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## **Annual General Meeting of Owners Minutes November 27, 2019**

**In attendance:** President & Acting Treasurer: Bruce Miller (PH6)  
Vice President: Kathy Stiles (406)  
Vice President: Philip Stone (210)  
Secretary: Patricia Skinner (409)  
Property Managers: Dan Fried & David Farrow

Regrets: Vice President: Catherine Duff (305)

### **1. Call to Order and Opening Remarks**

The meeting was called to order at 7:00pm. Bruce Miller thanked Judy and Warren Nelson for hosting the Annual General Meeting. He then introduced the members of the Board of Directors present, Patricia Skinner, Kathy Stiles and Philip Stone; Property Managers Dan Fried and David Farrow; and the auditor Annette Jensen, and thanked all for attending.

### **2. Certification of a Quorum and Proxies**

Bruce Miller welcomed all owners and residents and confirmed that the meeting had a quorum with 18 unit owners attending in person or by proxy.

### **3. Review of Audited Financials for the Year Ending April 30, 2019**

Annette Jensen of WGP Professional Corporation Chartered Accountants presented the audited Financial Statements and Auditor's Report for the year ending April 30, 2019, which was distributed with the AGM package.

The auditor noted that she reviewed all substantial invoices related to General Repairs, as this line item exceeded the budgeted amount and found no issues or concern. The auditor confirmed that the corporation received a clean audit.

An owner questioned where the funds to replace the 969 intercom system should be allocated, and was informed that since the expenditure was to replace an existing component, it is considered



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a capital expense and included in the Reserve Fund. No other comments or questions on the Financial Statements and Auditor's Report were raised.

Motion: to accept the audited Financial Statements and Auditor's Report for the year ending April 30, 2019.

Moved: Philip Stone

Seconded: Rudy Vandebelt

Carried

#### **4. Appointment of an Auditor**

Clarifications were sought on the appointment of an auditor. An owner asked if the firm used for the current audit would be asked to bid, and was told that they would. An owner asked if the Corporation is required to seek a new auditor each year and was informed that the Condominium Act requires that the auditor is selected on an annual basis.

Motion: to approve the Board of Directors request three proposals for auditing services and choose the vendor who would do the best job at the best price for the period ending April 30, 2020.

Moved: Kathy Stiles

Seconded: Rudy Vandebelt

Carried

#### **5. Approval of the AGM minutes – August 14, 2018**

Motion: to accept the Minutes of the 2018 Annual General Meeting as presented.

Moved: Margaret Hilborn

Seconded: Rudy Vandebelt

Carried

#### **6. Board Report**

The President started by indicating that his report is divided into three sections – 1) challenges and accomplishments of 2018-19; 2) the upcoming year 2019-20; and, 3) words of thanks.

Challenges and Accomplishments:



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A very busy year (in relation to years past). While at the beginning of the year we welcomed Danielle Charland (CMS) as our new Property Manager, due to personal reasons she made the decision to retire from the Property Management business altogether. As we had run a thorough evaluation process of Property Management firms, we used the same list and have engaged Capital Integral Property Management (CIPM), as our service provider. While the transition was a little bumpy, we are pleased to confirm that David Farrow will officially assume the duties on December 1, 2019. As I indicated last year, we continue to address issues that all condominiums in Ottawa face, however we continue to be in good shape.

Operational Issues during 2018-19:

- Transition – As expected, there were a few bumps during the changeover to CMS from CMG, however nothing major;
- Elevators – Work was completed on schedule at the end of October, 2018;
- Roof Resurfacing – This project ran through the summer/fall of 2018, with the last pieces being completed in the spring of 2019;
- Security – A number of upgrades were made to our security monitoring at the Rideau Gate, to address new issues and concerns. Please be reminded that security is everyone's responsibility;
- Energy Efficiencies – A few upgrades were made throughout the year, which will have long term benefits for our community;
- Review of Contracts – some contracts were reviewed and efficiencies were gained;
- A number of delayed maintenance issues were addressed during the year.

Going Forward in 2019-20:

- The bulk of the first six months of the year have dealt with transitions issues to CIPM. They are now basically resolved, so it should be much smoother sailing, going forward;
- The winter months will be spent planning for some exterior brickwork (engineering report has been received), work on some balconies (another engineering report, received) and for work resulting from the window survey recently completed. Additionally, we will be looking at a proposal to undertake some cement work related to the driveway and the columns in the garage;
- Large Appliances – the President reminded the meeting that it is the owner's responsibility to remove old appliances from their unit. Placing them downstairs beside the garage bin obliges the condominium corporation to pay someone to take them away. By doing this, all owners are contributing to the removal of a single owner's garbage (through your condominium fees). Normally, when appliances are delivered, the store will provide a service of removing the old appliance.

Words of Thanks:



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- June Saunders, his spouse, for her continued support of him in his role as President, for co-ordinating the semi-annual Newsletter, putting up the Christmas decorations, and for organizing the Winter Pot Luck Wine and Cheese event;
  - Our new management team at CIPM for their active support of our community;
  - Enock, our cleaner, for his contribution to the Rideau Gate environment;
  - The Residents and Owners who continue to support the beer and liquor bottle initiative to assist with the Garden Committee's efforts. We also appreciate Bill Hilborn and Suzanne Drouin's commitment to cashing in the empties at the Beer Store;
  - Kathy Stiles, Suzanne Drouin, Katie Oppen, Catherine Duff, Louise Stone, Judy Nelson, Lynne Brouillette, Bill Hilborn, and June Saunders – for their efforts with the landscaping and the gardens of the Rideau Gate; and,
  - Catherine Duff, Kathy Stiles, Philip Stone, and Patricia Skinner, who as Board Members worked on behalf of all Owners and Residents to ensure the smooth running of the Rideau Gate;
  - To Bill Farrell, who left the Board this year after a number of years of service. We have appreciated and welcomed his wise council. Bill was given a small token of appreciation for his services.

Following the presentation of the Board Report, owners raised a number of questions and concerns:

- **Water Bills:** An owner noted the City is changing the way they are billing, and that the rate categories will now jump by the number of cubic units used. Although CCC423 has 54 units, it is charged as one since individual units are not metered. This means we are assessed at a higher rate band. The Property Manager noted that CI is petitioning the Mayor and City Council to change the billing rate system, and suggests that we should petition our city councillor on the same issue.
- **Balcony slab and brick review:** Bruce Miller noted that the cost of balcony repairs is estimated to be less than we thought it would be as the issues are less complicated. The brick review was closer to what we expected, and fits within our reserve fund planning.

An owner asked what brick work needs to be done and told there was some major work to repair cracks that would not be cheap. Kathy Stiles added that these studies were a follow-up to a recommendation in the last Reserve Fund Study, and that some of the brickwork needed was for units that weren't included the last time brick repairs were completed.

It was confirmed that the issue of efflorescence on the exterior was mentioned in the brick report and that efforts will be made to try to fix it.

The balcony review noted some small problems, and included an optional recommendation to apply a sealant to balcony floors. Bruce indicated that the BOD will be reviewing this recommendation and will seek additional information in order to make a decision.



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- Window and door survey: Owners were informed that repair work identified through the window survey would be done in the spring.
  - Appliance disposal: Owners were reminded that they may not leave unwanted appliances in the garage or garbage rooms. It's the responsibility of the owner or tenant to dispose of appliances properly themselves.
  - Garage concrete review: While the previous Reserve Fund Study warned that repairs to the concrete in the garage would be needed, a recent review recommended that the work should be done now rather than wait the suggested two years. It's assumed that the damage is caused by salt.
  - Skylights leaking: Repairs were needed this fall on a number of skylights that were leaking. The leaks were fixed fairly quickly but the repairs were temporary, and in one unit there was some leakage the next time it rained. Unfortunately, with winter coming, a permanent repair will have to wait for the spring. This is an issue of concern for the BOD.
  - Chimney cleaning: Bruce confirmed that chimney cleaning is done every two years, so will next be completed in the spring.

## **7. Election of the Board of Directors**

There are two 3-year terms vacant, and one position to fill the remaining two years of a 3-year term requires confirmation. Bruce Miller and Kathy Stiles had submitted their names as candidates for the two vacant positions. Patricia Skinner had volunteered to fill the two-year opening. Bruce Miller asked if anyone else would like to be a candidate or would like to nominate another owner.

An owner asked which Board positions (eg. President, Vice President...) were open, and was informed that all positions are available, and that the decision on who would fulfill each position would be taken at the next BOD meeting in December.

Motion: to close nominations from the floor.

Moved: Averil Gardner

Seconded: Bill Farrell

Carried

## **8. General Discussion**

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Minimum Lease Rule:

A new rule governing the duration of leases was included in the AGM package. An informal discussion was held to solicit the opinion of owners on the proposed rule. Kathy Stiles explained that our declaration does prevent Airbnb type short-term rental of units, but that the BOD felt that a new rule is needed to clarify the position of the Corporation. Dan Fried commented that while shorter leases are not a problem now it makes sense to deal with the issue proactively. Owners were reminded that the rule would apply only to an original lease, as after a year all leases revert to month-to-month terms.

Questions included:

What would happen if a tenant had to leave before the end of a lease-term? This would not be a problem.

How would the rule be enforced? Rules are not easily enforceable, short of going to the courts, so are intended as deterrents. Owners can be charged administrative costs which has been effective.

An owner informed the group of a situation locally where homes are being converted into dorms and commented that while they're aware of a demographic shift, they did not want this to happen here.

Other issues touched upon during the general discussion included:

A suggestion that all exterior and elevator door key-locks be upgraded to accept fobs or touch pads instead.

The observance that the entry intercom screen for the 959 entry does not always work and has not been updated in quite some time

Philip Stone expressed thanks and appreciation for the work Bruce Miller continues to put in as President of the Board of Directors.

## **9. Adjournment**

Motion: to adjourn the meeting.

Moved: Suzanne Drouin

Seconded: Jim Nanavati

Carried

Patricia Skinner, Secretary

Bruce Miller, President