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CARLETON CONDOMINIUM CORPORATION 264
NOTICE OF ANNUAL GENERAL MEETING

May 18th 2017

PLEASE TAKE NOTE THAT the Annual General Meeting (AGM) of the Owners of Carleton Condominium Corporation 264 will be held as follows:

Date: June 5th 2017
Time: 6:30p.m. Registration
7:00 p.m. Meeting
Location: Cairine Wilson SS
975 Orleans Boulevard

for the purpose of attending to the required business of Carleton Condominium Corporation 264 as outlined in the enclosed agenda.

Please find attached the following documents for your attention:

a. Notice and Agenda of the Annual General Meeting;
b. 2016 Audited Financials;
c. Minutes from the Previous Annual General Meeting;
d. Insurance Certificate;
e. Proxy Form;
f. Form 5

To ensure that we have a quorum of not less than 25% (46 owners) please plan to attend and if you are not able to be present at this meeting, complete the attached Proxy and return it to Integral Property Management at the Gatineau address below.

Your careful reading of the enclosed material prior to the meeting will help make discussions productive. Discussions are limited to the pertinent items on the agenda. Problems pertaining to individual units will not be discussed at the meeting. Unit specific issues should be brought to the Property Manager's attention, prior or after the meeting.

There are 4 Director's positions up for election as follows:
2 position for a 2 year term, 1 position for a 2 year term and 1 position for a 1 year term.

Two previous Directors are running again for a position, but you may nominate yourself or other owners. As per the Act, 1 position must be elected by resident owners. You may use the proxy enclosed and email it to msincennes@integralpm.ca, mail/fax it to the address/number below or vote at the meeting. We look forward to your attendance at the AGM or participation by Proxy.

Regards,
CCC 264 Board of Directors

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GESTION IMMOBILIÈRE
INTEGRAL
PROPERTY MANAGEMENT

CARLETON CONDOMINIUM CORPORATION 264
ANNUAL GENERAL MEETING AGENDA

The Annual General Meeting ("AGM") of the Owners of Carleton Condominium Corporation 264 will be held as follows:

Date: June 5th 2017
Time: 6:30 p.m. Registration
7:00 p.m. Meeting
Location: Cairine Wilson SS
975 Orleans Boulevard

1. Call to Order
2. Certification of Quorum and Proxies
3. Confirmation of Notice of Meeting
4. Review of Audited Financials for Year Ending 31 December 2016
5. Appointment of Auditor
6. Approval of Previous Annual General Meeting Minutes
7. President's Report
8. Appointment of Scrutineers
9. Elections of Board of Directors
10. Corporation Business Discussion
11. Adjournment

Carleton Condominium Corporation No. 264
Financial Statements
For the year ended December 31, 2016

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BDO

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Independent Auditor's Report

To the Condominium Owners of
Carleton Condominium Corporation No. 264

We have audited the accompanying financial statements of Carleton Condominium Corporation No. 264, which comprise the statement of financial position as at December 31, 2016, and the statements of operating fund and reserve fund operations and changes in fund balance and the statement of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements
Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility
Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Corporation's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Corporation's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

BDO Canada LLP, a Canadian limited liability partnership, is a member of BDO International Limited, a UK company limited by guarantee, and forms part of the international BDO network of independent member firms.

BDO

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Carleton Condominium Corporation No. 264 as at December 31, 2016, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Other Matters

We were engaged to conduct an audit, in accordance with Canadian generally accepted auditing standards, on the financial statements prepared by the Corporation's management in accordance with Canadian accounting standards for not-for-profit organizations. We were not engaged to, nor do we, provide any assurance as to whether the Corporation is in compliance with all aspects of the Condominium Act of Ontario (as proclaimed on May 5, 2001) and we were not engaged to, nor do we, provide any assurance as to the adequacy of the reserve fund to cover future major repairs and replacements.

BDO Canada LLP

Chartered Professional Accountants, Licensed Public Accountants

Ottawa, Ontario
May 15, 2017

Carleton Condominium Corporation No. 264
Statement of Financial Position

December 31	Operating Fund	Reserve Fund	2016	2015
Assets				
Current				
Cash	$ 759	$ 995,785	$ 996,544	$ 733,109
Investments (Note 3)	-	739,389	739,389	759,284
Accounts receivable	7,002	-	7,002	5,341
	$ 7,761	$ 1,735,174	$ 1,742,935	$ 1,497,734
Liabilities				
Current				
Accounts payable and accrued liabilities	$ 17,091	$ 1	$ 17,092	$ 14,960
Prepaid fees	-	-	-	2,179
Due to reserve fund (Due from operating fund)	(962)	962	-	-
	16,129	963	17,092	17,139
Contractual obligations (Note 5)				
Fund balances				
Operating fund	(8,368)	-	(8,368)	1,461
Reserve fund (Note 2)	-	1,734,211	1,734,211	1,479,134
	(8,368)	1,734,211	1,725,843	1,480,595
	$ 7,761	$ 1,735,174	$ 1,742,935	$ 1,497,734

On behalf of the board:

Director

Director

The notes are an integral part of these financial statements.

Carleton Condominium Corporation No. 264
Statement of Operating Fund Operations and Changes in Fund Balance

For the year ended December 31	Budget	2016	2015
	(Unaudited)		
Revenues			
Condominium fees	$ 601,440	$ 601,437	$ 589,989
Parking and miscellaneous	11,288	10,627	10,569
	612,728	612,064	600,558
Expenses			
Hydro	7,109	7,071	7,616
Insurance	37,043	37,043	33,634
Management fees	40,756	40,647	40,453
Office and administration	3,168	3,243	2,266
Parking control	3,617	3,512	3,512
Professional fees	4,596	4,979	3,936
Repairs and maintenance (Note 4)	44,174	36,369	43,067
Snow removal	64,121	54,123	54,120
Summer grounds	20,145	22,562	25,535
Swimming pool	20,111	20,493	19,535
Waste removal	9,446	9,782	10,063
Water	80,008	93,497	85,010
	334,294	333,321	328,747
Excess of revenues over expenses before transfer	278,434	278,743	271,811
Transfer to reserve fund (Note 2)	288,572	288,572	274,830
Deficiency of revenues over expenses	$ (10,138)	(9,829)	(3,019)
Operating fund balance, beginning of the year		1,461	4,480
Operating fund balance (deficiency), end of the year		$ (8,368)	$ 1,461

The notes are an integral part of these financial statements.

Carleton Condominium Corporation No. 264
Statement of Reserve Fund Operations and Changes in Fund Balance

For the year ended December 31	2016	2015
Revenues		
Investment income	$ 12,048	$ 13,452
Expenses		
Attics	-	41,748
Bank charges	67	60
Concrete and interlock	8,373	-
Eavesthroughs and downspouts	1,245	-
Exterior painting	4,243	-
Garbage room	5,639	-
Landscaping	15,594	18,967
Parking garage	5,037	-
Railings	-	83,318
Reserve fund study	-	1,396
Roofs	4,139	138,241
Windows and doors	1,206	2,809
	45,543	286,539
Deficiency of revenues over expenses before transfer	(33,495)	(273,087)
Transfer from operating fund (Note 2)	288,572	274,830
Excess of revenues over expenses	255,077	1,743
Reserve fund balance, beginning of the year	1,479,134	1,477,391
Reserve fund balance, end of the year	$ 1,734,211	$ 1,479,134

The notes are an integral part of these financial statements.

Carleton Condominium Corporation No. 264
Statement of Cash Flows

For the year ended December 31	2016	2015
Cash flows from operating activities		
Deficiency of revenues over expenses	$ (9,829)	$ (3,019)
Changes in non-cash working capital:		
Accounts receivable	(1,661)	11,407
Accounts payable and accrued liabilities	2,136	(5,239)
Prepaid fees	(2,179)	2,179
Due to/from reserve fund	(5,684)	(5,092)
Net (decrease) increase in cash	(17,217)	236
Cash, beginning of the year	17,976	17,740
Cash, end of the year	$ 759	$ 17,976

The notes are an integral part of these financial statements.

1. Accounting Policies

Status and Purpose of Organization

Carleton Condominium Corporation No. 264 is a not-for-profit organization incorporated without share capital under the Condominium Act of Ontario.

The purpose of the Corporation is to manage and maintain the common elements of the condominium (as detailed in the Corporation's Declaration and By-Laws) and to provide common services for the benefit of the owners of the 184 units of the condominium in the city of Ottawa.

The Corporation is a non-profit organization under the Income Tax Act and, as such, is exempt from income taxes.

Basis of Accounting

The Corporation applies the Canadian accounting standards for not-for-profit organizations.

Fund Accounting

The Corporation follows the restricted fund method of accounting for contributions.

The operating fund reports the contributions from owners and expenses related to the operation and administration of the common elements.

The reserve fund reports the contributions from owners and expenses for major repairs and replacement costs of the common elements. The basis for determining the reserve fund's requirements is explained in note 2. Only major repairs and replacements of the common elements are charged to the reserve, with the exception of the cost of the reserve fund study which may be charged to the reserve fund. Minor repairs and replacements are charged to repairs and maintenance of the operating fund.

The Corporation segregates amounts accumulated for the purpose of financing future charges to the reserve fund in special accounts. Interest earned on these amounts is credited directly to the reserve.

Revenue Recognition

Owners assessments are recognized as revenue in the statement of operations monthly based on the budget distributed to owners each year. Special assessments are recognized as revenue when they become payable by the owners to the Corporation. Interest and other revenue are recognized as revenue of the related fund when earned.

Common Elements

The common elements of the property are owned proportionately by the unit owners and consequently are not reflected as assets in these financial statements.

1. Accounting Policies (continued)

Financial Instruments

Initial and subsequent measurement
The Corporation initially measures its financial assets and liabilities at fair value. The Corporation subsequently measures all its financial assets and liabilities at amortized cost, except for investments which it chooses to measure at fair value. Changes in fair value are recognized in the statement of operations of the appropriate fund.

Impairment
Financial assets measured at amortized cost are tested for impairment when there are indicators of impairment.

Transaction costs
Transaction costs related to financial instruments that will be subsequently measured at fair value are recognized in the statement of operations of the appropriate fund in the year incurred. Transaction costs related to financial instruments subsequently measured at amortized cost are included in the original cost of the asset or liability and recognized in the statement of operations of the appropriate fund over the life of the instrument using the straight-line method.

2. Reserve for Major Repairs and Replacements

The evaluation of the adequacy of the reserve fund is based on numerous assumptions as to future events. The directors' evaluation is that the reserve should provide sufficient funds to finance such major repairs and replacements as may be necessary based on a reserve fund study by Newbridge Engineering Inc. dated March 30, 2015. The Corporation's plan for contribution to the reserve fund for 2016 was $288,572 and plan for expenses from the reserve fund for 2016 was $80,628. The study projected a reserve fund balance on December 31, 2016 of $1,763,383. The actual reserve fund balance on December 31, 2016 is $1,734,211.

3. Investments

	2016	2015
Bank of Nova Scotia GIC, 3.50%, matured September 15, 2016	$ -	$ 115,951
Bank of Nova Scotia GIC, 1.25%, matured October 3, 2016	-	115,845
Bank of Nova Scotia GIC, 2.5275%, redeemed during the year	-	50,855
Bank of Nova Scotia GIC, 0.71%, maturing February 27, 2017	55,422	-
TD Mortgage Corp GIC, 1.00%, maturing March 2, 2017	107,480	106,416
Bank of Nova Scotia GIC, 1.42%, maturing May 26, 2017	151,809	-
TD Mortgage Corp GIC, 1.00%, maturing August 24, 2017	156,647	155,096
TD Canada Trust GIC, 0.90%, maturing August 24, 2017	145,047	143,753
TD Mortgage Corp GIC, 1.1732%, maturing May 6, 2019	72,205	71,368
Bank of Nova Scotia GIC, 2.302%, maturing April 29, 2021	50,779	-
	$ 739,389	$ 759,284

4. Related Party Transactions

The Corporation made payments totaling $4,243 (2015 - $nil) to a company owned by a unit owner for painting services provided during the year. These transactions are in the normal course of operations and are measured at the exchange amount, which is the amount of consideration established and agreed to by the related parties.

5. Contractual Obligations

Operating Fund

The Corporation has entered into a contract for snow removal services ending April 30, 2017 and a contract for swimming pool management services ending September 2, 2018. Minimum payments under the contracts, including HST, are as follows:

	Snow	Pool	Total
2017	$ 36,081	$ 19,436	$ 55,517
2018	-	19,631	19,631
	$ 36,081	$ 39,067	$ 75,148

Reserve Fund

Subsequent to year end the Corporation entered into a contract for a siding replacement project at a total cost of $695,192, including HST. The project is scheduled to be completed in full during 2017 and will be charged to the reserve fund as the work is completed.

6. Budget Information

The budget figures presented for comparison purposes are unaudited and are those approved by the Board of Directors.

7. Remuneration of Directors and Officers

No remuneration was paid to Directors or Officers during the year.

CARLETON CONDOMINIUM CORPORATION NO. 264
ANNUAL GENERAL MEETING OF OWNERS
Cairine Wilson Secondary School, 975 Orleans Boulevard
7:00 p.m., Tuesday, May 31, 2016

PRESENT:	Brian Buys	President
	Sean O'Sullivan	Director
	Bernadette Fradette	Director
	Mira Abdillahi	Director
	Natacha Brunet	Director
	Neil Scilley	Auditor, BDO Canada LLP
	Luc Raymond	Property Manager, Integral Property Management
	Elaine Richard	Recording Secretary

1. CALL TO ORDER

President, Brian Buys, opened the meeting at 7:03 p.m., welcoming everyone. The Board of Directors were introduced, as well as the Auditor, Property Manager, and Recording Secretary.

2. QUORUM

Luc Raymond confirmed quorum, with 36 unit owners represented in person, and 38 represented by proxy, totalling 74.

3. NOTICE OF MEETING

The President confirmed that the Notice of Meeting was sent to owners in accordance with the requirements of the Condominium Act, 1998.

4. APPROVAL OF THE AUDITED STATEMENTS

Neil Scilley, 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.

The Auditor commented that the reserve fund balance is off by 2.5% of what it should have been. He stated that, in reality, that is as close as it usually gets. The reserve fund is based on the engineer's forecast, and appears to be in good shape.

Simon Rolfe (Unit 44A) asked what items might take a dent out of the reserve fund next year. The President responded that the Corporation is in a good place financially, according to the plan. Some roofs were done last year, which did not have to be done for another couple of years. In about five years, there will be $100,000 in the reserve fund, and siding and roofs are the big projects coming up.

5. APPOINTMENT OF AUDITOR

Motion made by Simon Rolfe (Unit 44A), and seconded by Susan Kulas (Unit 45B) to re-appoint BDO Canada LLP as Auditor for the fiscal year ending December 31, 2016. Motion carried.

6. APPROVAL OF THE MINUTES OF THE ANNUAL GENERAL MEETING

Motion made by Finola Belanger (Unit 5A), and seconded by Tamara MacDonald (Unit 79A), to approve the Minutes of the June 18, 2015, Annual General Meeting. Motion carried.

7. PRESIDENT'S REPORT

The President noted that the insured value of the property is 34 million dollars, making it a substantial asset. He commented that the Board does not take the running of this Corporation lightly, and was happy that owners are taking an active interest in the property.

Major projects over the past year have included additional insulation in attics, and some south-facing roofs were done due to leaks, instead of waiting until 2020.

Simon Wolfe (Unit 44A) mentioned that even though the roofs are done with 35 year singles, we may only get 20 years out of them. He asked if the Corporation could have covered the cost out of the condominium insurance instead of the condominium fees, as the last company that put them on guaranteed them for a certain number of years. The President responded that this is a manufacturer's warranty issue, and not an insurance matter. Typically, the warranty is on the shingles only, and the major expenses are in the labour. Luc Raymond added that there are no insurance companies that will insure shingles. Denis Gagnon (Unit 29A) commented that as soon as anyone steps on the roof, ie. to remove ice, the warranty is no longer in effect. The President stated that it is worth a call to the insurance company to see if there is insurance available, and find out the cost.

Diane Harper (Unit 45A) mentioned that when the singles were installed, the contractors left a mess behind.

The President advised that tree planting will commence over the next few years, and be on-going. Melodee Aubrecht (Unit 54A) asked how many trees will be replaced. The President answered that last year's Board put the order in, and he did not know the exact number of trees. They will be planted as soon as possible over the next number of years.

Melodee Aubrecht (Unit 54A) felt that if the trees were part of the initial common elements, they should be covered. Luc Raymond replied that trees are not included as an expense in the reserve fund study. When asked how many trees would be planted per year, the President responded that the Board has not made the plan for the planting as yet, however, it will begin next year.

The President reported that the garbage shed which burned down has been replaced. Railings on porches have been completed, and typical repair work has been done around the condominium. He acknowledged that owners do report when they notice damaged items. However, the Board needs to sit down and look at each item to decide if it is a "one-of", or if there are other units with the same problem. Then, appropriate action will be taken.

Finola Belanger (Unit 5A) stated that if owners write a letter to the Board or Property Manager about a problem, they should expect to get an answer in return. She summarized a tree issue she wrote about, but never received a final written answer. The President agreed that owners should receive a response, which should come from the Property Manager.

Simon Wolfe (Unit 44A) suggested that the Management company have a ticket system on their website where owners can post emails, and they can be tracked. Luc Raymond answered that there is a Corporation website coming within 3-6 months, and the emails will be tracked.

Denis Gagnon (Unit 29A) asked if, when he was on the Board, they voted to have the hedges and fence repaired at the corner where the garbage hut is located. Melodee Aubrecht (Unit 54A) showed owners an enlarged photo of the corner. Luc Raymond replied that he would check on this. The President stated that he has seen nothing about the hedges in the past year. Bernadette Fradette added that this issue was discussed during Tasha's reign as Property Manager.

Melodee Aubrecht (Unit 54A) stated that she brought written confirmation that they were to be repaired by September, 2015. She commented that the view looks like a ghetto. The President replied that he will look into it.

Agatha Bonadis (Unit 48B) inquired as to what type of trees would be planted. She did not want to have pine trees planted close to the house, due to risk of lightning strikes. The President noted her concern.

The President continued his report, noting that all the top soil that was brought into the parking lot is all gone, and the lot has been swept clean.

Garbage was a big topic last year. The Board had several meetings with the City and the garbage collectors. Hector is back now, and feedback has been good. The President asked owners to do anything they can to make Hector's job easier, ie. bring large items to charity stores, etc. He advised that compost should be put into paper bags in the green bin.

Diane Harper (Unit 45A) commented that the wind blows the garbage around, and wondered if they can get bins with lids. The President answered that they cannot use bins with lids, as they will require a different machine to pick them up.

Jennifer Langlois (Unit 47A) asked if the Corporation is still paying extra for garbage pick-up. She stated that if enough people use the green bins, it would reduce garbage and costs. The President agreed that this was a good idea. Sean O'Sullivan commented that it is hard to change people's habits of dumping items outside the shed. Jennifer responded that it may change if owners are offered the incentive of reduced costs for pick-up.

Agatha Bonadis (Unit 48B) stated that she cannot bring her green bin down the stairs, and asked if there could be a shed for the green bins. The President replied that some owners leave their green bins downstairs all week. Jennifer Langlois (Unit 47A) advised that owners are welcome to use her green bin.

Agatha Bonadis (Unit 48B) asked if owners can get more green bins. The President answered that the City will provide one green bin per household. Bins can be obtained by calling the City of Ottawa. He cautioned that owners need to keep an eye on their bins to ensure that the proper items are being put in them. A newsletter will be sent out in the next few months with information regarding the bins.

Rosanne Guillemette (Unit 92B) commented that the yellow bins look terrible, and asked the Board to contact the City to have them painted. Luc Raymond replied that he has contacted the City , and they are supposed to be changing the bins.

Simon Wolfe (Unit 44A) raised his concern over the $26,000 the Corporation spends to have extra garbage pick-ups. He asked if the Board can take one visitor parking spot and make the shed bigger to reduce the extra pick-ups. The President responded that the Corporation actually spends $9,000 a year. He added that the Board is looking at other solutions such as rolling bins. He commented that it is hard to prevent people from outside the Corporation who dump their garbage. The President concluded that if owners can cut down on the garbage placed in the shed, it will reduce the extra pick-up charges.

Edith Gilbert (Unit 84B) mentioned that people leave large items out, such as tv's and furniture,

because they don't have a truck or other way to get rid of big items. She asked if there was anyone in the Corporation that they could pay to take the items away. The President agreed that this would be a good idea.

Pool

Natacha Brunet reported that the pool was cleaned out on Friday, but has not yet been filled. It will be open by the weekend of June 11th, and will be open full time by June 18th. The Board will ensure that the pool is open on the Monday of the long weekend in September.

Pool Hours:

10-11 Pool Maintenance
11-12 Adult Swim (age 18+)
12-5 Lifeguarded Swim for all ages
5-5:30 Lifeguard Lunch Period
5:30-7:30 Lifeguarded Swim for all ages
7:30-8:30 Adult Swim (age 18+)

Melodee Aubrecht (Unit 54A) asked if the adult swim time can be changed to 7:00 to 8:00 p.m. Natacha advised that the Board would discuss it. The President added that the Board tracked who used the pool last year, and there were more young kids kicked out during the adult swim time, than adults using the pool. Melodee responded that adults will not use the pool because the kids are in it. She suggested that the kids be told to get out of the pool at the proper time.

Catherine Hall (Unit 31A) stated that the majority of people who have children make sure that they are out by the allotted time.

Diane Harper (Unit 45A) asked if there is anything left in the budget to pay for replacement of the large plastic chairs. She commented that they are cracked, and hurt her back. The President took note of the request.

Upcoming Projects

The President outlined projects for next year, including fixing porch and concrete steps that are starting to crack. The Board is looking into other possible solutions. Siding is scheduled for 2017.

The reserve fund has scheduled the siding to be replaced in 2017, and over the next 3-4 years following that. The Board wants to get a jump on that and start on the worst units this year.

The President reported that the chimneys had their annual cleaning, and the Board was notified that there were three units that had unsafe fireplaces due to the condition of the inside of the chimneys.

Those owners were notified.

The Board is looking into solutions for the deterioration of the chimneys. The units are 30 years old, and these fireplaces are no longer made. There are strict rules about chimneys, as they are paired with the fireplaces. The Board obtained quotes for three options that the owners were invited to review after the meeting. The quotes included a wood burning replacement, a gas fireplace, and an electric fireplace insert. Another option is to decommission the fireplaces.

The President reported that a questionnaire was sent out to owners, and the 62 responses received leaned towards the wood-burning fireplace. He advised that the chimney liner inside the walls is the condominium's responsibility, whereas the firebox in the unit is the responsibility of the owner. The President stated that this is a fact-finding process, and the Board is attempting to find options at this time.

A discussion ensued regarding the cost to replace a firebox. Luc Raymond asked Simon Rolfe (44A) to provide the name of the contractor he contacted who could provide a less expensive quote.

Agatha Bonadis (48B) commented that she does not like gas fireplaces, due to the risks of explosion.

Simon disagreed that all fireplaces would need to be changed due to the fact that three faulty ones were found. Jeff Goudie (68B) thought that the risk is minimal that all the other units would not last 20 more years. He suggested that the Corporation find a tinsmith or machinist to make a firebox. The President responded that he did not say that all fireplaces would have to be replaced. He clarified that the letter stated "if the fireplace has to be replaced…" and if owners have heard nothing further, then their fireplace is fine. The President advised that the reserve fund study shows that the chimneys should be replaced in 2038.

Edith Gilbert (84B) thought that the units are too old to have fireplaces, and preferred to have them all decommissioned.

The President reviewed the results of the questionnaires that were returned from owners. He advised that the leaning in the range of 0-5 was towards wood. Out of the 62 questionnaires, for wood burning the results were 2.9 out of 5.

Regarding the cost to replace the three defective fireplaces, the President stated that it would cost approximately $3,000 for each owner who has the defective fireplace.

Madeleine Grondin (92A) raised her concern about splitting the cost of a wood fireplace. The condominium fees are increasing every year, and it will be even harder to sell units. The President will keep this point in mind.

An owner commented that it seems that the conclusion is that all fireplaces will fail eventually. He asked if the cost of $5,000 per unit is accounted for in the reserve fund. The President replied that it is not, however, there will be a new reserve fund study in 2019. He confirmed that, when the reserve fund was done last year, the Board was not aware of the three chimney failures.

Edith Gilbert (84B) mentioned that the siding is more important that the fireplaces. The President responded that the Board is looking for solutions, and will continue to work on this. The fireplaces will only be replaced as needed.

Claude Durocher (37A) reported that there was a fire at the condominium last Saturday. Renters were not responsible with their fireplace, and smoke came back into their unit. The upper unit called the Fire Department. Claude stated that some residents are not educated enough to use their fireplaces. The President asked Claude to send him an email regarding this matter, with some suggestions regarding educating the residents.

The President advised that there are four units that have second-hand smoke from cigarettes and marijuana going into their units. He explained that this is a 30 year-old building, which had very different codes when it was built. Owners want to do what they want in their own units, however, there are legal ramifications, and it may become a bigger issue. Owners are asked to go outside to smoke. They should also be aware of their neighbours if they are smoking on a balcony. He also suggested that the stove fan and powder room fan be turned on if there is smoking inside the unit.

The President reminded owners to bring home the toys and chairs that they use in the common area and gravel pit. Items left in the common areas can be a safety hazard. Generally, owners should clean up after themselves.

Melodee Aubrecht (54A) reported that there is a group of units near her unit who socialize every evening on and around the pathway. It is difficult and intimidating to walk on that path. The chairs are left out there at all times, and she collects beer bottles in the morning from the parties. Melodee stated that she has the unit numbers of the violators, and would like letters to be sent to them. She will email the information to the Board.

The President was not aware of a specific rule regarding alcohol in the common areas, but thought that alcohol should stay in the unit yards. He was happy that owners have chosen to socialize, but owners should be aware of the pathways and bring their chairs back into their own yards. They should also be respectful of the time of night. Owners will be sent letters if necessary.

Susan Kulas (45B) asked who should be contacted if there is an issue. Luc Raymond suggested that the Police be called. The President added that owners can start by calling By-law. Melodee responded that when she called By-law, they told her it was a condominium matter as it was on condominium property. The President disagreed, stating that By-law will come into the condominium regarding noise violations.

Tamara MacDonald (79A) commented that it is very uncomfortable to use the walkways when the partiers are milling about on the walkways. The President responded that notices have been sent to units in that area, and the Board will keep on it.

Owners were advised that there will be a clean-up day on the morning of Saturday, June 11, 2016. The day will finish up with a barbeque.

A walkabout was done this spring, and the Board will be going through the list of items noted to see what can be done.

The President concluded by stating that last year was a good year for the new Board members to get familiar with each other. Natacha Brunet and Mira Abdillahi have attended a condominium Director's course. There is a new Condominium Act coming in a year or two, so the Board will have to familiarize itself with it. Natacha and Mira have submitted their names to continue to serve the community.

8. APPOINTMENT OF SCRUTINEERS

No scrutineers were appointed.

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

Two positions were up for election, each for a three-year term.

Nominations submitted to the Board:
Mira Abdillahi
Natasha Brunet

The President asked for nominations from the floor, however, none were received.

Motion made by Bob Gray (Unit 6A), and seconded by Tamara MacDonald (Unit 79A), to acclaim Mira Abdillahi and Natasha Brunet to the Board of Directors. Motion carried.

10. CORPORATE BUSINESS DISCUSSION

Wayne Marlatt (90B) advised that he received a re-zoning notice associated with the neighbourhood, and a meeting is planned to discuss the matter. Rosanne Guillemette (92B) responded that she called regarding the notice, and was told that there will not be any building erected on the site; it is just about rezoning. The President also investigated the notice, and was

advised that the 24-hour care residence wants to segregate their property into two different lots. He assured owners that it has nothing to do with the Corporation, but encouraged owners to attend the meeting, if they were interested.

A question was posed regarding possible development of land owned by Bruyere situated between the condominium and the river. Rosanne Guillemette (92B) responded that she previously served on a Committee, and stated that there are no plans for developing that area.

Melodee Aubrecht (54A) asked that owners get feedback from tonight's issues in writing, and in a timely fashion. The President replied that the Board will not respond to the owners, but they will see the results in things that will be done.

Melodee Aubrecht (54A) pointed out that she has been asking for repairs to the fence to be done for four years, and would like to know when they will be done. Brian thanked Melodee for her input, but stated that the Board will not be sending her correspondence as to when the repairs will be actioned. Melodee noted this, and responded that she would like feedback on the items mentioned at this meeting.

Claude Gariepy (87B) and Susan Kulas (45B) stated that they would also like feedback in writing. Susan suggested that the feedback be included in the Newsletter. The President acknowledged the suggestion, and Diane Harper (45A) volunteered to help with the Newsletter.

Wayne Marlatt (90B) suggested that the information be put on a website, instead of mailed out in a Newsletter. The President answered that there is no website in place yet, but it is a good idea for future.

Simon Rolfe (44A) asked that red letters no longer be sent, as he is colour blind, and cannot read the print. The President noted Simon's request.

Claude Gariepy (87B) commented that the insulation in his corner unit is not adequate, and hydro bills were $300 per month. He asked if the insulation will be repaired when the siding is done. Claude also mentioned that the wires on the light fixtures are damaged, and wondered if they will be replaced at the same time as the siding, as they have to be removed during that work. The President replied that the light fixtures can be changed in future, and currently they are working on getting the siding done over the next four years.

Claude Gariepy (87B) mentioned that he asked Luc about fixing the rotten wood on his unit, and looking into what is causing the problem. He also stated that he is not happy that contractors are using the plugs in the posts, as the Corporation pays for the hydro. He suggested that the Corporation get rid of the posts, as no one plugs in their car anymore.

Jennifer Langlois (47A) also commented on the high price that she pays for hydro in her unit. Luc

Raymond advised that an engineering firm will be looking at the building this year to ensure that they obtain the correct insulation.

Cedric Lalonde (11B) agreed with getting new insulation as he is freezing in his unit.

Claude Gariepy (87B) stated that the snow removal was so bad he had to shovel himself. Rosanne Guillemette (92B) suggested that another contractor be hired for the snow removal. Both she and her husband had accidents because the snow was piled up on the curb. The President took note of these comments. Simon Rolfe (44A) added that the snow removal on the walkways was bad.

Melodee Aubrecht (54A) commented that the wording on the private property sign is peeling off, and is not legible. She asked if the Corporation can have a few more visible private property signs in the area. The President thought that this would be a good idea.

Diane Harper (45A) reported that she has an issue with animals in between her lower unit and the upper unit, and bees nesting in rotten wood. The President asked Diane to contact Lucy Raymond about this problem. He advised owners to put mice traps out in the fall, as mice try to come at that time of year.

Kathryn Ritchie (Unit 66B) thanked the Board members for their work over the past year.

11. ADJOURNMENT

Motion made by Simon Rolfe (Unit 44A), and seconded by Rosanne Guillemette (Unit 92B), to adjourn the meeting at 8:50 p.m. Motion carried.

Atrens-Counsel
Insurance Brokers
Part of Arthur J. Gallagher Canada Limited

CERTIFICATE OF INSURANCE

This is to certify that insurance described below has been effected with the Insurer(s) shown, subject to the terms and conditions of the policy applicable.

CARLETON CONDOMINIUM CORPORATION NO. 264 AND ALL REGISTERED UNIT OWNERS FROM TIME TO TIME AND ALL REGISTERED MORTGAGEES FROM TIME TO TIME

PROPERTY INSURED: 750-802 St. Andre Drive
Ottawa, ON K1C 4R3

TERM: December 31, 2016 **TO:** December 31, 2017

COMMERCIAL PACKAGE POLICY NO. 282602370

PROPERTY:

Form: Comprehensive All Risk Policy
Amount of Insurance: $35,756,304.00

Deductibles:			
	$	5,000.00	STANDARD
	$	10,000.00	SEWER BACKUP
	$	25,000.00	WATER DAMAGE
	$	25,000.00	FLOOD
	$	150,000.00	EARTHQUAKE

Company:		
	RSA Insurance Company of Canada	25%
	Aviva Insurance Company of Canada	40%
	Economical Mutual Insurance Company	25%
	Novex Insurance Company	10%

COMPREHENSIVE GENERAL LIABILITY:

RSA	Limit of Liability:	$5,000,000.00
RSA	Excess Limit of Liability:	$5,000,000.00

DIRECTORS AND OFFICERS LIABILITY:

RSA	Limit of Liability:	$5,000,000.00
RSA	Excess Limit of Liability:	$5,000,000.00

BOILER AND MACHINERY:

Limit per Accident:	$35,756,304.00
Company:	Aviva Insurance Company of Canada
Policy Number:	**81638409-0873**

This document is furnished as a matter of courtesy and only as information of the fact that Policies have been concurrently prepared. It is not a contract, confers no right upon any person and imposes no liability on the Insuring Companies. A Photocopy of this executed Certificate may be relied upon to the same extent as if it were an original executed certificate.

ATRENS-COUNSEL INSURANCE BROKERS
Part of Arthur J. Gallagher Canada Limited

Date: December 29, 2016

Authorized Representative

Your Protection is Our Business

PROXY FOR GENERAL MATTERS AND FOR THE ELECTION OF DIRECTORS

(under subsection 52 (6) of the *Condominium Act, 1998*)

To: Carleton Condominium Corporation No. 264 (known as the Corporation)

1. I am (We are) the registered owner(s) of, or I am (we are) otherwise entitled to vote respecting _____ St. André Drive.
   (Unit)

2. I (We) appoint _____, if present, or failing him or her, the President of the Corporation, to act as my proxy (herein further referred to as the "Proxy") and to attend and to exercise all voting thereat upon all matters coming before the meeting.

3. I (We) revoke any or all proxies previously given. The Proxy may vote on my (our) behalf in respect of all matters that may come before the Meeting, subject to the instructions set out below, as I (we) could do if personally present at the Meeting.

4. I (We) instruct the Proxy to nominate, if necessary, and to vote for the candidate set out below for <u>four</u> positions on the Board of Directors for which <u>only Resident Owners</u> may vote under subsection 51 (6) of the *Condominium Act, 1998*:

Heather Ross	☐	Bernie Fradette	☐
Brian Buys	☐		☐

Dated this _____ day of _____, 2017

_____	_____
(Signature)	(Signature)
_____	_____
(Print Name)	(Print Name)

Note: Print the name of any individual whom you wish to elect to the board of directors. Your Proxy may only vote for individuals whose names are set out above and who, at the time of the vote, are candidates. If you list more names than positions available on the board of directors, your Proxy will vote in the order set out above up to the number of positions that are available.