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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. 1004
Tamarack Wellington

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):
<p>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 2019/04/03 and at any adjournment of the meeting:</p> <p style="margin-left: 40px;">Date (yyyy/mm/dd)</p>		
Name of Proxy	Signature or initials	
A.		
B.		
I (we) revoke all proxies previously given.		
Please check only one of the three boxes below:		
<input type="checkbox"/> 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 <u>not</u> be filled out.	Signature or initials	
<input type="checkbox"/> 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 <u>not</u> be filled out.	Signature or initials	
<input type="checkbox"/> 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	
<input checked="" type="checkbox"/> 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

Proxy Identification Number (optional):

Proxy Identification Number
(optional):

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.

☐ **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:

**OTTAWA CARLETON STANDARD
CONDOMINIUM CORPORATION 1004**

Tamarack Wellington

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

**Wednesday, 2019 April 03, 6:45 PM
Hintonburg Community Centre
1064 Wellington Street
Ottawa, Ontario**

Contents:

Notice and Agenda of the Annual General Meeting
Audited Financial Statement for the year ending 2018 September 30
Minutes from the Previous Annual General Meeting
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 1004

Section 1. Date and Time of the Meeting

Wednesday, 2019 April 03, 6:45 p.m. Registration; 7:00 p.m. Meeting

Section 2. Place of the meeting

Hintonburg Community Centre, 1064 Wellington 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 13 out of 52 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:

2 positions for a 2 year term each

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: 5 Directors

The current Directors and terms are:

Jackie King, Director, OOP, President, 2016 December 19 - 2020

Donna Reid, Director, Vice-President, 2016 December 19 - 2019

Chris St. Jacques, Director, Treasurer, 2016 December 19 - 2018

Ciaran Fitzpatrick, Director, Secretary, 2018 March 06 - 2020

Corinne Wicki, Director, 2018 March 06 - 2020

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)
Donna Reid	10 Rosemount Ave	<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

A copy of any written representations made by the auditor who is proposed to be removed are included with this notice. 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

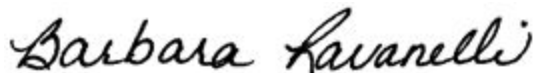
1. Call to Order and Opening Remarks; Introductions
2. Certification of Quorum and Proxies (25% of 52 = 13)
3. Confirmation of Notice of Meeting
4. Review of Audited Financials for Year Ending 2018 September 30
5. Appointment of Auditor
6. Approval of Previous Annual General Meeting Minutes
7. Board's Report
8. Appointment of Scrutineers
9. Elections of Board of Directors
 - 9.1 Election for positions for which all owners may vote
 - 2 positions for a 2 year term each
10. Corporation Business Discussion
11. 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 Tuesday, 2019 April 02. 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. You may use the proxy enclosed to vote and email it to service1004@cimanagement.ca, mail/fax it to our address/number on the left or vote at the meeting. Please note the change in our address as of 2019 April 02 in the attached Information Update Certificate.

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,



Barbara Ravanelli
bravanelli@cimanagement.ca
Capital Integral Property Management
Agents for and on behalf of OCSCC 1004

**OTTAWA-CARLETON STANDARD CONDOMINIUM
CORPORATION NO. 1004**

FINANCIAL STATEMENTS

SEPTEMBER 30, 2018

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PARKER PRINS LEBANO
Chartered Professional Accountants
Professional Corporation

INDEPENDENT AUDITORS' REPORT

To the Owners of:

OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION NO. 1004

Report on the Financial Statements

We have audited the accompanying financial statements of **OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION NO. 1004**, which comprise the statement of financial position as at September 30, 2018, and the statements of operations and changes in net assets, 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.

Auditors' 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 organization'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 organization'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. 1004** as at September 30, 2018, and its financial performance and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Parker Prins Lebano Chartered Professional Accountants Professional Corporation
Authorized to practice public accounting by the Chartered Professional Accountants of Ontario

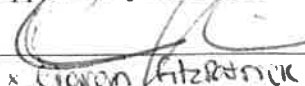
Ottawa, Ontario
January 3, 2019

**OTTAWA-CARLETON STANDARD CONDOMINIUM
CORPORATION NO. 1004**

**STATEMENT OF FINANCIAL POSITION
AS AT SEPTEMBER 30, 2018**

	<u>2018</u>	<u>2017</u>
ASSETS		
OPERATING FUND		
Current		
Cash	\$ 45,685	\$ 4,542
Accounts receivable	46,518	13,511
Prepaid expenses	<u>2,689</u>	<u>934</u>
	<u>94,892</u>	<u>18,987</u>
RESERVE FUND		
Current		
Cash	24,958	16,493
Investments	10,145	-
Due from operating fund	<u>40,357</u>	<u>14,815</u>
	<u>75,460</u>	<u>31,308</u>
	<u><u>\$ 170,352</u></u>	<u><u>\$ 50,295</u></u>
LIABILITIES AND NET ASSETS		
OPERATING FUND		
Current		
Accounts payable and accrued liabilities	\$ 48,868	\$ 42,526
Due to reserve fund	<u>40,357</u>	<u>14,815</u>
	89,225	57,341
Net assets	<u>5,667</u>	<u>(38,354)</u>
	<u>94,892</u>	<u>18,987</u>
RESERVE FUND		
Net assets	<u>75,460</u>	<u>31,308</u>
	<u><u>\$ 170,352</u></u>	<u><u>\$ 50,295</u></u>

Approved by the Board:


x Sharon Fitzpatrick

Director



Director

OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION NO. 1004

STATEMENT OF GENERAL OPERATIONS AND CHANGES IN NET ASSETS FOR THE YEAR ENDED SEPTEMBER 30, 2018

(with comparative figures for the 345-day period ended September 30, 2017)

	BUDGET	2018 TOTAL	2017 TOTAL
REVENUE			
Condominium fees	\$ 284,484	\$ 284,480	\$ 229,208
Interest and sundry	1,268	46,466	267
Less: allocation to Reserve Fund	(55,094)	(55,094)	(31,404)
	<u>230,658</u>	<u>275,852</u>	<u>198,071</u>
EXPENSES			
Administration	20,195	16,461	17,305
Fixed contract expenses (note 3)	33,500	34,839	23,686
General maintenance (note 4)	29,000	34,519	20,131
Mechanical expenses	37,704	54,754	18,560
Professional fees	30,100	30,236	37,208
Property taxes	-	2,430	-
Utilities	80,159	68,660	119,535
	<u>230,658</u>	<u>241,899</u>	<u>236,425</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	-	33,953	(38,354)
TRANSFER FROM RESERVE FUND (note 7)	-	10,068	-
NET ASSETS, BEGINNING OF YEAR	<u>(38,354)</u>	<u>(38,354)</u>	<u>-</u>
NET ASSETS, END OF YEAR	<u>\$ (38,354)</u>	<u>\$ 5,667</u>	<u>\$ (38,354)</u>

OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION NO. 1004

STATEMENT OF RESERVE FUND OPERATIONS AND CHANGES IN NET ASSETS FOR THE YEAR ENDED SEPTEMBER 30, 2018 (with comparative figures for the 345-day period ended September 30, 2017)

	2018	2017
REVENUE		
Condominium assessments allocated from Operating Fund	\$ 55,094	\$ 31,404
Interest income	366	32
	<u>55,460</u>	<u>31,436</u>
EXPENSES		
Bank fees	121	128
Consulting	1,119	-
	<u>1,240</u>	<u>128</u>
EXCESS OF REVENUE OVER EXPENSES	54,220	31,308
TRANSFER TO GENERAL FUND (note 7)	10,068	-
NET ASSETS, BEGINNING OF YEAR	<u>31,308</u>	<u>-</u>
NET ASSETS, END OF YEAR	<u>\$ 75,460</u>	<u>\$ 31,308</u>

**OTTAWA-CARLETON STANDARD CONDOMINIUM
CORPORATION NO. 1004**

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED SEPTEMBER 30, 2018**

	<u>2018</u>	<u>2017</u>
CASH FLOWS FROM (USED FOR) OPERATING ACTIVITIES		
Excess (deficiency) of revenue over expenses for the year	\$ 33,953	\$ (38,354)
Items not affecting cash:		
Reserve contribution	<u>55,094</u>	<u>31,404</u>
	89,047	(6,950)
Net changes in non-cash items related to operations:		
Accounts receivable	(33,007)	(13,511)
Prepaid expenses	(1,755)	(934)
Accounts payable and accrued liabilities	<u>6,342</u>	<u>42,526</u>
	<u>60,627</u>	<u>21,131</u>
 CASH FLOWS (USED FOR) FROM INVESTING ACTIVITIES		
Investment purchase	(10,145)	-
Reserve interest income	366	32
Reserve expenditures	<u>(1,240)</u>	<u>(128)</u>
	<u>(11,019)</u>	<u>(96)</u>
 INCREASE IN CASH POSITION	49,608	21,035
 CASH POSITION, BEGINNING OF YEAR	<u>21,035</u>	<u>-</u>
 CASH POSITION, END OF YEAR	<u><u>\$ 70,643</u></u>	<u><u>\$ 21,035</u></u>
 CASH POSITION		
Operating Cash Fund	\$ 45,685	\$ 4,542
Reserve Cash Fund	<u>24,958</u>	<u>16,493</u>
	<u><u>\$ 70,643</u></u>	<u><u>\$ 21,035</u></u>

OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION NO. 1004

**NOTES TO THE FINANCIAL STATEMENTS
SEPTEMBER 30, 2018**

1. OPERATIONS

The Ottawa-Carleton Standard Condominium Corporation No. 1004 was incorporated without share capital on October 20, 2016, under the Condominium Act of Ontario. The purpose of the Corporation is to manage and maintain the common elements (as defined in the Corporation's Declaration and Bylaws) and to provide common services for the benefit of the owners.

2. SIGNIFICANT ACCOUNTING POLICIES

The Corporation follows accounting principles generally accepted for Ontario condominium corporations.

FINANCIAL INSTRUMENTS

The Corporation's financial instruments consist of cash, accounts receivable, accounts payable and accrued liabilities, and capital lease. The book values of these financial instruments approximate their fair values due to their nature. Unless otherwise noted, it is management's opinion that the Corporation is not exposed to significant interest, currency or credit risks arising from these financial instruments.

RESERVE FUND FOR MAJOR REPAIRS AND MAINTENANCE

The Corporation, as required by the Condominium Act of Ontario, has established a Reserve Fund for financing future major repairs and replacements of the common elements. Only major repairs and replacements are charged directly to this Reserve Fund. Minor repairs and replacements are charged to the appropriate expenses in the statement of general operations.

The Corporation segregates monies accumulated for the purpose of financing future charges to the reserve in special accounts, for use only to finance such charges. Interest earned on these restricted funds is credited directly to the reserve.

ACCRUAL BASIS OF ACCOUNTING

Revenues and expenses are recorded on the accrual basis, whereby they are reflected in the accounts in the period in which they have been earned and incurred respectively, whether or not such transactions have been finally settled by the receipt or payment of money.

COMMON ELEMENTS

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

OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION NO. 1004

NOTES TO THE FINANCIAL STATEMENTS (continued)
SEPTEMBER 30, 2018

3. FIXED CONTRACT EXPENSES

	2018	2017
Cleaning	\$ 22,978	\$ 14,038
Waste management	4,771	4,250
After hours on-call	3,187	2,953
Groundskeeping	2,812	1,394
Snow removal	1,091	1,051
	<u>\$ 34,839</u>	<u>\$ 23,686</u>

4. GENERAL MAINTENANCE

	2018	2017
General building maintenance	\$ 10,644	\$ 2,057
Fire/security equipment and maintenance	9,873	3,242
Maintenance salaries	7,675	5,130
Parking lot	3,904	-
Building supplies	1,677	2,027
Garage maintenance	746	2,260
Window cleaning	-	3,610
Carpet cleaning	-	1,805
	<u>\$ 34,519</u>	<u>\$ 20,131</u>

5. ADEQUACY OF RESERVE FUND FOR MAJOR REPAIRS AND REPLACEMENTS

The Directors are responsible for determining the adequacy of the Reserve Fund to provide sufficient funds for major repairs and replacements of common element and assets of the Corporation. A reserve fund study has been performed by Keller Engineering with a final report pending approval by the Board of Directors. The Directors use the report and other information that is available to them in evaluating the adequacy of the reserve. Such evaluation is based on numerous assumptions as to future events.

The latest reserve fund study recommends a contribution to the reserve fund of \$55,094 during the fiscal year ending September 30, 2018. The study also recommended the following annual contributions for the next five fiscal years:

2019	\$ 77,094
2020	99,094
2021	101,076
2022	103,097
2023	150,159

The Ontario Condominium Act requires that the Corporation segregate the assets of the Reserve Fund from the assets of the Operating Fund. As at September 30, 2018, the Corporation had segregated Reserve Fund assets of \$75,460.

OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION NO. 1004

NOTES TO THE FINANCIAL STATEMENTS (continued)
SEPTEMBER 30, 2018

6. COMMITMENTS

The Corporation has entered into contracts for management, on-call and general maintenance services, landscaping, elevator maintenance, waste management, fire alarm monitoring and testing, sprinkler inspection, HVAC maintenance, and generator maintenance. The minimum payments under these contracts, including applicable taxes, are approximately \$81,151 for the next year.

7. INTERFUND TRANSFERS

Interfund transfers from the reserve fund to the general fund consist of engineering fees paid for from the general fund for the preparation of the reserve fund study.

OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION NO. 1004
ANNUAL GENERAL MEETING
Hintonburg Community Centre
1064 Wellington St. W
Ottawa, Ontario
March 6, 2018, 7:00 p.m.
MINUTES

PRESENT:

Jacqueline King	President
Donna Reid	Vice-President
Olivia Taggart	Secretary
Chris St. Jacques	Treasurer
Abe Abou-Hamad	Auditor, Parker Prins Lebano
Steve Christison	Engineer, Keller Engineering
James Davidson	Legal Counsel, Davidson Houle Allen
Domenica Brundia	Property Manager, Taggart Realty Management
Carol Slack	Recording Secretary

ABSENT:

Simon Taggart	Director
---------------	----------

1. CALL TO ORDER/CONFIRMATION OF QUORUM

James Davidson (Legal Counsel) called the meeting to order at 7:02 p.m., and welcomed all owners. He had been asked to attend the meeting to answer questions of a legal nature and the Board invited him to act as Chair, pending permission of the owners.

Tom Lemenchik (301) moved, seconded by Shane Wittenberg (310) that James Davidson (Legal Counsel) chair the meeting. Motion carried.

The Chair confirmed that quorum requirements (30) were met, as 22 units were represented in person and 8 by proxy.

2. INTRODUCTIONS; BOARD OF DIRECTORS, PROPERTY MANAGER, AUDITOR

The Chair introduced the head table, as set out above.

3. PRESENTATION OF AUDITED FINANCIAL STATEMENTS

Abe Abou-Hamad (Auditor) expanded on the Auditor's Report and Financial Statements that were provided to owners in the AGM package. He provided explanations of the amounts

expended on operations and on contributions to the reserve fund. He noted that it was a clean, unqualified opinion.

The Auditor noted that the amount for utilities (\$107,184) was higher than budgeted (\$88,320) and that this amount may decrease, as the corporation was seeking a reimbursement. The operating fund ended the year with a deficit of \$49,630. He added that this figure would be closer to zero, as the condominium becomes more established. As expected, there were no items expended to the reserve fund, given that this was the corporation's first fiscal year.

A unit owner asked if the \$13,000 owed to the corporation had been paid and if the fiscal year end would be changed to the calendar year. Taggart Realty Management ("TRM") confirmed that the \$13,000 had been paid and that the only funds that were owed to the corporation were from two units that were still owned by the developer. The Auditor clarified that the fiscal year end would remain from October 1st to September 30th. He also confirmed that the corporation had six months from the fiscal year-end to hold the AGM. TRM added that the AGM could not be held until the financial statements were prepared by the Auditor and approved by both TRM's accounting department and the Board of Directors. They also had to confirm attendance by the Board, Auditor (and guests) and consider the best time to assure quorum requirements were met.

A unit owner asked for further explanation of the excessive utility charges. The Auditor explained that the corporation was being charged commercial rates as opposed to residential rates. TRM clarified that this was discovered in the fall (2017) and that they were seeking reimbursement from the developer, Karma and Hydro. She estimated that they owed \$4,000 for a six or seven-month period.

Alyse Armstrong (209) asked if this reimbursement was related to unit owners' costs as well. TRM clarified that it was for common elements only.

Corinne Wicki (310) asked if the interest would also be recovered. TRM provided all hydro bills to the developer and would include interest, once the amount was clear.

Steven Christison (Keller Engineering) was invited to the meeting to present the Reserve Fund Study. He had been with Keller for fifteen years and was also involved in the Performance Audit. He explained that the operating fund was for day-to-day operations and the reserve fund was for major capital replacements and repairs (roofs, boilers, etc.) The engineers reviewed the site using the as-built drawings to identify the condition of the common elements.

The *Condominium Act* mandates that the reserve fund never runs a deficit over a period of 30 years. The Act also mandated that increases higher than inflation for work that was to happen in the future, could not be collected until the time that the work was to be carried out. The reserve fund study also had to be updated every three years, cycling between a comprehensive (on-site) inspection and a financial update.

Mr. Christison noted that the developer set the reserve fund at \$33,093. When they projected their values over 30 years, the corporation would be \$3,500,000 in debt if the contribution to the

reserve fund remained the same (including inflation). The Board met with the engineer to determine what would be the best for owners, while meeting the requirements of the Act. The decision made was to increase the reserve fund to \$99,000 over a three-year period.

Mr. Christison noted that there were changes coming to the Act that may allow for a three-year period for corporations to meet the reserve fund requirements. He added that the expanse of a reserve fund study may increase to cover 40-45 years, as some common elements (eg. windows) would not be included in the usual 30-year period. If the reserve fund study did not have a significant expense “on the horizon” it may not be accounted for in the initial 30-year period, resulting in the possibility of sudden costs. Currently, the average increase would be \$110 per month, per unit. He also noted that it was very common for condominium fees to increase significantly in the first year. The Board confirmed that the first increase would result in a reserve fund balance of \$55,000, the second, \$77,000 and the third (by 2019) \$99,000.

The Chair clarified that, the current legislation provided only one year to get their contributions “on track”. He agreed that it does appear that the new legislation may allow corporation’s three years to get “on track”.

Larry Haddon (205) asked why developers were not getting this right, given that condominiums had been in existence for over 50 years. Steve Christison noted that it wasn’t until the *Condominium Act* (early 2000) that regulations existed. He noted that over the past two-three years, developers were setting the reserve fund more realistically. The Chair noted that there were other amendments that may come into effect that place stricter obligations upon developers in terms of how they calculate the opening reserve fund contribution. One difficulty for developers was that many were not setting this amount realistically, resulting in unrealistic competition. Industry-wide requirements would have to be made and may be part of the upcoming amendments.

Ciaran FitzPatrick (510) asked if Tamarack was responsible for the first-year shortfall. The President confirmed that the Board was seeking to recover the \$38,000 deficit from Tamarack.

Jay Conte (311) asked if the increase would change after the three years. Steve Christison said that the legislation around increasing the time period of the reserve fund study, may result in further increases in condominium fees. The Chair noted that the theory was that every major component be covered in the reserve fund study for at least one cycle, so that an expensive element such as windows, would be saved for over a longer period of time. Mr. Christison said that Keller Engineering will anticipate replacements outside the 30-year period and recommend to Boards that they take these into account. Unfortunately, not all corporations make these adjustments. The Chair and Mr. Christison both agreed that the upcoming changes (the increase in the reserve fund plan coverage) will likely impact all condominium corporations across Ontario; with a view that condominium corporations become even better at long-term financial planning.

It was confirmed that the average condominium fees would increase from \$52 to \$160 per unit over a three-year period. It was also confirmed that TRM could provide owners with a breakdown of how their condominium fees were spent.

Mr. Christison explained that in June 2017, he and two colleagues reviewed all of the common elements and identified all defects. Tarion Warranty Corporation had three warranties: the first-year (all elements); 2nd year (water penetration, electrical, mechanical) and 7th year (major structural). All deficiencies were reported to Tarion and the developer had 2.5 years from the date the corporation was established, to address them. In their case, 274 items were included in the Performance Audit. He noted that many were minor, including caulking, minor masonry, loose window and door hardware, drywall cracking, etc. In his experience, this was an average to low number of first-year deficiencies. It was also noted that all owners were provided a survey to respond to the Board about common element deficiencies.

Donna Reid said that she was the Board liaison with the developer and that Board was assuring each deficiency was addressed. She was also involved with the Reserve Fund Study. In response to a question, she clarified that not all owners responded to the survey and that it was very expensive to rent a swing-stage or boom. Most exterior work was assessed from various balconies. The garage, mechanical and plumbing equipment were all closely examined against the as-built drawings.

4. APPOINTMENT OF THE AUDITOR FOR CURRENT FISCAL YEAR

The Chair noted that the Board was pleased with the current Auditor.

Ron Clarke (409) moved, seconded by MJ Lemenchik (301) to re-appoint Parker Prins Lebano and that the remuneration be fixed by the Board. Motion carried.

5. APPROVAL OF THE DECEMBER 19, 2016 TURNOVER MEETING MINUTES

Corinne Wicki (310) moved, seconded by Ciaran FitzPatrick (510) to approve the minutes of the December 19, 2016 Turnover Meeting. Motion carried.

6. PRESIDENT'S REPORT

Jacqueline King (President) said that the Board took a team approach to managing the condominium and that the Directors were also owners; that is, they had to take the entire community into account. She noted that each of the Directors brought an area of specialization. As President, she reviewed contracts and quotes to assure that they were receiving good value for their money and followed up when work did not meet their expectations (eg. the recent change in cleaners). Chris St. Jacques (Treasurer) had a financial background and took the lead on the financials (all Directors reviewed the statements). Donna Reid (Vice-President) was meticulous with details and took the lead on communication with owners, in part, via the newsletter. Olivia Taggart held the secretary position and coordinated all of the social events. Olivia would be leaving to focus on work obligations and the Board was sad to see her leave. Simon Taggart (not present due to childcare obligations) represented the developer when there were units that had not yet been sold. It was very helpful to have his experience. She added that the developer and the property manager had been very responsive.

Chris St. Jacques clarified that condominium corporations must invest in highly secure instruments. They were usually GICs that are laddered for the long term. Liquidity would play more of a role when reserve funds were required. Essentially, they looked to have the best rate of return with the utmost safety.

Donna Reid said she played a role in the preparation of the Reserve Fund Study and the Performance Audit. It was her role to inform owners via the newsletters and other notices. Her email address was tamarackboard@gmail.com. If she was not able to provide an answer, she would forward it to the person who could.

7. APPOINTMENT OF SCRUTINEERS

This item was not referred to.

8. ELECTION OF TWO (2) DIRECTOR POSITIONS, EACH FOR TWO (2) YEAR TERMS

The Chair set out that there were two positions available, each for two-year terms. The Chair noted that Corinne Wicki (310) had put her name forward to stand. Ms. Wicki consented to the nomination. Ciaran FitzPatrick (510) put his name forward to stand.

Tom Lemenchik (301) moved, seconded by Larry Huddon (205) to close the floor to nominations. Motion carried.

The Chair set out the new disclosure requirements for owners wishing to stand:

- Whether or not they, or members of their families, were involved in legal actions against the condominium corporation;
- Whether or not they had been convicted of an offence under the *Condominium Act*;
- Did they have interest in contracts or transactions by the condominium corporation;
- Were they more than 60 days in arrears; and
- If they were owners.

The Chair noted that each candidate responded “no” to the first four questions and confirmed that they were owners and occupiers of their units.

Each candidate addressed the owners.

Elyse Armstrong (209) moved, seconded by Andre Leclerc (307) to elect Corinne Wicki (310) and Ciaran FitzPatrick (510) as Directors. Motion carried. All owners applauded.

9. DISCLOSURE BY CANDIDATE FOR ELECTION

This item was addressed under Item 8.

10. GENERAL DISCUSSION

Lisa Webne-Behrman (603) thanked the Board for their hard work. All owners applauded. The Chair echoed the sentiment, noting that there were probably 10,000 condominium boards whose volunteer work was impressive.

Valerie Baillard (604) asked if the electrical systems were separate (from the building under construction) given that they were in the same room. Donna Reid said that the original design was to have both systems in one room and that the developer assured that the systems were separate. The Chair set out that it was not unusual to have shared elements governed by easements or shared use agreements. TRM added that the new residential (rental) building would have amenities, such as a gym, barbeques, etc. that would be governed by a shared facilities agreement.

Tom Lemenchik (301) asked about the maintenance/repair/replacement of the shared garage ramp. Donna Reid confirmed that there was an agreement with Tamarack for this element. There was also a shared agreement with the library and the community centre.

Andre Leclerc (307) noted that the garage ramp had a snow-melt system that would be expensive to repair.

Larry Huddon (205) asked how the commercial owners were managed. TRM clarified that Taggart managed both entities, but OCSCC 1004 did not own any of the commercial space.

Valerie Baillard (604) asked if the water problems had been resolved. Donna Reid confirmed that the problem was addressed and that the commercial owners covered the cost.

Ms. Baillard (604) noted that the joint building would have twice the number of units and cause twice the amount of deterioration than OCSCC 1004 over the same period of time. Donna Reid said that the costs would be proportioned and built into the agreement.

Hermina Bradshaw (201) said that the construction workers were using visitor parking, leaving no room for visitors. TRM had asked the contractors not to park in visitor parking, except for the contractor who was addressing performance audit issues. She will follow up with the other contractors. A unit owner said that they were told there would be eight visitor parking spaces and now they were down to four. Donna Reid said that there were eight spots divided evenly between the residential and commercial properties. The President clarified that owners would be notified when this was addressed.

Elyse Armstrong (209) asked if their visitor parking spaces would be protected when the new building was occupied. The Board was aware that this could be an issue. They were planning to start with signage and take further steps if the rules were not adhered to. Ms. Armstrong noted that sometimes the cars were parked so there was little space to exit the garage.

Ciaran FitzPatrick (510) noted that the construction crews were parking on the ramp. He also noted that, usually during the day, he had to move debris to access the garage. TRM spoke with their

construction contractor in the summer, but thought this had improved. She asked if owners could provide photos should they see this. Donna Reid thought that a short-term interruption (5 minutes) was reasonable; however, they should not be blocking the garage for a half-hour at a time.

Hermina Bradshaw (201) suggested that both buildings have the same superintendent. TRM said that the current onsite superintendent worked from 9:00 - 11:00, two days a week (and was quite busy). She added that hiring a full-time superintendent came at a cost and that the residential superintendent may not reside in the other building. The President said that the Board would follow up with the items raised at the meeting.

Ms. Bradshaw (201) said that the window cleaners above her unit (with a terrace) made a mess and didn't do a very good job. TRM said that the windows would be washed again in the spring at the cost of the developer.

Andre Leclerc (307) expressed concern for the shared garage, as the rental building will have easier access. Donna Reid said that a fob was required to get into the garage and a key at ground level.

Mr. Leclerc (307) asked what steps were taken with respect to Airbnb (short-term rentals). Donna Reid said that Airbnb was prohibited as set out in their by-law. It was suggested that this be included in the newsletter as a reminder.

Melanie Mathias (306) asked if Jason might be available outside of working hours, to accommodate people who work full-time. TRM confirmed that Jason worked for Doran and they were only available from 8:30 – 5:00, Monday to Friday. The President said that she had allowed Doran to enter her unit, in her absence, and had nothing but positive, professional service.

Tom Lemenchik (301) said that there was a pothole developing on the sidewalk near the ramp. Donna Reid would follow up with TRM after the meeting.

Alan Shayanpour (607) asked if they would be cleaning the garage floor. TRM was currently obtaining quotes for the end of April-early May. All cars would have to be removed for a weekend. They were considering doing it twice per year and the builder was also contributing to the cost. Donna Reid said that lockers now had filtration systems, but they were still evaluating the quality of the filters.

MJ Lemenchik (301) said that the garbage room seemed to be overflowing. TRM said that they could not house more bins, but they could increase the frequency of pick-ups. It was primarily due to the narrow doorway to the garbage. Donna Reid added that a video camera would be installed in the garbage room to assist TRM with monitoring pick-up requirements. TRM added that garbage issues were a common problem in condominiums.

In response to a question, TRM said that the completion of the shared facilities was estimated for the end of the summer, but they did not know for sure.

In response to a question, TRM confirmed that the furnace filters would be replaced in the spring. Donna Reid said that owners were welcome to change it themselves. It was noted that Jason mentioned that some of the filters may not be available to purchase.

The President noted that the Board had similar concerns with respect to the rental building, but confirmed that the developer was seeking high-end rentals.

11. ADJOURNMENT

Jantine Van Kregten (602) moved, seconded by Larry Huddon (205) to adjourn the meeting. Motion carried.

The meeting ended at 8:38 p.m.

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 1004

CANDIDATE:

My name: Donna Reid

My mailing address (optional):

601-10 Rosemount

Ottawa, ON K1Y 4G9

My Email Address (optional): donna.reid@rogers.com

My Telephone Number (optional): 613 796 7271

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

Donna Reid
Signature of candidate

2019-03-18
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. 1004
Tamarack Wellington

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):
<p>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 2019/04/03 and at any adjournment of the meeting:</p> <p style="margin-left: 40px;">Date (yyyy/mm/dd)</p>		
Name of Proxy	Signature or initials	
A.		
B.		
I (we) revoke all proxies previously given.		
Please check only one of the three boxes below:		
<input type="checkbox"/> 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 <u>not</u> be filled out.	Signature or initials	
<input type="checkbox"/> 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 <u>not</u> be filled out.	Signature or initials	
<input type="checkbox"/> 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	
<input checked="" type="checkbox"/> 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

Proxy Identification Number (optional):

Proxy Identification Number
(optional):

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.

☐ **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: