

OTTAWA CARLETON STANDARD CONDOMINIUM CORPORATION NO. 769

Minutes of the Annual General Meeting

Held on June 29, 2017 at 7:00 pm

Head Table

Rose-Marie Batley	President, Board of Directors (CHAIR)
Andrew de Schulthess	Vice-President, Board of Directors
Irmela Murphy	Secretary, Board of Directors
Clive Wolff	Treasurer, Board of Directors
Kimberly Renwick	Property Manager, Condominium Management Group
Jennifer Bearzatto	Recording Secretary, Condominium Management Group

Regrets

Larry Boisvert Director of Operations, Board of Directors

1. CALL TO ORDER

The Chair called the meeting to order at 7:00 pm.

2. CONFIRMATION OF QUORUM

The Chair, and Property Manager, confirmed that quorum was met in accordance with the Condominium Act.

3. CONFIRMATION OF NOTICE

The Chair, and Property Manager, confirmed that notice was sent to the owners on or before June 12, 2017, well in advance of the mandated 15 days required advanced notice.

The Chair asked for volunteer scrutineers for this evening's election of directors. R. Kear (903) and D. MacDonald (1504) volunteered.

4. INTRODUCTIONS

The head table introduced themselves as detailed above.

5. APPROVAL OF MINUTES OF PREVIOUS ANNUAL GENERAL MEETING

Motion: To approve the 2016 Annual General Meeting minutes as presented.

Moved: D. Monk (204)

Seconded: A. Vinette (1801)

Y. Fortin (506) asked for an update pertaining to the boiler study that was conducted last year; has work been completed? The Property Manager confirmed that some work was completed; specifically the expansion joints at approximately \$27K.

A. de Schulthess added that the Board reviewed the report and that an interested owner will be investigating further. The Board was surprised that the payback schedule was approximately 12 years.

Y. Fortin (506) asked for confirmation that the \$35K spent this year on boilers had nothing to do with the above. A. de Schulthess confirmed it did not.

CARRIED

6. PRESENTATION OF AUDITED FINANCIAL STATEMENTS

C. Wolff presented the audited financial statements noting the following;

- ✓ The auditor was not in attendance as per the Board's request; in the past owners have commented that they only want the auditor to point out any irregularities and for the Board to present the variances.

- ✓ Opinion: clean audit that fairly represents the corporation financial position at year end.
- ✓ The Board works closely with CMG and the auditor throughout the year and during the audit process. Only the four following auditor adjustments were made:
 - Employee Benefits
 - Employee Insurance Credit
 - Due to Shared Facilities
 - Engineering fees (for boiler specific work to be reclassified).

The major variances to budget were then highlighted and explained.

D. Monk (204) asked if the corporation saved any money with the new LED lighting? C. Wolff responded that the original cost was forecast at \$57K; however, the actual expense was \$69.5K. This was because the Board was initially told that the existing ballasts could be used; this was not the case. \$15,000 has been saved in the first four months of 2017. The Board has provided all paperwork for the hydro rebate and is waiting the funds, expected to be about \$12,500.

D. Hall (906) noted the General Maintenance budget was forecasted at \$88K; however, the actual expenses came in around \$128K. He asked what the major items were. C. Wolff noted this was the LED lighting project accounted for \$60,000.

D. Hall (906) asked if there was a window project ongoing due to the increase from \$32K in the 2015 Reserve Fund expenditures to \$41K for 2016 expenditures. C. Wolff explained that some lower units' windows have experienced leaks ('07 stack mostly) that last year's water testing and repairs did not resolve.

D. Hall (906) questioned the \$42K for landscaping. C. Wolff reported that the irrigation system was inefficient and that it was replaced. The cost was a shared expense.

D. Hall (906) asked what the \$55K in prepaid expenses was. The Property Manager confirmed that this was the corporation's insurance. The payment was a timing issue as it was paid at the beginning of the year.

L. Belford (202) asked if some of the window costs could be recovered from the contractor who conducted the water testing and missed some issues. A. de Schulthess responded that presumably the recourse would likely involve a lawsuit with Urbandale, which is not something that the Board had considered. Funds are set aside in the Reserve Fund for window leaks, seals, etc.

Y. Fortin (506) asked what the life expectancy of the heat pumps is and what the Board does to prepare for the failure of one. C. Wolff noted that the condo carries four spare pumps and they are used to replace the failed unit. That unit is then repaired and kept as a spare again.

Y. Fortin (506) congratulated the Board for the successful management of the Reserve Fund.

W. McCoubrey (805) noted a typo in the auditor's note #7 – should be “769” not “667”.

Motion: To accept the audited financial statements as presented with the correction of the above mentioned typo.

Moved: S. McDermott (1704)

Seconded: D. Hall (906)

CARRIED

7. APPOINTMENT OF AUDITOR

The Board has gone to tender for an auditor for the 2017 fiscal year as last year's audit was not a positive experience with the current firm.

Mr.W. McCoubrey (805) stated that it was the responsibility of the owners to approve the auditors.

Motion: to accept the quote from WGP Chartered Accountants, *formerly Tom Foran's firm*, at the recommendation of the Board.

Moved: B. Gittens (1006)

Seconded: D. Monk (204)

CARRIED

Mr. D. Parnas (1606) asked if the bid by WGP was the lowest.

8. BOARD REPORT

The Chair presented the Board report noting the following;

- ✓ LED lighting replacement project; previously discussed
- ✓ Ongoing window replacements; previously discussed
- ✓ Refurbishment of marble on all elevator lobbies
- ✓ Tennis court resurfacing to commence in June 2017
- ✓ New Condo Act to be released in late 2017; will affect management and board accreditation
- ✓ Volunteers for all social clubs, committees, and gardeners were thanked for their service. The gardeners are retiring this year.
- ✓ Mr. de Schulthess was thanked for his extensive service on the Board from which is he retiring effective this AGM. He has served for eight years in roles as president, vice-president, and treasurer.

9. ELECTION OF DIRECTORS

Mr. de Schulthess announced there were two vacancies on the Board. Prior to the meeting, three candidates had stepped forward for election: Rose-Marie Batley, suite 1402; Peter Mitchell, suite 204; and Yves Fortin, suite 506. He then opened the floor to nominations from those present; asked three times; there were no nominations from the floor.

Motion: To close the floor to nominations.

Moved: Ms. Stanley (502)

Seconded: Mr. McDermott (1704)

CARRIED

Each candidate was offered the floor to present their interest and qualifications for election. As the scrutineers counted the ballots, Mr. de Schulthess reminded owners that the Condo Act calls to destroy the ballots after 90 days.

Motion: To confirm destroying the 2017 AGM election ballots after 90 days of retention.

Moved: Ms. Fisher (606)

Seconded: Mr. McDermott (1704)

CARRIED

Rose-Marie Batley and Peter Mitchell were elected to the Board. Y. Fortin was thanked for his interest.

10. GENERAL DISCUSSION

Mrs. Robinson (602) alerted owners to check their pipes under their kitchen sinks and recommended Candor Plumbing as a viable company to assist with owner-responsible maintenance. The Chair confirmed that this item can be added to the newsletter.

Mr. Martin (1602) asked about the operating costs associated with the traffic lights. Mr. de Schulthess explained that the cost was initially covered by Urbandale but is now a shared cost with the retail stores, CCC 667, and CCC 769. The City councilor is aware of the Board's interest in having the ownership and responsibility for the lights rest with the City. The feedback regarding the new left turn signal has been great.

Mr. J. Warner (404) asked if the City had an appeal process. The Chair indicated that she did not know. She noted that our City Councilor has been helpful and that the Board continues to try to resolve the issue by working with him.

Mr. L. Belford (202) asked whether The Riviera was paying for its traffic light. The Property Manager indicated that she did not know.

Ms. S. Duncan (1706) suggested a slight change in the hours of a weekend concierge.

Mr. Patel (705) reported the increase of dust in the condo and voiced his concern for this health hazard.

Mr. Chang (504) noted the paint peeling on the balcony railings. Has there been any resolution? The Chair confirmed the Board's troubles with getting in contact with the contractor. The Property Manager is aware and looking into acquiring the services of someone else.

Mr. J. Skafte (302) noted that the cost of gas has gone up approximately \$5000 per year every year and asked if the carbon tax was included. Mr. C. Wolff indicated that he did not know if this was the case.

Mr. Monk (204) commented that electric plug-ins for cars were previously discussed and asked if OCSCC 769 has gone any further with it. The Chair confirmed that the Board has not proceeded as yet.

Mr. N. Slover (706) commended the Board on the Annual Report. He asked if the water hoses behind the washing machines had water alarm sensors. The Property Manager indicated that water alarm sensors were placed in the utility room.

Ms. Stewart (1305) reported that the cleaning within the building is not sufficient. She recommended that the Board review the duties with the cleaners. The Chair confirmed that the Property Manager will review the schedule of duties with the cleaners. A discussion ensued regarding the past attempts to clean the P level tiles. It was noted that the current company addressing this issue is hit or miss depending on which crew is working. This has been brought to the company owner's attention. Great reviews were made regarding the cleanliness at OCSCC 667.

Ms. C. Fraser (606) noted that the garbage rooms on the residents' floors were not as clean as they should be.

Mr. T. Robinson (602) noted that the other building seemed to be cleaner. He asked what cleaning company they were using.

Mr. P. Mitchell (204) asked why the Board was not addressing its concerns re the cleaning directly with the company.

Ms. C. Fraser (606) noted that in the past supervisors were seen regularly on the property. Currently, this is not the case.

Mrs. Turner (803) asked for the status on the smoke detectors. The Property Manager confirmed they have been ordered and we are waiting for delivery.

11. ADJOURNMENT

Ms. B. Gittens (1006) moved to adjourn at 8:15 p.m.