

**TURN-OVER MEETING**  
**OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION 1009**  
**12 Stirling Avenue, Ottawa Ontario**  
**20 March, 2017**

**In attendance:**

Rick O'Connor & Susan O'Connor – unit 101  
Todd Marcotte & Janine Marcotte – unit 102  
Daniel Marchand & Sally Dowe Marchand – unit 103  
Joel Eisenstat & Carole Eisenstat – unit 201  
Alison Smith – unit 202  
Hillel Finestone & Linda Greene-Finestone – unit 203  
Phu Huynh & Aaron Del Duca – unit 301  
Alain Veilleux & Judith Stanfield – unit 302  
Ron LeBlanc & Brad Loynachan – unit 303

**Guests:**

Yawar Khan – CEO, Integral Property Management  
Nélia da Silva – Director of Administration, Integral Property Management  
Mellissa Sincennes – Property Manager Assistant, Integral Property Management  
Ken Hoppner – Vice President, Morley Hoppner  
Brad Morley – President, Morley Hoppner

**1. Call to Order**

The meeting was called to order at 4:43pm.

**2. Certification of Quorum and Proxies**

Quorum was confirmed with 9 of the 9 units present

**3. Confirmation of Notice of Meeting**

Mr. Khan confirmed that the Notice of Meeting was sent out in accordance with the requirements of the Condominium Act.

**4. Election of Board of Directors**

Mr. Khan explained the number of Directors and the terms of office to the attendees.

The floor was opened for nominations. Daniel Marchand (unit 103), Ron Leblanc (unit 303) and Judith Stanfield (unit 302) were nominated from the floor. The Nominees accepted their nomination. With no further nominees from the floor, Mr. Khan closed the call for nominations.

Moved by Todd Marcotte, unit 102 and seconded by Hillel Finestone, unit 203, that the nominees, D. Marchand, R. Leblanc and J. Stanfield be elected by acclamation.  
CARRIED

5. Corporation Business Discussion

5.1. Mr Khan informed the attendees that the performance audit and reserve needs to be done between the sixth (6) and tenth (10) months after the condominium is registered.

5.2. Mr Khan stated that even though they are not obliged, MH has agreed to follow the Tarion warranty process for this development.

5.3. Unit 303 congratulated MH for the quality and modern design of the units provided. However, the units are far from being complete given the various deficiencies encountered by the residents. These include but are not limited to: HVAC noise, insufficiency of hot water, heating and cooling issues and various leaks in units and common areas. MH acknowledged these issues and stated that they were committed to working to provide solutions acceptable to the owners. It is requested by the owners that issues be coordinated as a group problem so that all fixes are done in the same manner and at the same time

5.4. Unit 103 inquired about how bills are paid. Mr Khan explained that the Property Management Company takes care of payments.

5.5. Unit 103 inquired if the Board Members are covered under the Corporation's insurance for liability. Mr Khan confirmed that yes; the Board is covered by the Corporation's Directors and Officers Liability insurance.

5.6. Unit 103 inquired about the Interim Occupancy Fee collected by MH. Since these fees were based on the First Year budget that included a line for 15% for the Reserve Fund, as well as other line objects that did not apply during the period of Interim Occupancy, would the unused funds be transferred into the Condominium Corporation. MH confirmed that a full accounting of the money used would be received, and that unused funds would be transferred to the Corporation.

5.7. MH stated that some documents will be turned over to property manager by March 29<sup>th</sup> 2017, with a second set of documents (which would include the built as plans) to be delivered within 30 days thereafter.

5.8. MH offered to meet with the board to discuss all deficiencies that need attention within the next 30 days after the meeting.

6. Adjournment

Meeting adjourned at 6:56pm