

# **OTTAWA CARLETON STANDARD CONDOMINIUM CORPORATION 735**



## **NOTICE OF OWNERS' MEETING: ANNUAL GENERAL MEETING**

**Tuesday, 2018 December 04, 6:45 PM  
Party Room, 2nd Level  
179 George Street  
Ottawa, Ontario**

**Contents:**

Notice and Agenda of the Annual General Meeting  
Audited Financial Statement for the year ending 2018 August 31  
Minutes from the Previous Annual General Meeting  
Budget for Year Ending 2019 August 31  
Disclosure Obligations and Qualifications for Candidates and Directors  
Candidate Disclosure Statements and Information  
Proxy Form



## NOTICE OF MEETING OF OWNERS

### General Meeting Information

Ottawa Carleton Standard Condominium Corporation 735

#### **Section 1.** Date and Time of the Meeting

2018 December 04, 6:45 p.m. Registration; 7:00 p.m. Meeting

#### **Section 2.** Place of the meeting

Party Room, 2nd Level; 179 George Street

**Section 3.** The nature of the business to be presented at the meeting is for the purpose of attending to the required business as outlined in the enclosed agenda.

#### **Section 4.** Please describe below the quorum needed for any part of this meeting:

The quorum needed to hold this meeting is the owners of 51 out of 201 units in the corporation.

The reference to "units" here does not include units that are intended for parking, storage purposes, or for the purpose of providing space for services or facilities or mechanical installations, unless all of the units in the corporation are those kinds of units. Only owners that are entitled to vote at the meeting and are either present at the meeting or represented by proxy can count towards quorum. If this is a pre-turnover meeting under s. 42(6) of the *Condominium Act, 1998*, please see s. 42(10) of the act to determine who counts towards the quorum.

**Section 5.** A by-law of the corporation authorizes methods of being present at the meeting, in addition to attending in person or by proxy (e.g., by phone or online):

☐ Yes ☒ No

**Section 6.** A by-law of the corporation authorizes voting methods, in addition to voting by a show of hands, by ballot, by proxy (e.g., by phone or online):

☐ Yes ☒ No

**Section 7.** If you wish to be present at the meeting by proxy (for purposes of quorum) or to vote on any matters by proxy, you must use the mandatory proxy form (attached).

**Section 8.** Please check all of the following that apply to the upcoming meeting:

☒ Section 8.A This is an annual general meeting.

A copy of the corporation's financial statements and the auditor's report (if any) are included with this notice.

☒ Section 8.B This is a meeting to elect one or more directors (including a meeting requisitioned under s. 46 of the *Condominium Act, 1998* that may include the election of one or more directors)

The number of positions on the board that are or could be the subject of an election at the meeting, and the term or remaining term of each position, are:

1 positions for a 3 year term

The number of positions that are or could be the subject of an election at the meeting and that are reserved for voting by owners of owner-occupied units is: N/A

Total number of positions on the board is: 3 directors

The current directors and terms are:

Mario Gasperetti, Director, President, 2017 December 05 - 2020

Rob Potter, Director, Treasurer, OOP, 2016 December 05 - 2019

Brian McCauley, Director, 2016 January 27 - 2018

## Candidates

These are the names and addresses of each individual who has notified the board in writing of their intention to be a candidate by the specified deadline

Name of Candidate	Address of Candidate	Position (select one or both if applicable)
Brian McCauley	179 George Street	<input checked="" type="checkbox"/> Candidate for position for which all owners may vote <input type="checkbox"/> Candidate for position reserved for voting by owners of owner-occupied units

A copy of any disclosure statements and information provided by the candidates is included with this notice.

Note: For information about disclosure obligations and qualifications for candidates and directors, see s. 29(1) of the *Condominium Act, 1998* and s. 11.6 of Ontario Regulation 48/01 under the *Condominium Act, 1998*, copies of which are included with this notice.

☒ **Section 8.C** This is a meeting to remove or appoint an auditor

The name of the auditor proposed to be removed and the reasons for removal: N/A

The candidates for auditor whose information was provided before the specified deadline are: None

☐ **Section 8.D** This meeting was requisitioned by owners under s. 46 of the *Condominium Act, 1998*: N/A

☐ **Section 8.E** This is a meeting for the purpose of considering an addition, alteration, improvement to the common elements, a change in the assets of the corporation, or a change in the service of the corporation, or for the purpose of considering the installation of an electric vehicle charging system to be carried out in accordance with s. 24.3 (5) of Ontario Regulation 48/01 made under the *Condominium Act, 1998*: N/A

☐ **Section 8.F** This is a meeting to discuss proposed changes to the declaration and description, by-laws, rules or any agreements: N/A

☐ **Section 8.G** This is a meeting relating to amalgamation under s. 120 of the *Condominium Act, 1998*: N/A

**Section 9.** ☐ Additional material (including any record of the corporation) in a submission from owners, made by the deadline specified in the preliminary notice, is being included with this notice. None

**Section 10.** ☐ A by-law of the corporation requires that additional material be included with this notice. N/A

**Section 11.** ☐ Optional: Additional material that is not required by a by-law of the corporation is included with this notice. N/A

## MEETING AGENDA

1. Call to Order and Opening Remarks; Introductions
2. Certification of Quorum and Proxies (25% of 201 = 51)
3. Confirmation of Notice of Meeting
4. Review of Audited Financials for Year Ending 2018 August 31
5. Appointment of Auditor
6. Approval of Previous Annual General Meeting Minutes
7. President's Report
8. Review of the Budget for Year Ending 2019 August 31
9. Appointment of Scrutineers
10. Elections of Board of Directors
  - 10.1 Election for 1 position for which all owners may vote
11. Corporation Business Discussion
12. Adjournment

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.

To ensure that we have a quorum please plan to attend and if you are not able to be present at this meeting, complete the attached Proxy and return it to Capital Integral Property Management no later than Monday, 2018 December 03. If it is more convenient, you may assign the enclosed proxy to another owner, or to one of the Directors in advance of the meeting. For any Director position up for election, 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 to vote and email it to [kmckale@cimanagement.ca](mailto:kmckale@cimanagement.ca), mail/fax it to our address/number on the left or vote at the meeting.

We look forward to your attendance at the AGM or participation by Proxy. If you have any questions, please do not hesitate to contact me directly.

Yours truly,



Kayla McKale, RCM  
[kmckale@cimanagement.ca](mailto:kmckale@cimanagement.ca)  
Capital Integral Property Management  
*Agents for and on behalf of OCSCC 735*



**OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION NO. 735**  
"East Market III"

**FINANCIAL STATEMENTS**

**AUGUST 31, 2018**

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## INDEPENDENT AUDITOR'S REPORT

To the Owners,  
**Ottawa-Carleton Standard Condominium Corporation No. 735:**

We have audited the accompanying financial statements of Ottawa-Carleton Standard Condominium Corporation No. 735, which comprise the statement of financial position as at August 31, 2018, and the statements of general fund and reserve fund operations and fund balance and 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 entity'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 entity'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.

### **Opinion**

In our opinion, the financial statements present fairly, in all material respects, the financial position of Ottawa-Carleton Standard Condominium Corporation No. 735 as at August 31, 2018, 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.



**OUSELEY HANVEY CLIPSHAM DEEP LLP**

Licensed Public Accountants

Ottawa, Ontario

November 6, 2018



# OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION NO. 735

## STATEMENT OF FINANCIAL POSITION AS AT AUGUST 31, 2018

	2018	2017
<b>Assets</b>		
General fund		
Cash	\$ 211,275	\$ 249,566
Accounts receivable	2,788	1,400
Due from reserve fund	46,296	-
Prepaid expenses	45,367	-
	<u>305,726</u>	<u>250,966</u>
Reserve fund		
Cash	299,187	376,896
Investments (note 4)	2,342,122	1,872,102
Accrued interest receivable	9,160	15,991
Due from general fund	-	8,961
	<u>2,650,469</u>	<u>2,273,950</u>
	<u>\$ 2,956,195</u>	<u>\$ 2,524,916</u>
<b>Liabilities</b>		
General fund		
Accounts payable	\$ 125,536	\$ 88,893
Due to reserve fund	-	8,961
	<u>125,536</u>	<u>97,854</u>
Reserve fund		
Accounts payable	-	4,068
Due to general fund	46,296	-
	<u>46,296</u>	<u>4,068</u>
	<u>171,832</u>	<u>101,922</u>
<b>Fund balances</b>		
General fund	180,190	153,112
Reserve fund	<u>2,604,173</u>	<u>2,269,882</u>
	<u>2,784,363</u>	<u>2,422,994</u>
	<u>\$ 2,956,195</u>	<u>\$ 2,524,916</u>

Approved on behalf of the Board:

  
Director

  
Director

# OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION NO. 735

## STATEMENT OF GENERAL FUND OPERATIONS AND FUND BALANCE FOR THE YEAR ENDED AUGUST 31, 2018

	<u>Budget</u> (note 8)	<u>2018</u>	<u>2017</u>
<b>Revenue</b>			
Owners' contribution	\$ 1,363,829	\$ 1,363,824	\$ 1,337,208
Less allocation to reserve fund	<u>345,743</u>	<u>345,743</u>	<u>338,964</u>
	1,018,086	1,018,081	998,244
Miscellaneous	<u>2,500</u>	<u>9,320</u>	<u>4,756</u>
	<u>1,020,586</u>	<u>1,027,401</u>	<u>1,003,000</u>
<b>Expenses</b>			
Utilities			
Electricity	343,074	221,612	259,353
Gas	110,000	101,224	92,580
Water	92,443	94,032	90,780
Maintenance			
Amortization	-	-	1,731
Building	61,963	98,299	48,338
Cleaning	86,461	86,728	84,025
Electrical	7,000	2,532	3,125
Elevator	20,000	19,840	23,572
Fire safety system	12,500	23,657	18,629
Grounds	12,788	12,175	19,849
Mechanical	20,000	42,603	12,941
Plumbing	14,112	38,747	13,250
Recreational facilities	1,650	4,093	1,959
Security	35,020	38,879	29,520
Shared facilities	45,000	53,756	41,347
Waste disposal	15,000	16,620	13,040
Window cleaning	17,017	14,210	16,211
Administration			
Condominium Authority fees	-	2,406	-
Insurance	40,000	37,454	43,579
Management fees	71,214	77,469	71,619
Office and communications	7,500	7,587	9,046
Professional fees	<u>7,627</u>	<u>6,400</u>	<u>6,993</u>
	<u>1,020,369</u>	<u>1,000,323</u>	<u>901,487</u>
Net revenue for the year	\$ <u>217</u>	27,078	101,513
Fund balance - beginning of year		<u>153,112</u>	<u>51,599</u>
Fund balance - end of year		\$ <u>180,190</u>	\$ <u>153,112</u>

# OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION NO. 735

## STATEMENT OF RESERVE FUND OPERATIONS AND FUND BALANCE FOR THE YEAR ENDED AUGUST 31, 2018

	Plan (notes 5 and 8)	2018	2017
<b>Revenue</b>			
Owners' contribution	\$ 345,743	\$ 345,743	\$ 338,964
Interest	46,643	23,453	24,914
	<u>392,386</u>	<u>369,196</u>	<u>363,878</u>
<b>Expenses</b>			
Boilers	-	-	5,537
Caulking	105,264	-	-
Doors and windows	-	-	13,726
Elevators	56,916	-	-
Emergency power system	62,526	-	-
Fire systems	-	17,277	-
Heating and air conditioning	-	-	4,068
Masonry	42,126	-	-
Parking garage	15,810	-	-
Plumbing and sewer	-	17,628	-
Reserve fund study	-	-	4,068
Security systems	7,344	-	-
	<u>289,986</u>	<u>34,905</u>	<u>27,399</u>
Increase for the year	102,400	334,291	336,479
Fund balance - beginning of year	<u>2,280,972</u>	<u>2,269,882</u>	<u>1,933,403</u>
Fund balance - end of year	<u>\$ 2,383,372</u>	<u>\$ 2,604,173</u>	<u>\$ 2,269,882</u>

# OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION NO. 735

## STATEMENT OF CASH FLOWS FOR THE YEAR ENDED AUGUST 31, 2018

	<u>2018</u>	<u>2017</u>
<b>Cash flows from operating activities</b>		
Owners' contribution revenue	\$ 1,361,909	\$ 1,338,992
Miscellaneous revenue	9,320	4,756
Interest revenue	30,284	27,682
General fund expenses	(1,008,520)	(902,556)
Reserve fund expenses	(38,973)	(23,331)
	<u>354,020</u>	<u>445,543</u>
<b>Cash flows from investing activities</b>		
Sale (purchase) of investments	<u>(470,020)</u>	<u>(207,488)</u>
Increase (decrease) in cash for the year	(116,000)	238,055
Cash - beginning of year	<u>626,462</u>	<u>388,407</u>
Cash - end of year	<u>\$ 510,462</u>	<u>\$ 626,462</u>
<b>Cash</b>		
General fund	\$ 211,275	\$ 249,566
Reserve fund	<u>299,187</u>	<u>376,896</u>
	<u>\$ 510,462</u>	<u>\$ 626,462</u>

# OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION NO. 735

## NOTES TO FINANCIAL STATEMENTS AUGUST 31, 2018

### 1. Purpose of the organization

The Corporation was registered without share capital in 2006 under the laws of the Condominium Act of Ontario. The Corporation was formed to manage and maintain, on behalf of the owners, the common elements of the 199 residential and 2 commercial units. For Canadian income tax purposes the Corporation qualifies as a not-for-profit organization which is exempt from income tax under the Income Tax Act.

### 2. Significant accounting policies

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

#### a) Estimates and assumptions

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. The estimates and assumptions are reviewed annually and, as adjustments become necessary, they are recorded in the financial statements in the period in which they become known.

#### b) Fund accounting

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

The general 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 repair and replacement costs of the common elements and assets. The basis for determining the reserve fund's requirements is explained in note 5. Only major repairs and replacements of the common elements and assets and the cost of the reserve fund study may be charged to the reserve fund. Minor repairs and replacements are charged to the general fund. The Corporation segregates amounts accumulated for the purpose of financing future charges to the reserve fund in special accounts, for use only to finance such charges. Interest earned on these amounts is credited directly to the reserve fund.

#### c) Financial instruments

Financial instruments are initially recognized at fair value and are subsequently measured at cost, amortized cost or cost less appropriate allowances for impairment.

#### d) Revenue recognition

Owners' contributions are recognized as revenue monthly based upon 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 when earned.

### 3. Financial instruments

Financial instruments of the Corporation consist of cash, accounts receivable, investments, accrued interest receivable and accounts payable.

Unless otherwise noted, it is management's opinion that the Corporation is not exposed to significant interest rate, currency, credit, liquidity or market risks arising from its financial instruments and the risks have not changed from last year.



## OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION NO. 735

### NOTES TO FINANCIAL STATEMENTS AUGUST 31, 2018

#### 4. Investments

The Corporation has investment certificates that earn interest at annual rates that range from 1.06% to 2.99% per annum and mature between June 2020 and March 2026.

#### 5. Reserve fund

The Corporation, as required by the Condominium Act, has established a reserve fund for financing future major repairs and replacements of the common elements and assets.

The Board of Directors proposed a plan for the future funding of the reserve fund based on the reserve fund study prepared by Keller Engineering Associates Inc. dated July 2017 and such other information as was available to them.

The reserve fund study was based on numerous assumptions as to future events including: repair and replacement costs, life expectancy of the common elements and assets, annual inflation rates, and the interest to be earned on the reserve fund investments.

The statement of reserve fund operations and fund balance provides a comparison between the planned and actual revenue and expenses of the reserve fund for the year and the accumulated balance thereof at the end of the year.

#### 6. Related party transactions

No remuneration was paid to Directors and Officers during the year and they had no interest in any transactions of the Corporation. The management company, in addition to fees, was reimbursed \$6,572 for certain administrative costs, \$3,060 for maintenance, \$7,462 for concierge services and collects fees from owners, purchasers and others for issuing status certificates. These transactions were in the normal course of operations and were measured at the exchange amount.

#### 7. East Market Shared Facilities Fund

By agreement, various expenses are shared between OCSCC No. 668, OCSCC No. 676 and OCSCC No. 735. To facilitate this process the East Market Shared Facilities Fund was started on October 1, 2007. Each corporation contributes to this fund, in accordance with its annual budget, and expenses are paid out of the fund and are allocated in accordance with the agreement. This year the Corporation contributed \$53,756 and at year end owed \$14,457 to the Fund.

#### 8. Budget and plan

The budget and plan figures have not been audited.

**OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION NO. 735**  
**ANNUAL GENERAL MEETING OF OWNERS**  
**Party Room 2<sup>nd</sup> Level, 179 George Street, Ottawa**  
**7:00 p.m., Tuesday, December 5, 2017**

<b>PRESENT:</b>	Mario Gasperetti	President
	Rob Potter	Treasurer
	Brian McCauley	Director
	Jeremy Ouseley	Auditor, Ouseley Hanvey Clipsham Deep LLP
	Kayla McKale	Property Manager, Capital Concierge
	Elaine Richard	Recording Secretary

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

The President, Mario Gasperetti, opened the meeting at 7:10 p.m., advising that he would be acting as Chair of the meeting. The Board members, Property Manager, and Recording Secretary were introduced.

Motion made by Sharon Clayton (Unit 1509), and seconded by Philip Piazza (Unit 1907), to appoint Brad Robert (Unit 1209) and Angela Crawford (Unit 1206) as Scrutineers. Motion carried.

**2. QUORUM**

The President confirmed quorum, as counted by the Scrutineers.

Motion made by Sharon Clayton (Unit 1509), and seconded by Leah Fleetwood (Unit 1710), to register the Minutes Annual General Meeting. Motion carried.

**3. PROOF OF NOTICE OF MEETING**

The President confirmed that Notice of the Meeting had been properly served to all owners in accordance with the requirements of the Condominium Act, 1998.

**4. APPROVAL OF THE MINUTES OF THE 2016 AGM**

Motion made by Hild Rygnestad (Unit 306), and seconded by Brad Milne (Unit 1810), to accept the Minutes of the 2016 Annual General Meeting, with corrections submitted by one owner. Motion carried.

## **5. PRESENTATION OF 2016-2017 AUDITED FINANCIAL STATEMENTS**

Jeremy Ouseley, Auditor, Ouseley Hanvey Clipsham Deep, 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 advised that he had no concerns regarding the financial statements.

Motion made by Cathlyn Ann Kaufman (Unit 1701), and seconded by Hild Rygnestad (Unit 306), to accept the audited financial statements as presented. Motion carried.

## **6. APPOINTMENT OF AUDITOR**

The Board advised that they are very satisfied with the work of Ouseley Hanvey Clipsham Deep. The Auditors also do the audit for the shared facilities, and their price is competitive. The Board recommended that the Corporation retain their services for the next fiscal year.

Motion made by Rob Potter (Unit 306), and seconded by Philip Piazza (Unit 1907), to authorize the Board to re-appoint Ouseley Hanvey Clipsham Deep as Auditors for the next fiscal year. Motion carried.

## **7. BOARD OF DIRECTOR'S REPORT**

The President provided his Report with a slide presentation, including the following matters:

### **Highlights of 2016-17**

- Completed 30-year Reserve Fund Study
- Garbage room door replaced and lintel installed
- Completed fire, water leakage and HVAC unit inspection
- Mirror installed in George Street garage
- Board to continue with proactive approach to maintenance, ie. plumbing stack cleaning and dryer vent cleaning with some of the surplus from 2016-17
- Fob reader and keypad installed on vestibule door
- On-going discussions with security company: post orders reiterated; roving guard utilized with hours tailored to need
- Short Term Tenancy Rule passed on August 18, 2017, and in effect as of October 1, 2017
- Corporation can recover any costs, including all legal costs incurred by the Corporation in order to enforce, or in attempting to enforce, the Rules
- Status Certificate amended to flag the new rule to potential buyers



- Concierge Pilot Project continues – 5-8 p.m. Tuesdays and Thursdays
- Board to look at concierge options, to be proposed and discussed at future meeting
- Hydro rebates (\$18,500) received – electricity consumption down
- Spring info session/semi-annual meeting (June 6<sup>th</sup>) held to discuss update on Reserve Fund Study and Preliminary Findings, and possible measures to ensure that the residential status of Phase III is respected. Another semi-annual meeting will be held this year
- Elevator contract developed; to be tendered to two companies
- Record-breaking storm caused a short to the system was one main elevator incident
- Sump pumps in elevator pits were replaced and the electrical upgraded, with an alarm set up in a separate electrical outlet in case of failure
- Light levels in elevators will be investigated (new lights tried out while ceiling was removed)

#### Issues in 2016-2017:

- Noise – some related to airbnb's
- Security – vestibule FOB improvement; Cumberland St Garage door remains an issue
- Hot water pressure – certain floors; corrective measure being undertaken
- Doors, closing and access – P2 level door and access to parking garages under review
- Penthouse window units replacement – size of units challenging

#### Reserve Fund expenses 2016-2017

- Boilers	\$ 5,537
- Doors and windows	\$13,726
- Heating and air conditioning	\$ 4,068
- Reserve Fund Study	<u>\$ 4,068</u>
<b>TOTAL 2016-2017</b>	<b>\$27,399</b>

The Plan identified \$33,539 in 2016-17: \$7,902 on Doors and Windows; \$9,800 on Electrical; \$6,200 on Elevators; \$5,537 on Plumbing; and \$4,100 on the Reserve Fund Study (every three years). Some expenses get brought forward, some pushed back if repair/replacement not needed.

Reserve Fund healthy: \$2,273,950 at close of 2016-2017

#### Follow-ups from 2016 Annual General Meeting

- *Improve conditions of elevator contract (ie. response time), and increase light levels in elevators – will be tendered; focus on service*
- *Investigate facilitating changing existing thermostats to programmable thermostats – needs engineer/electrician to identify requirements. Modified thermostats in party room may be an option.*
- *Correct the depression in floor slab near entrance of George Street garage – to be addressed*
- *Install a mirror in the George Street garage and in the Cumberland garage – Convex*

- mirror to be installed in George Street Garage, discussion needed for shared garage
- *Handicap parking space on P1 – monitor use of adjacent bike parking to ensure it does not impede on handicap parking – Junk from generator room discarded – allowing room for bicycles which are currently blocking the handicapped parking on P1*
- *Thermostat in gym – remove lock box – to be addressed*
- *Provide filters vs provide and install filters during unit inspections – filters provided but not installed*
- *Look into setting up offer with contractor to change piping – inspected and determined to be adequate. Drier duct cleaning will take place.*
- *Review door stops – plan a walk through to identify doors where stops should be removed*

### Committees:

#### Shared Facilities Committee:

- For shared facilities between Phases 1, 2, and 3;
- Visitor Parking Registration - EMS

#### EM3 Social Committee [EM3social@gmail.com](mailto:EM3social@gmail.com)

- Regular Events: Movie nights (incl. Halloween, Thanksgiving), Tuesday Corner Cafés
- Parties: Christmas Party, New Year Party, Oscars Party, Summer Party
- Special Events: Board Game night, Garage Sale (“crap swap”), Art Social, New ideas?

#### Resident-Owners Group

- Established this year; owners received flyer
- For owner-residents to discuss concerns and identify them to Board
- Board appreciates the perspective of owners who reside and are familiar with the particular issues or circumstances of the building and neighbourhood
- Michel Gallant to address meeting

### Comments/Questions:

Kayla McKale referred to the dryer vent cleaning and mentioned that there is a secondary lint trap which should be cleaned out once a month. Owner should let their tenants know to clean both lint traps. Once the dryer vent cleaning is done, Kayla will send out a notice about the lint trap cleaning.

Cathlyn Ann Kaufman (Unit 1701) mentioned that her screen is falling off. Kayla asked Cathlyn to send her an email regarding the issue.

In answer to Douglas Janoff’s (Unit 1401) question, Kayla McKale explained that, when a code changes, a notice will be sent out on the Smart building system. An email will go to owners notifying them that there is a notice. The President added that the code will be changed on a yearly basis, or if there is an incident. Rob Potter reminded owners to check their spam filters to ensure

they receive the notification emails.

The Board will take under advisement Hilda Rygnestad's (Unit 306) suggestion of putting a fob on the showers.

Kevin Li (Unit 2008) raised his concern about the short-term rental rule. He stated that he felt the rule is one-sided, and does not treat all owners fairly, as 50% of owners are landlords. He said that banning airbnb's is fine, but not short-term leases. Kevin did not want this restriction put on landlords. Kevin also mentioned that he did not get notice of the new rule.

The President responded that owners were sent the rule, and given a month to respond. There was also a public meeting for owners and tenants, with lots of discussion. The Board went with the longest of the shorter periods of time, which is four months. Mario explained that they are looking to lease units to people to reside in the building, and not for holiday use. Some airbnb rentals had behaviour that was offensive to owners.

Angela Pavlova (Unit 1309) also objected the new rule.

Rob Potter explained that, following the issuance of the draft rule to owners, within 30 days, if 15% of owners objected to the rule, a meeting could have been called and a vote taken. The Board received only two objections to the rule, so it was passed. The President added that, as the Rule is now in place, it is set there, until there is a new Board. The Board believes that the Rule achieves a balance of allowing owners to rent on a fairly short term, and the quality of life in the building.

Kayla McKale advised owners who objected, that the matter could not be further discussed, as it is not on the Agenda. Kevin Li (Unit 2008) stated that he wishes to discuss the matter again at a separate meeting.

Brian McCauley asked for owner feedback on the concierge item. Emails can be sent to the Board or Property Manager with suggestions on hours and other possible duties. A discussion ensued, regarding the possibility of combining security and concierge duties; charging back to owners for specific unit services, accepting parcels, and letting contractors in the building. Brian asked owners to send emails on subjects to be discussed at the next semi-annual meeting.

Regarding Kevin Li's (Unit 2008) question on responsibility for outside caulking, the Property Manager asked Kevin to send her an email regarding this issue, and she will have it checked.

Hild Rygnestad (Unit 306) spoke on the Social Committee activities. Owners should let her know if they wish to receive emails on social events. The Christmas Party will be held on December 14<sup>th</sup>; The new movie, Jumangi, will be shown on December 17<sup>th</sup>; New Years Eve Party starts at 9:00 p.m. The President thanked Hild for all her work on this Committee.

Michel Gallant spoke on the newly established Resident Owners Group. The purpose of the group

is to help and see what they, as resident owners, can do to assist the Board, and discuss issues of common interest. The group has met once, and issues raised included short-term rentals, safety and security, and noise complaints. The group is also willing to help the Board with representation at any of the Byward Market Associations. Michel would leave his email address for owners to contact him.

Kevin Li (Unit 2008) stated that there should be a similar group for landlords, who also care about the building. The President responded that landlords can feel free to establish their own group. The Property Manager added that she can provide names and addresses of owners, if Kevin required that information, but she cannot provide email addresses.

## **TREASURERS REPORT**

Rob Potter, Treasurer, gave his report with a slide presentation.

### **2016-2017 Expenditures:**

- Expenditure for 2016-2017 was quite significantly under budget, primarily due to lower utility bills.
- The significant reduction in electricity expenses compared to last financial year probably has more to do with the mild winter, but there is also an impact from the LED lighting retrofit which was completed last year.
- Gas for heating was also under budget, but as prices are volatile- as are Ottawa winters.
- Contract services were under budget as some of these have been re-negotiated this year.
- General repairs and maintenance were also under budget – hopefully routine maintenance is preventing more costly repairs.

The total operating expenses were just about one million dollars. The accumulated surplus will allow the Corporation to do other maintenance. Brian McCauley added that things will get done quicker, at a lower cost.

## **8. REVIEW OF THE BUDGET 2016/2017**

Rob Potter, Treasurer, gave his review with a slide presentation.

- Condominium fees increased by 2% for 2017/18 – approximately in line with the current inflation rate.
- The Reserve Fund Study completed in May/June 2017 confirmed that we are on track for the next 30 years, and future increases – in line with inflation – of 2% per year for the next three years are planned.
- The budget for utilities was increased as rates are forecast to increase by more than inflation. Last year's mild winter and cool summer may not be repeated this year.

- Ontario passed a new Condominium Act in October, resulting in increased management costs. A direct levy has been applied to each unit and increased requirements on condominium management companies have resulted in increased fees. Although these expenses were not included in the budget, the accumulated surplus means that we won't need to increase the condominium fees this year.

#### Budget 2017-18 Breakdown:

- 40% utilities
- 20% Contract Services
- 7% Administration
- 8% Repairs and Maintenance
- 25% Reserve Fund

The daily electricity usage was reviewed. Rob commented that a lot of electricity was saved over the winter. The glass makes a difference with airconditioning in summer, and the winter sun makes it warm inside.

#### Comments/Questions:

Simon Tu (Unit 1005) raised the issue of the rising utility costs. He asked if the Board can provide a more accurate budget so there is no surplus. Simon stated that he is afraid that he will not be able to afford the increase in condominium fees. Rob Potter responded that in June, the Board thought that the Corporation would spend more than it did. At that time, they did not have the figures for the whole year. Their estimate was out, resulting in a large surplus. He added that over the past 5-6 years, the reserve fund contributions had to be increased, but now the fees will only be increased 2% over the next five years.

When asked if an adjustment can be made now to the condominium fees, Rob answered that there is an administration cost to change the amount and a large effort is involved. He assured owners that for the next budget, the Board will take into account what they know now.

Brian McCauley added that he now appreciates that the Board is trying to keep the reserve fund in shape to avoid a large increase. The current surplus will allow the avoidance of a special assessment, and payment of the special levies for the new Condominium Act. Rob added that the surplus was not intentional, and it will not continue in the future. It was a miscalculation, but was based on numbers that the Board had at the time.

Simon Tu (Unit 1005) asked how transparent the Board was being. He stated that the miscalculation was significant and affects all owners. Rob Potter advised that due to lack of interest, there is no longer a Finance Committee. He added that this can be discussed at the spring forum. He also encouraged owners to become involved by volunteering for the Board.

Kevin Li (Unit 2008) expressed his concern about re-sale value if the condominium fees are

increased.

Angela Crawford (Unit 1206) suggested that the three-member Board be expanded to five members.

The subject of saving on utilities was discussed, including installing programmable thermostats, turning off lights, and closing blinds. The President advised that the installation of individual meters was explored for many years, but it is not a savings for residents, and has been put aside for now.

## **9. ELECTION OF ONE (1) PERSON TO THE BOARD OF DIRECTORS**

Rob Potter advised that there was one board member up for election.

Nomination received: Mario Gasperetti

Kevin Li (Unit 2008) asked the Board to look into expanding the number of Directors next year. The Property Manager responded that it is a big process to do this and will cost about \$3,000 to change the By-law. She suggested an alternative of having two volunteers who would attend the meetings. They can participate in the discussions, but cannot vote. The Board will put this on their agenda.

The President addressed the issue of transparency. He responded that the Board is fully transparent, and he is bothered by that comment. He stated that anyone can put their name on the ballot. The Board encourages and welcomes owners to become involved.

Rob Potter asked for nominations from the floor, however, none were received. Rob announced that Mario Gasperetti was elected to the Board by acclamation.

Cathlyn Ann Kaufman (Unit 1701) commented that this Corporation is run far better than many other condominiums, and she stated that she felt that the Board is totally transparent. Philip Piazza (Unit 1907) agreed with Cathlyn's statements.

Brian McCauley suggested that the topic of more involvement could be discussed at the spring meeting.

## **10. NEW BUSINESS**

On the subject of some apartments who are still renting as airbnb's, Brian McCauley stated that the Board will take all reasonable measures which will escalate if there is non-compliance. The Property Manager added that this has been cleaned up a lot. They are down to three units, and they have all been notified.

Simon Tu (Unit 1005) reported other violations of the By-laws, including people moving and using the elevators on off-hours. He stated that he has found scratches in the elevator. The Property Manager asked that these issues be reported to her. If a tenant was the violator, the damage can be charged back to the owner. She added that her main concern is holding the door open, which could set the elevator alarm and stop it from working.

Philip Piazza (Unit 1907) reported an issue of exhaust, which the Board advised that they are addressing.

Robert Penski (Unit 1207) commented that a few years ago, the building alarm system was brought up. There are alarm rooms on multiple floors where the alarms are triggered. Robert explained that the one on his floor is now going off and he asked if it can be disabled. Kayla McKale asked that Robert send her an email with details. It was suggested by the President that insulation may be the problem. Kayla will be attending a seminar shortly on this matter, and will have more information soon on how to deal with this.

Cathlyn Ann Kaufman (Unit 1701) reported that she cannot move the steel door on P1 from Cumberland. The Property Manager took note to check the doors. She also stated that the roaming guard can check the area for people who loiter there.

Cathlyn Ann Kaufman (Unit 1701) asked if there are any plans for painting the garage walls. The President will look at the reserve fund study's long-term plan. The walls may also need to be cleaned.

The Board was asked if there is any future consideration for a handicapped entry system. The Board will look at this again. The President answered that if the lobby is ever re-done, a new entry system would be built in for the handicapped.

Philip Piazza (Unit 1907) mentioned that owners are putting untied garbage in the chute. He is concerned about pests in the building. The Property Manager responded that quarterly maintenance is done on the chute, and the dumpsters are cleaned monthly. The President suggested that the Board send a reminder to owners regarding use of the chute.

George Bourdeau (1808) commented that humidity in his unit gets worse in the winter. He was told that it has to do with the central heating process in the building, and asked if anyone else is experiencing this. A discussion ensued regarding the dryness in winter and adjusting the humidity. The Property Manager stated that it is not a shared system. The only new air is from the hallway, which is under pressure. Owners should check to ensure that there is a space under the door, and weatherstripping should be removed. Other owners suggesting having live plants or turning on the airconditioning now and then to increase humidity. The Board will ask Keller Engineering for their comments on this issue.

**11.    ADJOURNMENT**

The meeting was closed at 9:40 p.m. by the President.



# 179 George St. EM3 2018 Budget

	2017 Budget	2017 Expenses (predicted)	2018 Budget
<b>Revenue</b>			
Common Element Fees	\$1,337,087	\$1,337,208	\$1,363,829
Party Room	\$1,000	\$1,893	\$1,000
Interest	\$1,000	\$0	\$0
Other	\$500	\$2,500	\$1,500
<b>TOTAL Revenue</b>	<b>\$1,339,587</b>	<b>\$1,341,601</b>	<b>\$1,366,329</b>
<b>Expenses</b>			
<u>Utilities</u>			
Gas	\$115,000	96,606	110,000
Hydro	\$293,777	311,885	343,074
Water	\$105,032	86,801	92,443
Telephone	\$4,000	7,127	5,000
<u>Subtotal Utilities</u>	<u>\$517,809</u>	<u>\$502,419</u>	<u>\$550,517</u>
<u>Contracts Expense</u>			
Management	\$70,569	69,140	\$71,214
Fire System Main	\$10,000	7,000	\$7,500
Private Security	\$34,000	34,000	\$35,020
General Cleaning	\$83,943	83,943	\$86,461
Elevator	\$15,000	13,765	\$15,000
Generator	\$2,204	1,728	\$2,000
Landscaping	\$5,000	18,000	\$10,000
HVAC	\$10,000	7,515	\$8,000
Pest Control	\$0	0	
Waste Managem	\$20,000	14,000	\$15,000
Fitness Equipmer	\$650	591	\$650
Water Treatemei	\$2,000	2,050	\$2,112
Window Cleaning	\$17,000	16,521	\$17,017
Snow Removal	\$7,500	2,655	\$2,788
Emergency Moni	\$700	182	\$300
Garage Doors	\$1,600	1,615	\$1,663
<u>Subtotal Contracts</u>	<u>\$280,165</u>	<u>\$272,705</u>	<u>\$274,725</u>
<u>Maintenance Expense</u>			
HVAC	\$12,000	\$6,000	\$12,000
Elevator	\$5,000	\$4,500	\$5,000
Electrical	\$5,000	\$1,500	\$5,000
Plumbing	\$12,000	\$11,522	\$12,000
General R&M	\$45,000	\$45,000	\$45,000
Fire System	\$5,000	\$6,000	\$5,000
Recreational Facil	\$5,000	\$1,000	\$1,000
General Continge	\$15,000	\$15,478	\$15,000
<u>Subtotal Maintenance Expense</u>	<u>\$104,000</u>	<u>\$91,000</u>	<u>\$100,000</u>
<u>Administrative Expenses</u>			
Insurance	\$41,000	\$36,847	\$40,000
Office and Comm	\$1,000	\$250	\$1,000
Audit	\$5,150	\$4,407	\$4,627
Bank Charges	\$1,500	\$1,650	\$1,500
Legal and Profess	\$5,000	\$1,000	\$3,000
Shared Facilities	\$45,000	\$42,547	\$45,000
<u>Subtotal Admin Expenses</u>	<u>\$98,650</u>	<u>\$86,701</u>	<u>\$95,127</u>
Subtotal Expenses	\$1,000,624	\$952,825	\$1,020,369
Reserve Appropriation	\$338,964	\$338,964	\$345,743
<b>TOTAL EXPENSES</b>	<b>\$1,339,587</b>	<b>\$1,291,789</b>	<b>\$1,366,112</b>
Predicted surplus/deficit - 2016/7		\$47,798	
<b>Proposed Income</b>			<b>\$1,366,329</b>
Surplus/Deficit			\$217



## **DIRECTORS AND OFFICERS**

### ***Condominium Act, 1998***

#### **Qualifications**

29 (1) No person shall be a director if,

- (a) the person is not an individual;
- (b) the person is under 18 years of age;
- (c) the person has the status of bankrupt;
- (d) the person has been found, under the *Substitute Decisions Act, 1992* or the *Mental Health Act*, to be incapable of managing property;
- (e) subject to the regulations, the person has been found to be incapable by any court in Canada or elsewhere; or
- (f) the person has not complied with the prescribed disclosure obligations within the prescribed time. 2015, c. 28, Sched. 1, s. 27.

#### **Disqualification**

(2) A person immediately ceases to be a director if,

- (a) the person has the status of bankrupt;
- (b) the person has been found, under the *Substitute Decisions Act, 1992* or the *Mental Health Act*, to be incapable of managing property;
- (c) subject to the regulations, the person has been found to be incapable by any court in Canada or elsewhere;
- (d) a certificate of lien has been registered under subsection 85 (2) against a unit owned by the person and the person does not obtain a discharge of the lien under subsection 85 (7) within 90 days of the registration of the certificate of lien;
- (e) the person has not completed the prescribed training within the prescribed time; or
- (f) the person has not complied with the prescribed disclosure obligations within the prescribed time. 2015, c. 28, Sched. 1, s. 27.

#### **Consent**

30 (1) A person shall not be elected or appointed as a director unless the person consents. 1998, c. 19, s. 30 (1).

#### **Deemed consent**

(2) A person shall be deemed to consent if the person is present at the meeting when elected or appointed and does not refuse to act as a director. 1998, c. 19, s. 30 (2).

#### **Written consent**

(3) A person who is not present at the meeting may be elected or appointed if the person consents in writing to act as director before the meeting or within 10 days after the meeting. 1998, c. 19, s. 30 (3).

#### **Non-compliance**

(4) The election or appointment of a person as director contrary to this section is ineffective. 1998, c. 19, s. 30 (4).

#### **Term**

31 (1) Except in the case of directors appointed to the first board of directors under subsection 42 (1), a director is elected for a term of three years or such lesser period as the by-laws may provide. 1998, c. 19, s. 31 (1).

## **DIRECTORS AND OFFICERS**

### ***O. Reg. 48/01: GENERAL***

#### **Disclosure Obligations**

11.6 (1) For the purpose of clause 29 (1) (f) of the Act, a person shall provide the following statements and information in accordance with this section:

1. If the person mentioned in that clause is a party to any legal action to which the corporation is a party, a statement of that fact and a brief general description of the action.
  2. If the spouse, child or parent of the person, or the child or parent of the spouse of the person, is a party to any legal action to which the corporation is a party, a statement of that fact, the name of the spouse, child or parent and a brief general description of the action.
  3. If an occupier of a unit that the person or the person's spouse owns or that the person occupies with the occupier is a party to any legal action to which the corporation is a party, a statement of that fact, the name of the occupier and a brief general description of the action.
  4. If the person has been convicted of an offence under the Act or under the regulations within the preceding 10 years, a statement of that fact and a brief general description of the offence.
  5. Subject to subsection (3), if the person has, directly or indirectly, an interest in a contract or transaction to which the corporation is a party, in a capacity other than as a purchaser, mortgagee, owner or occupier of a unit, a statement of that fact and a statement of the nature and extent of the interest.
  6. Subject to subsection (3), if the person has, directly or indirectly, an interest in a contract or transaction to which the declarant or declarant affiliate is a party, in a capacity other than as a purchaser, mortgagee, owner or occupier of a unit, a statement of that fact and a statement of the nature and extent of the interest.
  7. If the person is an owner in the corporation and if the contributions to the common expenses payable for the person's unit are in arrears for 60 days or more, a statement of that fact.
  8. If the person is not an owner of a unit in the corporation, a statement of that fact.
  9. If the person is not an occupier of a unit in the corporation, a statement of that fact.
  10. All other information that a by-law of the corporation requires the person to disclose. O. Reg. 180/17, s. 6.
- (2) In paragraphs 2 and 3 of subsection (1), "spouse" means,
- (a) a spouse as defined in section 1 of the *Family Law Act*, or
  - (b) either of two persons who live together in a conjugal relationship outside marriage. O. Reg. 180/17, s. 6.
- (3) Paragraphs 5 and 6 of subsection (1) do not apply to a contract or transaction unless both it and the person's interest in it are material. O. Reg. 180/17, s. 6.
- (4) The statements and information that subsection (1) requires the person to provide shall be current as of the time the person provides them. O. Reg. 180/17, s. 6.

(5) If the person provides notice to the board as described in subsection 28 (2) of the Act or subclause 11.2 (2) (c) (ii) of this Regulation with respect to a meeting of owners described in subsection (6), the person shall provide the statements and information required by subsection (1) to the board in writing at the time of providing the notice. O. Reg. 180/17, s. 6.

(6) The meeting of owners mentioned in subsection (5) or (7) is a meeting that is held 40 days or more after the day section 27 of Schedule 1 to the *Protecting Condominium Owners Act, 2015* comes into force and for which a notice of meeting has not already been sent before that day. O. Reg. 180/17, s. 6.

(7) If the person does not provide notice to the board as described in subsection 28 (2) of the Act or subclause 11.2 (2) (c) (ii) of this Regulation but is a candidate in the election of one or more directors at a meeting of owners described in subsection (6), the person shall provide the statements and information required by subsection (1) to the corporation at the meeting. O. Reg. 180/17, s. 6.

(8) For the purpose of subsection (7), the person shall provide the statements and information,

(a) orally or in writing if the person is present at the meeting; or

(b) in writing if the person is not present at the meeting. O. Reg. 180/17, s. 6.

(9) If the person is a person appointed to the board as described in subsection 34 (2) of the Act, the person shall provide the statements and information required by subsection (1) of this section to the board,

(a) at any time before being so appointed, unless the corporation has passed a by-law described in clause (b); or

(b) within such other period of time that is set out in a by-law of the corporation and that is before the appointment. O. Reg. 180/17, s. 6.

(10) The person shall provide the statements and information,

(a) orally or in writing if the person provides them at a time at the meeting when the person is appointed to the board that is before the appointment; or

(b) in writing if,

(i) the person provides the statements and information before the meeting at which the person is appointed to the board, or

(ii) a by-law of the corporation requires the person to provide the statements and information in writing. O. Reg. 180/17, s. 6.

(11) If this section requires a person to provide the statements and information required by subsection (1) in writing, the signature of the person shall be included in the statements and shall accompany the information. O. Reg. 180/17, s. 6.

## DIRECTOR DISCLOSURE

To: CCC/OCCC/OCSCC 735

**CANDIDATE:**

My name: Brian McCauley

My mailing address (optional):

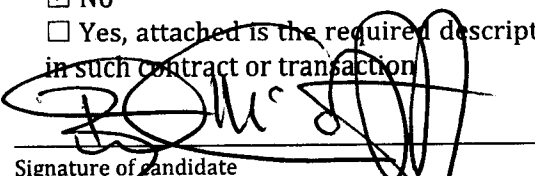
Unit 810, 179 George  
Ottawa, ON k1n 1j8

My Email Address (optional): bmcc4444@gmail.com

My Telephone Number (optional): 613-421-5261

**Candidates seeking to be appointed or elected must confirm the following:**

1. I am an
  - ☒ owner currently occupying my unit at the above-mentioned condominium
  - ☐ non-resident owner
  - ☐ other, describe: \_\_\_\_\_
2. I am 60 days or more in arrears:
  - ☒ No ☐ Yes
3. I or a "related person" are a party to any legal action to which the corporation is also a party:
  - ☒ No
  - ☐ Yes, attached is the required brief general description of the action
4. I have been convicted of an offence under the *Condominium Act* or under the regulations adopted thereto within the preceding 10 years:
  - ☒ No
  - ☐ Yes, attached is the required general description of the offence
5. I directly or indirectly, have a material interest in a contract or transaction to which the corporation or the declarant or declarant affiliate is a party, in a capacity other than as a purchaser, mortgagee, owner or occupier of a unit:
  - ☒ No
  - ☐ Yes, attached is the required description of the nature and extent of my interest in such contract or transaction


  
 Signature of candidate

November 12, 2018

Date (yyyy-mm-dd)

☐ I have attached an introductory letter and/or above required descriptions.

**Instruction**

This PDF form can be filled out electronically and then saved or printed. The blank form can also be printed in full and then filled out in hard copy. The form is formatted so that when it is printed, identifying information about the proxy giver (name, address, and signatures) can be torn off and separated from the voting information in the rest of the form. To do this, the form must be printed in one-sided format.

Proxy Identification Number (optional):

Proxy Identification Number  
(optional):

To (condominium corporation's name):  
Ottawa Carleton Standard Condominium Corporation No. 735  
The East Market 3

I am (we are)

- ☐ the registered owner(s)
- ☐ authorized to act on behalf of the registered owner(s)
- ☐ the mortgagee(s)
- ☐ authorized to act on behalf of the mortgagee(s)

Name of proxy giver (the person  
entitled to vote at the meeting,  
for example, the registered  
owner or mortgagee):

**Instruction for person filling out the form:** In the case of a corporation, affix the corporate seal or attach a statement that the persons signing have the authority to bind the corporation. If you are authorized to act on behalf of the registered owner(s) or mortgagee(s), attach a copy of the document that gives you this authorization.

Proxy giver's unit number and  
municipal address or other  
description of the unit:

Note: if your corporation is a  
common elements condominium  
corporation, please identify the  
relevant parcel of tied land in the  
above space.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, at \_\_\_\_\_ ☐ am ☐ pm  
day of month month year time of day

Signature





Proxy Identification Number (optional):	Proxy Identification Number (optional):
---	---

I (we) appoint the proxy named in row A below, or, failing him or her, the proxy named in row B below, to attend and vote on my (our) behalf at the meeting of owners to be held on 2018/12/04 and at any adjournment of the meeting:

Date (yyyy/mm/dd)

Name of Proxy	Signature or initials
A.	
B.	

I (we) revoke all proxies previously given.

Please check only one of the three boxes below:

☐ The proxy is not authorized to vote on my (our) behalf with respect to any matter at the meeting, including matters of routine procedure.  
**Instruction for person filling out this form:** Check this box if you are appointing the proxy only to count towards quorum. If this box is checked, then the rest of the form should not be filled out.

Signature or initials

☐ The proxy may vote on my (our) behalf only with respect to matters of routine procedure at the meeting, and no other matters, as I (we) could do if personally present at the meeting.  
**Instruction for person filling out this form:** If this box is checked, then the rest of the form should not be filled out.

Signature or initials

☐ The proxy may nominate candidates or may vote on my (our) behalf with respect to all matters that may come before the meeting, subject to any instructions set out below, as I (we) could do if personally present at the meeting.  
**Instruction for person filling out this form:** If this box is checked and you do not provide instructions with respect to any part of the rest of this form, you are giving your proxy the authority to nominate any candidates or vote in any manner with respect to that part of the form, as you could do if you were personally present at the meeting.

Signature or initials

☒ **Section 1.** Voting to elect candidates to vacant positions on the board that all owners may vote for:

I/we instruct the proxy to nominate, if necessary, and to vote for the candidates named below and in the order set out below.

Order of vote (enter 1, 2, 3, etc.)	Candidates for the Position(s) on the Board	Signature or initials
	Brian McCauley	

**Instruction to person filling out the form:** If you set out any names above, your proxy may only vote for the named individuals and only if, at the time of the vote, they 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. The numbers in the left hand column indicate the order in which you want the proxy to vote. These numbers indicate your priority.



Proxy Identification Number (optional):

Proxy Identification Number  
(optional):

☐ **Section 2.** Voting to elect candidates to any vacant position on the board that only owners of owner-occupied units may vote for:

☐ **Section 3.** Voting for specific matters:

☐ **Section 4.** Voting for removal of directors and election of substitutes: