

# Carleton Condominium Corporation No. 15 | 2017

---

## Minutes of the Annual General Meeting of C.C.C No. 15 held on Wednesday, April 26, 2017, at 7:00 pm

### BOARD MEMBERS

#### PRESENT:

David Lefebvre	-President
Réjean Ouellette	-Treasurer/Mechanical Director
Julie Richer	-Secretary
Rollande Dorval	-Director
Yawar Khan	-Property Manager, Integral
Michelle Deriger	-Assistant Property Manager, Integral Property Management

### SPECIAL GUESTS:

Yves Larose, CCC#12 - President  
Diane Richer, CCC#47 - Director  
Mathieu Fleury, City Councillor

### CALL TO ORDER:

David Lefebvre called the meeting to order at 7:08 pm and welcomed all those present.

### CONFIRMATION OF QUORUM

There are 56 members present and 13 members by Proxy, for a total of 69, which constituted a Quorum.

### CONFIRMATION OF NOTICE

Julie Richer, Secretary/Communication Director certified that the Notice of Meeting to be held April 26, 2017, together with an Instrument of Proxy was distributed to all owners of the Corporation.

### INTRODUCTIONS

The Board thanked those owners present who took the time to attend the AGM.

### CCC 15 Board of Directors

**David Lefebvre**, President  
**Réjean Ouellette**, Treasurer and Mechanical Director;  
**Julie Richer**, Secretary and Communications Director;  
**Rollande Dorval**, Resident-Owners Director

### Management

**Yawar Khan**, Property Manager, Integral Property Management  
**Michelle Deriger**, Assistant Property Manager

### Other Guests

**Diane Richer**, Director, CCC#47 and Treasurer BOG;  
**Yves Larose**, President, CCC#12 and Owner in CCC #15  
**Mathieu Fleury**, City Councillor

## **APPROVAL OF MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING**

The minutes of the April 27, 2016 AGM have been posted so that members could read them, David Lefebvre asked for a motion to approve the minutes. Moved by Jean Langlois, unit 1808, Seconded by Jim Donaldson, unit 1805, that the minutes of the meeting of April 27, 2016, be approved. MOTION CARRIED.

## **DIRECTOR'S REPORT**

### **Work done in 2016 and work in progress:**

- Renovation of the corridors – done by Rejean Ouellette and Raymond Dube
- Replacement of electrical breaker in the hydro vault – unplanned emergency repair
- Fire protection maintenance and repairs – fire hoses and extinguishers were recertified and the fire panel was changed
- Fob system installation – replaced 6 keys with one fob
- Lobby renovation – repainted, installed new furniture and decorations
- Hot water tank relining and repairs
- Stack flushing
- Balcony repairs – East and north sides were done in 2016 and the south side will be done in 2017
- Generator maintenance
- Boiler maintenance
- Elevator repairs and testing
- Window replacements
- Laundry room and bathroom renovation

- Garbage chute repairs

### **Joint Common Elements work done in 2016**

- Restoration of the podium - Between Towers A and B, over the commercial bays, the membrane was repaired in order to stop the erosion and water infiltration in these commercial bays. The cement was removed, the membrane redone and then area was re-sod
- The expansion joints and the speed bumps were replaced for the second time at no cost to the Corporation
- Sod replacement between B and C
- Cameras installed in the pool area
- The pool was repaired and repainted and the change room were repainted
- The pool rules were revised and updated and the hours were extended
- The card room carpet was replaced
- Spring clean-up – truck container

### **JCE Work to do this year / Travaux à venir sur les éléments communs**

- Engineering assessment for garage
- Repairs to the Vanier Parkway retaining wall
- Replacement of two sides of the pool roof
- Recreation area washrooms were renovated
- Again this year, there will be the sweeping of the garage. We thank you in advance for moving your vehicle outside for the day during this exercise.

Mr. Lefebvre mentioned that the Tower B Board members have worked very hard in the last year and will continue to work hard in order to maintain Château Vanier a clean and safe place to live. They are all volunteers on this Board of Directors and dedicate a minimum of 12 hours a week each which represents a total of 144 hours per year of non-remunerated time. Each Director on this Board takes at heart the wellbeing of residents and the safekeeping of the building and systems. They continue to give their best at all times and need your support to preserve our valuable asset. Mr. Lefebvre thanked Rollande Dorval and Fleur Ange Belanger for the efforts as Board members and their contributions over the past years.

How to reach the Board: [ccc-15@outlook.com](mailto:ccc-15@outlook.com)

He then delivered some important reminders

- When you or your tenant is moving out you must schedule a date with the Management office
- We require by law, the insurance certificate and the lease agreement.
- When you or your tenant changes vehicles or licenses plates, could you please ensure that you advise the management office. It is imperative to do so in order to alleviate getting ticketed or towed at your expense.

- Management has received many complaints regarding residents disposing of large items, furniture, pots, large green garbage bags in the Recycle Room. Residents are reminded that the owner will be charged a \$50.00 disposal fee for each item and another \$50.00 administration fee for the costs related to organizing the additional garbage pick-up.

Residents were encourage to contact the Management Office and they will relay your issues to the Board.

### **REPORT FROM THE CITY COUNCILLOR**

Mr. Mathieu Fleury addressed the attendees and delivered a brief report regarding the following topics:

- Light rail and the effect on local bus routes
- Traffic control measures on McArthur Avenue
- Renewal of the Montreal Road corridor and the establishment of a Community Improvement Plan
- The Sonia Development moving from condominium to rental units
- Vanier Parkway landscaping
- Ottawa 2017 celebrations – Red Bull Crashed Ice, The Juno Awards, Ottawa Welcomes the World, etc. Please go to [www.ottawa2017.ca](http://www.ottawa2017.ca) for more information.

### **PRESENTATION OF AUDITED FINANCIAL STATEMENTS**

Yawar Khan presented the 2016 Audited Financial Report, which were attached to the Notice of Meeting.

Following the independent auditor's report, it is the opinion of the Treasurer that the financial position of C.C.C 15, as of December 31, 2015, is fair in all material respects in its results of operations are in accordance with Canadian generally accepted accounting principles. As required by the Ontario Condominium Act, these principles have been applied on a basis consistent with that of the preceding year. This was filed by Collins Barrows, LLP.

Moved by Jeannette Laberge, unit 1405, seconded by Charles Labelle, unit 1009, that the Audited Financial Statements be approved. MOTION CARRIED.

### **APPOINTMENT OF AN AUDITOR FOR THE CURRENT FISCAL YEAR**

Moved by Albert Lacroix, unit 406, seconded by Paulette Lacroix, unit 1009 that the Board be authorized to retain services of an Auditor for the Corporation for the year 2017 at a remuneration to be determined by them. MOTION CARRIED.

### **ELECTION OF THREE DIRECTORS**

Yves Larose was introduced to chair the election of Directors. He informed the owners that there would be elections for three Directors; two for a 3-year term and one for Director for a two-year term to complete the term of David Lefebvre. One of the Directors is the resident-owner representative position.

David Lefebvre was nominated for the resident owner Director position.

Rollande Dorval nominated Jean Ouellette unit 209. He accepted the nomination. Roch Bedard unit 909 nominated Kate Davidson, unit 806. She accepted the nomination. Both Mr. Ouellette and Ms. Davidson introduced themselves to the attendees.

Mr. Larose asked three times if there were any further nominations. Hearing none, he moved that the nominations be closed. Moved by Tony McNeil, unit 1901 and seconded by Jean Langlois unit 1701 and. MOTION CARRIED.

With the nominations closed and only three nominees for three positions, Mr. Larose asked that Ms. Davidson and Mr. Ouellette be elected as Directors for a term of three years each and Mr. Lefebvre (resident-owner Director) be elected as a Director for a term of two years by acclamation. Moved by Jim Donaldson, Unit 1405 and seconded by Yvette Hawkins, Unit 1408. MOTION CARRIED.

## **GENERAL DISCUSSION**

Unit 806, Kate Davidson: In times of inclement weather immediate action must be taken to cover the outside areas in gravel to avoid slip and fall injuries.

Unit 806, Kate Davidson: Should we be concerned if a resident from another tower has a communicable disease uses our washers? No, if the wash water and dryer is hot enough then any bacteria would be killed.

Unit 806, Kate Davidson: A person comes knocking door-to-door asking to collect bottles. The individual was approached and admitted that he knocked on the wrong door.

Unit 806, Kate Davidson: Lower the fan switches in the laundry so shorter people can reach them. This will be looked at by management.

Unit 806, Kate Davidson: What can we do about people smoking in their units and transferring their smoke to other units?

Unit 1105, Daniel Savoie: Spoke to the attendees about an initiative to disallow residents from smoking. He has started a petition to requisition a special meeting to discuss the formulation of such a rule. People can see him to get a petition.

Unit 1805, Jim Donaldson: Are there any plans to paint the trim around the windows? If an owner has wooden windows he/she should contact the office to have their windows replaced.

Unit 604, Sylvie Vernier: Will the Corporation be painting the lower corners also? No, this is an item that if owners wish they can pay extra to have done.

Mr. Lefebvre took a moment to convey the Corporation's condolences towards the family of Gilles and Mireille Dube as both have recently passed away. Mr. Dube was a former Board member.

#### **ADJOURNMENT**

Moved by Jim Donaldson, Unit 1805 and seconded by Jeanie Alairie, Unit 509 to adjourn the meeting. MOTION CARRIED

David Lefebvre adjourned the meeting at 9:10 pm.