

**CARLETON CONDOMINIUM CORPORATION NO. 486
MINUTES OF ANNUAL GENERAL MEETING
HELD ON SEPTEMBER 18, 2006**

The Annual General Meeting of Carleton Condominium Corporation No. 486 was held on September 18, 2006 at Merivale High School, 1755 Merivale Road, Ottawa. The following Directors and invited guests were in attendance:

Murray Plant	President
David Fleming	Treasurer
Maureen Labelle	Vice-President
Catherine Bodington	Director
Garth Steele	Auditor, Welch & Company
E. Deslongchamps	DES Services Inc., Financial Manager
J. Deslongchamps	DES Services Inc., Property Manager
C. Murphy	Recording Secretary

Absent:

David Dupont	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 7:40 p.m.

2. APPOINTMENT OF SCRUTINEERS

With the consent of the owners, Gail Wentzloff, Unit 702, Patricia Farrell, Unit 1001, and Max Huebner, Unit 907, were appointed to serve at the Registration Desk.

A quorum was confirmed as follows:

Present	79
Represented by Proxy	<u>34</u>
TOTAL	113

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

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 on September 1, 2006 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 2005 ANNUAL GENERAL MEETING

MOTION: TO DISPENSE WITH THE READING OF THE MINUTES AND TO ADOPT THE MINUTES OF THE ANNUAL GENERAL MEETING OF SEPTEMBER 20, 2005 WITH THE ATTACHED LETTER FROM JOCELYNE LACHANCE, UNIT 303. MOVED BY GAIL WENTZLOFF, UNIT 702, SECONDED BY BETTY JOHNSTON, UNIT 510. CARRIED.

5. AUDITOR'S REPORT

Garth Steele, of Welch & Company, presented the audited financial statements for the period ending April 30, 2006.

MOTION: TO ACCEPT THE AUDITED FINANCIAL STATEMENTS FOR C.C.C. 486 FOR THE YEAR ENDED APRIL 30, 2006. MOVED BY JOCELYNE LACHANCE, UNIT 303, SECONDED BY NADIA SCOTT, UNIT 202. CARRIED.

6. APPOINTMENT OF AUDITORS

MOTION: TO APPOINT WELCH & COMPANY AS AUDITORS FOR THE FISCAL YEAR MAY 1, 2006 TO APRIL 30, 2007. MOVED BY JOE DUFFY, UNIT 913, SECONDED BY A. EADY, UNIT 814. CARRIED.

MOTION: TO PERMIT THE BOARD OF DIRECTORS TO SET THE REMUNERATION OF THE AUDITOR AS PER THE 1998 CONDOMINIUM ACT. MOVED BY JOCELYNE LACHANCE, UNIT 303, SECONDED BY GAIL WENTZLOFF, UNIT 702. CARRIED.

7. TREASURER'S REPORT

D. Fleming distributed the Treasurer's Report to the owners with the Annual General Meeting package. He reported that the opening balance of the Reserve Fund was \$713,000 on May 1, 2006. This year's contribution was \$223,000. There was also an accumulated surplus of \$50,000 transferred to the Reserve Fund. Changes to the Reserve Fund included the repair of the building walls, brickwork, swing stage, air make-up units and replacement of heating coils.

MOTION: TO ACCEPT THE TREASURER'S REPORT AS PRESENTED. MOVED BY KENNETH ALLEN, UNIT 1116, SECONDED BY DENNIS LAMONTAGNE, UNIT 1213. CARRIED.

8. PRESIDENT'S REPORT

The President's Report had been distributed to the owners with the Annual General Meeting package. He highlighted some issues, such as landscaping, changes in staff, the many activities of the Board and reference to the energy audit, dated September 8, 2003. Seven

recommendations from the energy audit have all been implemented, with the last one involving the chillers on the roof, being underway at this time.

He updated the owners on the issue of the change in landscaping contractors as the one used last year was not satisfactory. The landscaping work done this year appears to be much better. In October, the Board will begin discussions on next year's landscaping contract.

M. Plant has been unable to obtain a quotation for his proposed extension to our pathway system but unit price information obtained indicates an estimated cost of \$5,000 to \$10,000.

One owner felt the idea for the pathway was very good.

J. Lachance, Unit 303, asked if the path was from the gate to the patio or from the back gate to the trellis. M. Plant said it would include the gate from the patio and to the end of the parking lot.

The President thanked the Board members and the many people who volunteered their services throughout the building. He said constructive suggestions from owners were always welcome.

L. Van Den Berg, Unit 1005, thanked the Board for the excellent work they do on a voluntary basis. He felt the patio did need some improvement to make it more people friendly.

M. Plant advised that in view of the various comments received, the Board would consider what action to be taken.

9. PROPERTY MANAGER'S REPORT

Ms. J. Deslongchamps, of DES Services Inc., presented the Property Manager's Report, pointing out that she came on board on December 1, 2005. She is on site on Mondays and Thursdays from 9:00 a.m. to 12:00 noon. Some of the projects carried out during the past year include:

- 1) Finalized outstanding matters with Minto, one being parking. The Corporation purchased the remaining underground parking spaces from Minto and re-sold them to owners. Costs were recovered on this project.
- 2) A comprehensive review of the House Rules is in progress.
- 3) Reviewed staff job descriptions and initiated task lists.
- 4) Implemented a new personnel policy to standardize how to deal with staff and safety issues.
- 5) Established a WHIMS policy and updated the WHIMS binder.
- 6) Reviewed and updated the fire plan, which will be posted once it has received approval.
- 7) A notice will be posted prior to a proposed fire drill.
- 8) Working on on-going items such as snow removal contract, arranging for canopy repairs, carpet cleaning, other.

10. ELECTION OF DIRECTORS

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

David Fleming, Unit 204
Catherine Bodington, Unit 712
Bert Phillips, Unit 1101
Al Keess, Unit 305

MOTION: TO CLOSE NOMINATIONS. MOVED BY ELMER ZWICKER, UNIT 506, SECONDED BY JOCELYNE LACHANCE, UNIT 303. CARRIED.

With the consent of the owners, E.J. Burton, Unit 708, Dennis Lamontagne, Unit 1213 and Maurice Labelle, Unit 1106 were appointed as Scrutineers. Bert Phillips and Al Keess asked Jocelyn Lachance to sit in on the count of the ballots.

Following an election, David Fleming, Catherine Bodington and Al Keess were elected to the Board of Directors.

MOTION: TO DESTROY THE BALLOTS. MOVED BY JOCELYNE LACHANCE, UNIT 303, SECONDED BY DORIS BRUNETTE, UNIT 213. CARRIED.

11. OTHER BUSINESS

Jocelyne Lachance, Unit 303, asked when the engineer would be carrying out a site visit and if he would be looking at something in particular at that time. M. Plant advised it would be three years from now and the engineer would be reviewing all aspects of the building in preparation of a comprehensive Update of the Reserve Plan.

Dennis Lamontagne, Unit 1213, said everyone was appreciative of the electric door opener on P1 and he felt there was a demand for the same to be installed on the P2 door. M. Plant said the Board would look into the matter but he reminded owners it would be an operating expense rather than a reserve fund item, with the cost being \$2,700 or \$2,800.

A. Payne, Unit 612, asked why fire safety costs had increased considerably since 2003, as well as how the cost of waste disposal is determined. J. Deslongchamps advised that the increase in fire safety expenses was due to unanticipated sprinkler repairs. With respect to waste removal, one pickup is paid by the City through our taxes. There is a charge for any additional pickups.

M. Plant updated the owners on the elevators and the noise problem. The cause was determined to be a governor, which needs to be replaced. However, Schindler has advised that the model used by Grant Carmen is obsolete and one would have to be built from scratch. Schindler promised that the problem would be resolved by August 28, 2006 and it is not yet done. In the meantime, Schindler will be making temporary adjustments to minimize the noise problem. Schindler assured the Corporation there are no safety concerns. The Board will continue to try and expedite the matter.

E.J. Burton, Unit 708, asked if there was any indication as to the cost. M. Plant advised that the governor for the centre elevator will cost about \$6,500 installed. The Board is considering the purchase of a spare governor to have on hand, but M. Plant is unaware of its purchase cost at this time.

Bill Johnston, Unit 510, asked if the integrity of the elevator cables was being looked into. M. Plant said the elevators were inspected regularly, but the Board would make note of this issue.

M. Plant asked residents not to put glass and other unsuitable items down the garbage chute. Regarding cardboard boxes, he asked that owners fold the boxes and put them in the garbage bin or leave them for staff to fold.

Regarding electricity costs, M. Plant said that the Corporation is now being billed at the higher commercial rate. E. Deslongchamps is looking into why this Corporation is now being billed at commercial instead of residential rates.

The “egg crates” at lights over the condo unit entrance doors have recently been changed by staff.

Regarding snow removal, the former contractor is no longer working in the west end of Ottawa due to increased fuel costs. Management is currently obtaining quotes for the snow removal.

The Board decided, after talking to an engineering consultant, not to proceed with repairs to the garage ramp membrane. The sensor in the ramp was found to be defective and has been changed.

An owner asked about the new locker in the Gardening Room. M. Plant advised that it is the Corporation’s locker on loan to an owner to rectify a switch in lockers between “showing” and purchase of a unit some 6 to 8 years ago.

Elmer Zwicker, Unit 506, complimented the present property manager on the cleanliness of the building.

Joe Duffy, Unit 913, noted that the condo fees had increased by only 0.5% this year, although he did not think this would happen again.

Dennis Lamontagne, Unit 1213, thanked the Board and property manager for the work and efforts on behalf of the owners.

12. ADJOURNMENT

The meeting adjourned at 9:40 p.m.

Date

Secretary