

OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION NO. 769
MINUTES of the ANNUAL GENERAL MEETING
VIRTUAL PLATFORM: ZOOM
HELD WEDNESDAY, AUGUST 11, 2021

PRESENT: André Vinette	President
Scott McDermott	Treasurer
Rose-Marie Batley	Vice-President/Secretary
Larry Boisvert	Director of Operations
Peter Mitchell	Director of Communications
INVITED: Annette Jensen	Auditor, WGP Chartered Professional Accountants
Kim Renwick	Property Manager, Condominium Management Group
Yaprak Ilaslan	Recording Secretary, Condominium Management Group

1. CALL to ORDER

The Chair (A. Vinette) called the meeting to order at 7:06 p.m.

2. CONFIRMATION of QUORUM

It was confirmed that quorum had been established, with a total of seventy-eight (78) units present, fifty-eight (58) of which were represented by proxy and twenty (20) represented in person at the outset of the meeting. Other owners joined during the meeting.

3. CONFIRMATION of NOTICE

It was confirmed by the Chair that the Preliminary Notice and Notice of Meeting were sent to all owners in advance of the meeting in accordance with the requirements set forth in the Condominium Act, 1998.

Owners were advised that as Board meetings are open, and draft minutes made available to owners, there will be no additional Board report presented at the Annual General Meeting.

4. INTRODUCTIONS

Members of the Board, Auditor, Property Manager, and the Recording Secretary were introduced as per the above.

5. APPROVAL of MINUTES of PREVIOUS ANNUAL MEETING HELD on NOVEMBER 25, 2020

A copy of the minutes of the previous Annual General Meeting held on November 25th, 2020 was included in the Notice of Meeting distributed to owners.

Motion: To dispense with reading of the minutes of the previous Annual General Meeting held on November 25th, 2020 as they were included in the Notice of Meeting distributed to owners.

Moved: Bonnie Merovitz (Unit 603)

Seconded: Dyane Dufresne (Unit 704)

Motion Carried.

The Chair opened the floor for any corrections to the minutes of the previous Annual General Meeting and there were none brought forth.

Motion: To approve the previous Annual General Meeting Minutes held on November 25th, 2020 as presented.

Moved: Mary McCoubrey (Unit 805)

Seconded: Dorothy Robinson (Unit 1302)

Motion Carried.

6. PRESENTATION of AUDITED FINANCIAL STATEMENTS for FISCAL YEAR ENDING DECEMBER 31ST, 2020

A copy of the audited financial statement for the year ended December 31st, 2020 was included in the Notice of Meeting distributed to owners.

The Auditor, Annette Jensen of WGP Chartered Professional Accountants, advised owners that the job of the auditor is to examine the financial statements and determine whether or not they accurately reflect what happened during the preceding fiscal year in the Corporation's Operating and Reserve funds. She confirmed that the audit was carried out in accordance with Canadian accounting standards for not-for-profit organizations and that the financial statements present fairly, in all material respects, the financial position of the Corporation at its year-end. The financial statements for the year ended December 31st, 2020 included:

- Independent Auditors' Report;
- Statement of Financial Position;
- Statement of Fund Operations and Changes in Net Assets,
 - Operating fund,
 - Reserve fund;
- Statement of Cash Flows;
- Schedule of Revenues and Expenditures; and
- Notes to Financial Statements.

The Auditor opened the floor for any questions regarding the audited financial statement or the audit process, with nothing brought forth, the Auditor was excused from the meeting at 7:31 p.m.

The Chair confirmed that a copy of the Treasurer's Report for the year ended December 31st, 2020 was included in the Notice of Meeting package distributed to owners. Scott McDermott presented the key points of the Treasurer's Report, as follows:

- The Audit findings letter shows no internal control deficiencies, no significant unusual transactions, no financial statement disclosures that needed to be brought to the Board's attention, and no difficulties during the audit process.
- Overall, total revenue ended the year \$9.6K unfavourable to the budget. This was due to the coronavirus pandemic, which forced the closure of the amenities including the guest suite and party room, both of which generate revenue for the Corporation. Guest suite revenue had the largest impact ending the year \$8.5K under budget.
- The Corporation ended the year with a \$24.6K over budget for expenses; therefore, the year ended with an operating deficit of \$83.9K versus a budgeted deficit of \$49.7K. Overall, the year ended with a \$34.2K unfavourable to the budget.
- For 2020, the major favourable contributors to the expense variances were discretionary expenses (\$12.66K), professional fees (\$4.5K), and water (\$2.4K).
- Unfavourable variances arose from Repairs and Maintenance (\$12.6K), hydro (\$8.2K), elevator expenses (\$7.2K) gas (\$4.8K), cleaning expenses (\$4.3K), amortization of capital assets (\$4.0K), and the shared facility (\$2.5K).
- The \$34.2K total budget overage in 2020 was a result of the additional spending during the coronavirus pandemic and additional expenditures early in the year in repairs and maintenance primarily related to small plumbing issues that resulted during work on the sediment project.

Terry Kirby (unit 206) asked why the cleaning cost was high as most of the facilities were closed and didn't require cleaning. The Property Manager advised that the Board met with Spot Maintenance and agreed there would be additional cleaning of the handles on the stairwells, elevator buttons, and high traffic areas multiple times during the day to ensure they were clean for the safety of everyone.

Terry Kirby (unit 206) requested information on budgeted items for general maintenance and repair to be clear in reporting and it should indicate where the Property Manager's bonus is allocated. It was suggested the Property Manager's bonus be a separate line item in the budget apart from Management fees.

The Property Manager advised the general maintenance and repair allocation includes several additional general ledgers. A detailed list of those general ledgers can be provided to the owners on request.

Clive Wolff (unit 1407) asked why the revenue for the fiscal year 2020 was less than in 2019 as the condominium fees were increased in 2020.

Scott McDermott advised the condominium fee entries are split between the operating and the reserve account.

Clive Wolff (unit 1407) asked if the meter is being read and the hydro rates are being applied and money recovered when the roof top is being rented.

The Property Manager advised the money is recovered, and currently a new contract is being prepared to have the meter read and paid as per the usage.

Clive Wolff (unit 1407) advised the Shared Facility Committee has hired a security guard for the Gatehouse instead of using Iron Horse, and the decision was based on cost savings; however, the financials still reflect the same rate.

Scott McDermott advised that the Board will look into this and get back to the unit owner.

Dyane Dufresne (unit 704) wanted to know the expected condominium fee increase in the upcoming fiscal year as the Corporation needs to rebuild the operating contingency, budget for day-to-day operations, and contribute to the Reserve Fund.

Scott McDermott advised the owners that the Board is currently not sure what the condominium fee increase will be until the draft budget is prepared.

Peter Mitchell (unit 204) advised the Corporation pays half of the water bill for watering the lawns; however, the lawns in front of RG1 appear better watered than in front of RG2.

The Property Manager advised that there are 2 meters and they are read and accounted for accordingly for usage.

Bonnie Merovitz (unit 603) advised the pool expenses are substantially higher than projected and wanted to know the reason. The Property Manager advised there were some major plumbing repairs.

Clive Wolff (unit 1407) advised there are separate water meters in RG1 and RG2 for the sprinkler system. Previous treasurers were asked for these meters to be read in September in order for the Corporations to pay for the portion of water usage based on the readings.

The Property Manager advised the meters are being read and how the costs are allocated.

Terry Kirby (unit 206) wanted to know if the Property Manager will be back on site and if the bonus will be added to the upcoming year budget.

The Property Manager advised that site hours will be restored.

7. APPOINTMENT OF AUDITOR FOR NEXT FISCAL YEAR

It was confirmed that the Board and Property Manager continued to be pleased with the services and pricing provided by WGP Chartered Professional Accountants and they recommended re-appointment for the 2022 fiscal year.

Motion: To re-appoint WGP Chartered Professional Accountants as auditors for the 2022 fiscal year.

Moved: Oriana Trombetti (unit 708)

Seconded: Andy de Schulthess (unit 1806)

Motion Carried.

8. ELECTION OF ONE DIRECTOR

The Chair explained that there is one position up for election on the Board, for a three-year term.

Nominations were received from Larry Boisvert (unit 1907) and Norman Slover (unit 706).

The Chair asked three times if there were any other candidates who wished to nominate themselves or be nominated for election to the Board. With no further nominations, the floor was closed for nominations. Both candidates had an

opportunity to speak to the owners present.

On a vote by owners, Larry Boisvert (unit 1907) was elected to the Board for a term of three (3) years.

9. GENERAL DISCUSSION

The Chair opened the floor for discussion of matters pertinent to the general affairs and assets of the Corporation.

Lawrence Levy (unit 1707) thanked the Board members and the two candidates who stood for a Director position. He recommended there be sub-committees where the owners are involved in assisting the Board as well as management for social matters.

Jill Stewart (unit 1305) asked why the sheers in the lobby have not been removed and cleaned, as the request was submitted during the last year's Annual General Meeting.

André Vinette advised that the Property Manager will be back on site to address such issues. During the Covid-19 pandemic much of the maintenance tasks are scheduled on a priority basis by urgency.

The Property Manager advised Parliament Cleaning has been scheduled to clean the sheers, and it should be done in the next month or so.

Norm Slover (unit 706) advised a motion has been circulated regarding usage of the tennis courts for unit 708. He believes the relationship between the two condominium corporations (667 and 769) has not been entirely honest. This exceptional use of the tennis courts was not coordinated with the OCSCC 667, and it is in breach of the Corporation's rules. The legal position quoted did not cover the rules and the lawyer who provided the opinion was not given the rules. As such the lawyer was unable to comment, only having been provided the Declaration and the Bylaws. The rules were established in 2010 and they were clear on the usage guidelines. Unfortunately, the Board did not communicate with RG1 and did not follow the rules; as such, the misuse of the tennis courts will need to cease, and an apology should be extended to RG1.

Oriana Trombetti (unit 708) advised she has a legal agreement (included in the lease) between the tenant and herself where she has exclusive use of the tennis courts, and the tenants have exclusive use of the interior amenities. This agreement was approved by the Board at the time the rules re tennis court usage were revised. The agreement does not violate the Corporation's Declaration and will remain in place only for the current tenants. Ms. Trombetti apologised to the owners that this issue had come before them as she had tried to resolve it with the owner of unit 706 to no avail.

Further discussion was held on this issue. It was confirmed that both RG1 and RG2 Boards are aware of this issue and neither Board has an issue with the agreement between the owner and tenant. Because the Declaration supersedes the Bylaws, Rules, and the Handbook, it was agreed to allow the owner of unit 708 and her guests to use the tennis courts. The owner of unit 706 disagrees and believes a vote from the owners is required to enforce a change.

In response to a question from Terry Kirby (unit 206), that the Declaration may require review and changes, it is noted that this takes considerable time, is expensive, and requires a high percentage of owners to approve any changes.

It was **Moved** by Norm Slover (unit 706) and **Seconded** by Fred Tabachnick (unit 1105) that the Corporation revoke the agreement between the owner 708 and her tenant and cancel the approval between unit 708 for exterior common element use for the owner who is a non-resident.

The Property Manager advised that for a motion to be binding on the Board and a vote held at the Annual General Meeting it must be included on the AGM agenda and in the backup; however, the owners can cast a vote, and the Board can discuss the issue at a Board level. Jerry Pitzul (unit 1202) suggested as there is a motion on the floor and while it is not binding on the Board, there should be a vote. To that end, the owners voted (7 in favour; 25 against). [we have an issue here as initially there were only 20 units present but the total here is 32 – so I tried to address that in the opening quorum statement]

Motion Defeated.

Branislav Vracaric (unit 901) requested that the tennis courts be cleaned. The Property Manager will have them power

washed.

William Goldstein (unit 1203) suggested that the Board consider obtaining quotes for the auditor services every two years. He recommended any correspondence from the Board and the Property Manager should be addressed as “Dear Owners” rather than “Dear Residents”.

Andre Vinette thanked the owner for the suggestion.

Dyane Dufresne (unit 704) asked when the Reserve Fund Study will be finalized.

The Property Manager advised the draft will be received early September for Board review. As soon as it is finalized, it will be distributed to owners. It is required information for preparation of the draft budget.

André Vinette thanked his colleagues on the Board, the Property Manager for her service, and all the owners who participated in the AGM by Zoom.

10. ADJOURNMENT

On a **Motion** by Branislav Vracaric (unit 901) and given no further discussion from the owners, the meeting was adjourned at 9:21 p.m.