

**CARLETON CONDOMINIUM CORPORATION NO. 486
ANNUAL GENERAL MEETING
HELD ON OCTOBER 1, 2008**

The Annual General Meeting of Carleton Condominium Corporation No. 486 was held on October 1, 2008 at Merivale High School, 1755 Merivale Road, Ottawa. The following Directors and invited guests were in attendance:

David Fleming	President
Catherine Bodington	Vice-President
Bert van den Bert	Treasurer
David Dupont	Secretary
Jocelyne Lachance	Director
Garth Steele	Auditor, Welch & Company
Emile Deslongchamps	DES Services Inc., Financial Manager
Josee Deslongchamps	DES Services Inc., Property Manager
Carol Murphy	Recording Secretary

1. Call to Order and Announcement of Quorum Present

The President, who welcomed everyone and introduced the Directors and guests, called the meeting to order at 7:04 p.m.

A quorum was confirmed as follows:

Present	68
Represented by Proxy	<u>23</u>
TOTAL	91

A total of 25%, or 50 units, were required for quorum under the *Condominium Act*.

2. Appointment of Scrutineers

Motion: To appoint Max Huebner, Unit 907, Betty Johnston, Unit 510 and Shirley Hynes, Unit 406 to serve as Scrutineers.

Moved by Doris Brunette, Unit 213. CARRIED.

3. Proof of Notice of Meeting

The President declared that he had a sworn and notarized declaration that the Notice of Meeting had been duly distributed to the owners in accordance with the 1998 Ontario Condominium Act, the Declaration and By-Laws. With quorum being present, the meeting of owners of CCC 486 was duly constituted to conduct business.

4. Approval of Minutes of October 1, 2008 Annual General Meeting

Motion: To dispense with the reading of the Minutes of the Annual General Meeting of October 1, 2007.

Moved by Elmer Zwicker, Unit 506, seconded by Laurie Friesen, Unit 101. CARRIED.

Motion: To approve the Minutes of the Annual General Meeting of October 1, 2007, subject to page 5, paragraph 6 being amended to read “. . . the balcony ceilings was a mistake because he understood the balconies could be painted for \$50” and correct the spelling of “Grant Carman” on page 7.

Moved by Shirley Hynes, Unit 406, seconded by Joe Duffy, Unit 913. CARRIED.

5. Auditor’s Report

G. Steele, of Welch & Company, presented the audited financial statements for the period ending April 30, 2008.

D. Woodcock, Unit 813, asked about the \$1,000 discrepancy between the Reserve Fund statement and the financial statements. Emile Deslongchamps explained that the cost of the generator was actually \$368 with an accrual of \$1,000. Therefore, the audited statement total of \$1,302,256 was correct.

Motion: To approve the audited financial statements for the year ending April 30, 2008, as presented by Garth Steele, of Welch & Company.

Moved by Laurie Friesen, Unit 101, seconded by Maurice Labelle, Unit 1106. CARRIED.

6. Appointment of Auditor

Motion: To appoint Welch & Company as Auditors for the fiscal year May 1, 2008 to April 30, 2009.

Moved by Maureen Labelle, Unit 1106, seconded by Norma Redmond, Unit 611. CARRIED.

Motion: To permit the Board of Directors to set the remuneration of the Auditor as per the Condominium Act.

Moved by James Gibbard, Unit 614, seconded by Doris Brunette, Unit 213. CARRIED.

7. President’s Report

Motion: To dispense with the reading of the President’s Report.

Moved by Dorothy Burke, Unit 711, seconded by Al Keess, Unit 305. CARRIED.

Joe Duffy, Unit 913, asked if the 4th paragraph referred to the comprehensive Reserve Fund Study coming up, which is the one carried out every three years, and if the Board

had gone out to tender for a competitive bid before awarding the contract. David Fleming replied that the Board had gone out to tender and decided to enter into a contract with Keller Engineering Inc. at a cost of \$5,000. Joe Duffy noted that Keller Engineering was familiar with the building.

An owner asked a question on the balcony repairs. David Fleming responded that work has commenced and he asked owners to remove anything not glued down from the balconies in order for the engineers to inspect the structure of the balconies. He went on to say that the contract is with Paranis Construction, based on 75 balconies, with structural repairs being carried out. In the spring the Board will discuss applications to the balconies but reminded owners again not to glue anything to them.

Motion: To accept the President's Report as presented.
Moved by D. Allen, Unit 217, seconded by Maurice Labelle, Unit 1106. CARRIED.

8. Treasurer's Report

The Treasurer's Report was sent out to the owners in the Annual General Meeting package. He explained that the Board has relatively little control over many of the expenditures such as utilities. He pointed out that Emile Deslongchamps has negotiated a contract with Hydro Ottawa to reduce the electricity rates by having the Condominium rates changed to commercial from residential.

Motion: To accept the Treasurer's Report as presented.
Moved by Norma Redmond, Unit 611, seconded by Shirley Hynes, Unit 406. CARRIED.

9. Election of 4 Directors

There were four vacancies on the Board. The following people agreed to stand for election:

David Fleming, Unit 204
Catherine Bodington, Unit 712
David Dupont, Unit 716
Jocelyne Lachance, Unit 303

Motion: To close nominations.
Moved by Elmer Zwicker, Unit 506, seconded by William Johnston, Unit 510. CARRIED.

David Fleming, Catherine Bodington, David Dupont and Jocelyne Lachance were elected to the Board of Directors by acclamation.

10. Other Business

David Fleming reported on the recent incidents of paint being dropped down the garbage chute, the two bags of dirt dropped down the chute and the broken clasp on the suggestion box. He noted that many residents were not satisfied with the installation of the back gate and explained that Paranis would not come to install the gate until they had additional contracts on site.

Joe Duffy, Unit 913, found it difficult to believe someone living in the building would have broken the back gate. David Fleming explained that on the long weekend in July some kids tore the gate off, which was repaired. The Board decided to unlock the back gate in winter because it could not be opened during inclement weather.

Joe Duffy, Unit 913, said he knew many residents who used the gate in winter and felt the snow removal contractor should be keeping it opened. David Fleming advised that the snow removal contractor would be given specific instructions to keep the back gate cleared of snow and where to put the snow. The staff will remove the snow from the ramp.

Allan Payne, Unit 612, said the last snow removal contractor pushed the snow up against the fence. Allan Payne felt it would be more effective to pile the snow in the middle of the parking lot. David Fleming explained that the Board will be meeting with the contractor. However, he pointed out that it was difficult to hire contractors due to the increased cost of gas.

Laurie Friesen, Unit 101, pointed out that many residents were not satisfied with the progress of work done during the summer, i.e. work started on the north gate and then left, the parking lot, sidewalk curbs, front fence, and removal of rugs from balconies. He wondered what kind of contractors the Corporation hired. David Fleming advised that the contractor started the balcony work on Tuesday, the second week of September and will be completing the project by October 31. It is not an open-ended contract. Paranis is the company doing the balconies and curb and they would only begin work once they sufficient work to come on site. The curb work on the north parking lot is completed. Work on the balcony is on schedule.

Joe Duffy, Unit 913, said he felt it was a disgrace that it has taken so long to have the fence on Grant Carman repaired. David Fleming explained that the fence had been repaired and then broken again by the landscaping contractor. The contractor who repaired the fence will be back to carry out another repair as the first one was not done properly.

An owner pointed out that there are students who jump over the fence.

Corrina Chaudhary, Unit 912, asked if the snow removal contractor could open the driveways earlier as there are people who must get to work. Josee Deslongchamps said the snow removal contractor comes early for one pass through and then returns later to remove the snow.

Corrina Chaudhary, Unit 912, asked why, as there are no lockers available, there is a sign stating that lockers are for sale. David Fleming said the lockers for rent or sale are those in the shower area.

Corrina Chaudhary, Unit 912, appreciated that the Treasurer noted that to reduce costs residents should put on sweaters and flush toilets less.

N. Bhatnagar, Unit 1010, pointed out the outside windows of her unit were not cleaned properly. Josee Deslongchamps explained that residents had 10 days to file a complaint and the contractor would return to re-do the windows. Unfortunately, the 10 days have been exceeded.

N. Bhatnagar, Unit 1010, suggested that a railing be installed on the way to the pool. The Board agreed to look into this issue.

Shirley Hynes, Unit 406, asked when window cleaners had cleaned the windows in the pool. Josee Deslongchamps said that an acid wash is done on the outside windows. The staff cleans the windows on the inside. Shirley Hynes did not think they had been cleaned this year. David Fleming said this matter would be investigated.

S. Bhatnagar, Unit 1010, said the pedestrian door beside the front garage door is left open. David Fleming said it was now locked until a new door frame is installed.

S. Bhatnagar, Unit 1010, suggested that residents meet with electoral candidates in the party room instead of permitting them to knock on doors. David Fleming pointed out that it was a good suggestion but the Board did not know when candidates would be coming to the building. Josee Deslongchamps advised that it was the law that electoral candidates be permitted to come into the building.

Elmer Zwicker, Unit 506, asked that a motion be put forward stating that he appreciates all the work that the Board has done during the past year, but noted that not many residents were assessing the level of satisfaction of the Corporation. He presented the suggestion that by November 1, 2008 residents be provided with a questionnaire to assess the level of satisfaction with the affairs and operation of Westpark, including such things as general maintenance of the pool, provision for comments and other concerns and initiatives that residents may wish to bring to the Board's attention. As a follow up, resident, are to be provided with the results of the survey by December 1, 2008.

David Fleming said a motion could not be put forward as it was not on the agenda for tonight's meeting. However, the Board could accept this as a suggestion and will take it under advisement.

Tom Dent, Unit 906, asked if the suggestion could have a show of hands to see how many owners agreed. David Fleming agreed and the majority were in favour of the suggestion.

David Fleming pointed out that he was a volunteer and was around the building quite often. The property manager was on site twice a week. He felt that if there was this much dissatisfaction with the work provided by the Board and the Corporation, perhaps he should not remain on the Board. He pointed out that the Board goes out to tender for various contracts and seeks professional advice when needed.

Shirley Hynes, Unit 406, did not feel that David Fleming should take Elmer Zwicker's suggestion as a personal criticism of the Board as it was not meant that way. Regarding the repair to the gate, she felt this was a hardship on residents. David Fleming responded that he understood the inconvenience of not have the gate repaired quickly, but unfortunately Paranis would not come on site until there was sufficient work to do. On two occasions contractors that were hired did not show up. Many contractors are not interested in doing a job for \$500 to \$1,000. This makes the work of the Board more difficult. Regarding the landscaping, the Board has gone out to tender but has only received one quote so far, with possibly another one to come.

K. Beattie, Unit 707, said the owners appreciate everything the Board and Management have done but owners felt that there is a communication problem that needs attention. She asked if information could be provided to the residents more frequently i.e. by newsletter, minutes, in addition to the questionnaire. David Fleming responded that the Board has sent out newsletters and posted notices on the boards in the elevators. There is a website. He felt that communication was a two-way street, and owners should come to the Board if they have comments or complaints to make. He agreed that the Board would try to send out more newsletter and post additional notices.

David Fleming thanked the many volunteers who provide work in the gardens, organizing the Christmas party, bridge and ping pong.

D. Toews, owner of unit 713 extended his appreciation to the Board for a good job. He was planning on suggesting a questionnaire but it was to gather information and feedback. He felt it would be valuable in characterizing issues that might affect specific areas of the building. D. Fleming indicated that the Board would take it under advisement.

Joe Duffy, Unit 913, did not feel owners were being critical of the Board and it was not meant to be taken personally. He suggested that the Board rely more on the property manager. He did not understand why Josee Deslongchamps did not contact the contractor when he did not show up the first time. She said she had. Emile Deslongchamps explained that there are problems in getting contractors.

Joe Duffy, Unit 913, was asking about the contract for the ramp. Josee Deslongchamps explained that the ramp was part of the larger contract with Paranis. David Fleming explained that the work on the brick at the front gate took longer than anticipated. The bricks have now all been used and there are no spare ones left. He advised that in the spring the irrigation system will have to be pointing away from the brick.

Elmer Zwicker, Unit 506, clarified his earlier remarks by stating that the owners appreciate the work being done by the Board. The purpose of the questionnaire would be for residents to identify initiatives and problems, and it was not intended as a slight to David Fleming or the Board. Elmer Zwicker thanked the Board for the work they have done.

C. Woodcock, Unit 813, explained that the work on her balcony was completed but water blasting was done to clean other balconies and created a mess on the balcony of Unit 813. Josee Deslongchamps said she understood that the dirt was being blown away and water was not to be used. C. Woodcock said that was not the case.

An owner suggested that perhaps a suggestion box could be installed for residents' comments and concerns. David Fleming pointed out that there was a suggestion box in the mail room. However, it is being moved to inside of the Board room so that the box will not be vandalized. David Fleming asked owners to include their name and unit number when making suggestions in case the Board needed to contact them for additional information or clarification.

Bert van den Berg advised that he had pictures from the Christmas Party if anyone was interested in seeing them.

Doris Brunette, Unit 213, thanked Jocelyne for the shelving she provided in the library. The owners thanked Doris Brunette for her efforts in looking after the library.

11. Adjournment

Motion: To adjourn the meeting at 8:20 p.m.

Moved by William Johnston, Unit 510, seconded by Al Keess, Unit 305. CARRIED.

Date

Secretary