

**CARLETON CONDOMINIUM CORPORATION NO. 60**  
**ANNUAL GENERAL MEETING OF OWNERS**  
**ZOOM WEBINAR VIRTUAL MEETING**  
**Thursday, March 18, 2021, 7:00 p.m.**

<b>PRESENT:</b>	David Grant	President
	Marc Bouchard	First Vice-President
	Hugh Thorne	Director
	Bernard Scobie	Director
	Kevin Vroom	Auditor, IBO Canada LLP
	Nadia Feeman	VP of Operations, CI Management Group
	Rejean D'Aoust	Property Manager, CI Management Group
	Nancy Houle	Legal Counsel, Davidson Houle Allen
	Megan Carter	Co-Host, Davidson Houle Allen
	Elaine Richard	Minute Taker

**1. CALL TO ORDER/OPENING REMARKS/INTRODUCTIONS**

Following a pre-recorded presentation which gave an explanation of meeting procedures, including how attendees will participate in the meeting, and an explanation of voting procedures, Nancy Houle, acting as Chair, called the meeting to order at 7:03 p.m. She advised that the meeting would be recorded, however only for the purposes of the Minutes, and the recording would not form a part of the Corporation's records.

The Chair welcomed owners to CCC 60's second virtual Annual General Meeting.

The Board members, Property Management Team, Auditor, and Minute-Taker were introduced.

**2. CONFIRMATION OF QUORUM**

Co-Host Megan Carter confirmed quorum with a total of total 34 units represented in person or by proxy.

**3. NOTICE OF MEETING**

The Chair confirmed that the Preliminary Notice, and Notice of Meeting were sent to owners according to the requirements of the *Condominium Act, 1998*.

**4. REVIEW OF THE AUDITED STATEMENTS**

Kevin Vroom, Auditor, BDO Canada LLP, presented the Audited Financial Statements, which were included in the owners' AGM package. He reviewed and explained the Auditors' Report, Balance Sheet, Statement of Reserve Fund Operations, Statement of Income, Statement of Cash Flows, and Notes.

Emily Bayrachny (801) questioned what the bad debts included. The Auditor responded that this item included a small amount of uncollected receivables from a unit which was sold. Rejean D'Aoust confirmed that this matter was back in order now.

Armando Santos (601) noted that the statements do not indicate the taxes that the Corporation has to pay. The Auditor responded that there is no reference because the Corporation is a not-for-profit organization, and, under the Income Tax Act, is exempt from income taxes.

Carlo Rossi (906) inquired if all owners have paid the special assessment. Rejean D'Aoust confirmed that all the special assessments were paid.

#### **5. RE-APPOINTMENT OF AUDITOR**

Management and the Board of Directors advised that they were pleased with the services of the current Auditors. Pricing is comparable.

Motion made by Veronika Huta (205), and seconded by Bernard Scobie (204), to authorize the Board of Directors to re-appoint BDO Canada as the Corporation's Auditor. Motion carried.

#### **6. APPROVAL OF MINUTES OF THE 2020 ANNUAL GENERAL MEETING**

Motion made by David Grant (1105), that Emily Bayrachny should be removed from the list of Directors, as the fifth Director position was vacant. There were no objections to this change.

It was noted by Raffie Stepanian (1103) that, on page 2, the figure of \$954,352 for electrical does not match the financial statements. It should be \$95,352.

Motion made by Douglas Stoltz (904), and seconded by Joe Michniewicz (604), to approve the Minutes of the 2020 Annual General Meeting, with amendments. Motion carried.

#### **7. BOARD OF DIRECTORS' REPORT**

The Board of Directors' Report was included in the AGM package.

The President acknowledged the tough year with the Covid pandemic, and that the earlier part of

the year did have a severe impact on the ambitious project schedule, with the covid restrictions. Once a way to work around the Covid protocol and restrictions was found, they doubled down later on. Many of the items on the list fell within the category of health and safety and security.

The rear lot was finished off, the retaining wall, the re-tarmacking of the carpark, re-painting of lines, and at the same time the concrete slab was re-insulated after repairing it over the pool. This took care of three major line items in the reserve fund study. By doing all three together, the Board was able to optimize the costs and ensure they were all done as efficiently, effectively and economically as possible.

The garage ramp and ramp heater project was unplanned, as just before Christmas, the heater blew. We were fortunate to have good support from the contractors who were already working with us, enabling us to very quickly get the best solution for dealing with this ahead of the winter on a priority basis. The Board was very impressed with the quality and speed at which the work was done. The ramp has never worked better thanks to the people working on that repair.

The make-up air unit is ongoing and will be reaching a highlight tomorrow with a crane hoisting the new gas-fired high efficiency unit onto the roof and take down the debris and unused stuff from the mechanical penthouse. Bernie was on the roof today taking some photos of some of the broken down old unit components that will be shipped out tomorrow.

The door entry system is only project where the Board has been disappointed in the performance of contractor. The Board apologies for the inconvenience to residents, and are trying to work way through it with the current contractor on a priority basis. The contractors have already been locked out of the building once, and the Board has received a signed statement that they will rectify the remaining issues by the end of this month.

The Board was looking at options for a standby generator for a long time, however, Covid has caused a delay. In the interim period, the Board refined the plans, selected a contractor, and got the engineering drawings. The stand-by generator that was selected will be installed this spring. The stand-by generator will power the usual lighting and systems, but will also now power the security camera and door entry systems, one elevator cab, and heating in the common and public areas of the building. The Board is pleased to talk to owners individually who have questions on the on-going projects.

The Board extended thanks to the Committees which make this condominium a community: the Gardening Committee, Pool Committee, Decorating Committee, and Welcoming Committee.

Regarding finances, we have turned a corner on financial statements. We continue to have some operational issues mainly on timeliness of the operational accounts. The Board is keeping an active eye on the operational account. Each project that is being done is designed as much as

possible to either reduce operational expenditures or keep it as flat as possible.

The President advised that the Board functions as a team, with individual roles, and they all support each other according to needs at the time. The Board is pleased to have telephone conversations with owners when needed.

## **8. APPOINTMENT OF SCRUTINEERS**

The Chair confirmed that Megan Carter would be acting as Scrutineer to take care of electronic voting in background.

## **9. ELECTION OF (2) TWO PERSONS TO THE BOARD OF DIRECTORS**

Two positions open, each for two-year terms. One position voted by all owners, and one position voted by owners of owner-occupied units.

Candidates who confirmed their nominations and had no changes to their disclosure statements:

David Grant (1105) (resident elected position)

Raffie Stepanian (1103)

The Chair asked for nominations from the floor three times, however, none were received.

Motion made by Marc Bouchard (205), and seconded by Rhoda Attwood (902), to close the nominations from the floor. Motion carried.

Each candidate briefly addressed the meeting.

Motion made by Marc Bouchard (205), and seconded by Marcia Clement (704), to acclaim David Grant to the resident-elected position on the Board of Directors for a two-year term. Motion carried.

Motion made by David Grant (1105), and seconded by Geoffrey Greatrex (903), to acclaim Raffie Stepanian to the Board of Directors for a two-year term. Motion carried.

## **10. CORPORATE BUSINESS DISCUSSION**

Armando Santos (601) asked for an update on the retirement of the superintendent. David Grant responded that there have been no decisions made yet. This spring, the Board will be looking for another full-time superintendent, as well as reviewing the property management contract. Owners will be advised.

Rhonda Attwood (902) inquired if a full-time superintendent means a live-in superintendent.

David Grant confirmed that living in or out will be the choice of the superintendent. He added that they are looking at hiring a superintendent independent of the property management company.

Geoffrey Greatrex (903) suggested that the first round of interviews be with candidates who are prepared to live-in. If this is too small a pool, then move on to the next stage. The Board will consider the suggestion.

Raffie Stepanian (1103) questioned the garage door opener deposit reimbursement in last year's Minutes. David Grant replied that the Board was unable to locate the financial records of the deposits, so they may not ask for deposits for the new fob. Owners should hand in their old unit to Maurice to be disposed of.

Alaina Johnston (603) reported a problem with her new remote not working. Other owners also indicated a problem. Bernard Scobie (204) responded that the new fobs send a signal that has to recognize that it is not just a passing car, so it takes time. Users must hold the button down for 5 seconds or until the door starts to move. The Board intended to keep the old system in play also, but yesterday afternoon, a resident told the workers to remove it, so the old fobs do not work.

Helene Boivin (606) thanked the Board for their remarkable work and dedication this year and the previous year.

**11. ADJOURNMENT**

Motion made by Helene Boivin (606), and seconded by Josephine Cassie (502), to adjourn the meeting at 8:17 p.m. Motion carried.