairs. Mrs. Renwick addressed the question by notifying the unit owner that we have received one quote regarding the remaining repairs and is confident that the repairs will be completed this summer. Mrs. Renwick is still waiting on two more quotes.

P. Laberge (unit 1508) requested an update on the door project. Mrs. Renwick addressed the request by stating that the doors are very particular which is why the Board attempted to remain with the original installer. However, the original installer is unavailable. At this time, we have received one quote from a new company.

P. Laberge (unit 1508) sought clarification of the higher salary expense in 2014 vs 2013. Mrs. Gauthier explained that in the years prior to 2014, the weekend "on-call premium" paid to the RG1 and RG2 superintendents was expensed through the Shared Facilities account. Starting in 2014, these costs are charged directly to our respective corporate salary accounts.

An open discussion regarding the plumbing issue ensued. Mr. Wolff addressed the inquiry by stating that the kitchen drains plumbing in the 04/05 stacks were not installed properly by the original contractor. Since then Mrs. Renwick met with Urbandale and came to the agreement that this was an error on their part. There will be a meeting with the contractor to discuss the plans of how they will complete the cross over. Another contractor will also be installing cleanouts on the ground floor for the 01 and 08 stacks. Then the plumbing will be properly cleaned and have a camera inspection.

L. Belford (unit 202) inquired what the process and procedure is regarding entry into suites when there is a medical emergency. It had been noted that Steve and Mike are on call overnight and weekends and can access the suites in a severe emergency. Mrs. Renwick will confirm all policies, procedures and protocol.

11) ADJOURNMENT

It was **Moved** by W. McCoubrey that there being no further business the meeting be adjourned at 8:48 p.m.

Motion Carried