

**CARLETON CONDOMINIUM CORPORATION NO. 486
ANNUAL GENERAL MEETING
HELD ON OCTOBER 1, 2007**

The Annual General Meeting of Carleton Condominium Corporation No. 486 was held on October 1, 2007 at Merivale High School, 1755 Merivale Road, Ottawa. The following Directors and invited guests were in attendance:

David Fleming	President and Treasurer
Maureen Labelle	Vice-President
Murray Plant	Director
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

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 7:10 p.m.

2. APPOINTMENT OF SCRUTINEERS

MOTION: TO APPOINT B. REDMOND, UNIT 611, A. PAYNE, UNIT 612, M. HUEBNER, UNIT 907, AND D. LAMONTAGNE, UNIT 1213, TO SERVE AS SCRUTINEERS.

MOVED BY W. JOHNSTON, UNIT 510, SECONDED BY S. HYNES, UNIT 406. CARRIED.

A quorum was confirmed as follows:

Present	72
Represented by Proxy	<u>52</u>
TOTAL	124

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 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 2006 ANNUAL GENERAL MEETING

MOTION: TO DISPENSE WITH THE READING OF THE MINUTES OF THE ANNUAL GENERAL MEETING OF SEPTEMBER 18, 2006.

MOVED BY J. LACHANCE, UNIT 303, SECONDED BY K. ALLEN, UNIT 1116. CARRIED.

MOTION: TO APPROVE THE MINUTES OF THE ANNUAL GENERAL MEETING OF SEPTEMBER 18, 2006.

MOVED BY D. MAIDEN, UNIT 805, SECONDED BY B. REDMOND, UNIT 611. CARRIED.

5. APPROVAL OF MINUTES OF JUNE 4, 2007 SPECIAL MEETING

MOTION: TO DISPENSE WITH THE READING OF THE MINUTES OF THE SPECIAL MEETING OF JUNE 4, 2007.

MOVED BY D. LAMONTAGNE, UNIT 1213, SECONDED BY J. LACHANCE, UNIT 303. CARRIED.

MOTION: TO APPROVE THE MINUTES OF THE JUNE 4, 2007 SPECIAL MEETING.

MOVED BY B. PHILLIPS, UNIT 1101, SECONDED BY S. HYNES, UNIT 406. CARRIED.

6. AUDITOR'S REPORT

G. Steele, of Welch & Company, presented the audited financial statements for the period ending April 30, 2007.

7. APPOINTMENT OF AUDITOR

MOTION: TO APPOINT WELCH & COMPANY AS AUDITORS FOR THE FISCAL YEAR MAY 1, 2007 TO APRIL 30, 2008. MOVED BY J. LACHANCE, UNIT 303, SECONDED BY B. REDMOND, UNIT 611. CARRIED.

MOTION: TO PERMIT THE BOARD OF DIRECTORS TO SET THE REMUNERATION OF THE AUDITOR AS PER THE 1998 CONDOMINIUM ACT. MOVED BY E. ZWICKER, UNIT 506, SECONDED BY D. LAMONTAGNE, UNIT 1213. CARRIED.

8. PRESIDENT AND TREASURER'S REPORT

The President thanked M. Labelle, C. Bodington, A. Keess and M. Plant for their contribution to the Board over the past two years. Some of the issues dealt with by the Board were:

- Energy Audit – ongoing concern of trying to control utility and hydro costs.

- Sewer Surcharge – Increase of approximately \$5,000, which had not been included in the 2008 budget;
- Elevators – Rooney Irving and Associates has identified some maintenance issues. The Board is meeting with Schindler Elevator monthly regarding the repair of the deficiencies;
- Balcony Carpets – A consultant has been hired to remove the carpeting and glue from the balconies;
- Election to the Board – There are three vacancies on the Board for next year.
- Volunteers – Appreciation to all volunteers for their time and work.
- Smoke Detectors – Reminder for residents to replace their smoke detectors as they are at least 10 years old.
- Staff – Thanks to the staff, Board and Josee Deslongchamps for their help over the past year.

J. Duffy, Unit 913, asked why the fee for property management services increased approximately 9% each year over the last two years. E. Deslongchamps explained that the contract signed 2 ½ years ago called for these increases as there had been no increase for the first 6 months and the time the property manager spent on site has doubled from the previous property management. J. Duffy agreed that the property management services had improved. He hoped the Board would be negotiating a new contract and maintenance agreement at less than a 9% increase per year.

J. Duffy, Unit 913, noted that, when reviewing the Reserve Fund expenses, there appeared to be a tendency to charge small amounts to the Reserve Fund, which once charged to that budget cannot easily be removed. He asked what the expense was for the Standard Unit By-Law. D. Fleming explained that it was for legal fees.

E. Zwicker, Unit 506, asked if the issue of energy costs for residential and commercial, as raised last year, had been resolved. E. Deslongchamps advised that the owners had a choice whether to be classified as residential or commercial. However, he is monitoring monthly rates and is thinking of switching to commercial rates, which seems to be more cost efficient.

MOTION: TO ACCEPT THE PRESIDENT’S REPORT AS PRESENTED. MOVED BY J. DUFFY, UNIT 913, SECONDED BY W. JOHNSTON, UNIT 510. CARRIED.

Some of the highlights from the Treasurer’s Report included:

- Plumbing expenses doubled due to cleaning of the stacks because of the problem with the kitchen drains;
- Change in contractors to carry out the Fire Safety Inspection;
- Administration and General is over budget due to legal expenses as it relates to the balcony rule;
- Sensor in the garage ramp has been replaced;
- M. Plant has been working on increasing the power factor in order to save electricity;

- Bulletin board was upgraded because notices were being removed;
- Exterior light bulbs at the front of the building were replaced, as well as the light standard in the north parking lot;
- A decision on whether to make P1 and P2 handicapped accessible will be made by the new Board.

J. Lachance, Unit 303, asked for the total cost to replace the canopy at the front of the building and was advised that the canopy cost approximately \$9,000. However, there is a 10% holdback because the canopy is still leaking.

**MOTION: TO ACCEPT THE TREASURER’S REPORT AS PRESENTED.
MOVED BY L. FRIESEN, UNIT 101, SECONDED BY B. PHILLIPS, UNIT 1101.
CARRIED.**

**9. VOTE ON STANDARD UNIT BY-LAW AND INSURANCE DEDUCTIBLE
BY-LAW – RESULTS OF PROXY SUBMISSIONS**

A report was included with the AGM package sent to owners summarizing the number of proxies collected by the Board and the result of the vote. The Standard Unit By-Law and the Insurance Deductible By-Law passed and will go into effect once they have been registered on title. Owners will receive a copy of both these By-Laws for their files and insurance company.

**10. DISCUSSION BALCONIES – REFERENCE LETTER FROM MR. BOB
JARDINE OF CLELAND JARDINE**

The Corporation hired Cleland Jardine to provide the Board with recommendations on the balcony floor coverings and ceilings. Their recommendation is to have the flooring on balconies removed, as well as the glue used on the carpets or other flooring not approved by the Board. This work will be done at Corporation expense. The engineers have recommended that ceramic tiles or protective membranes could be installed on the balconies, which would be done at the owners’ expense. Any modifications to the balcony will be subject to prior Board approval. However, Board approval is not required for loosely laid carpets, as long as it is removed for the winter months.

Regarding the ceiling, the Board stands by its original decision not to permit painting of the balcony ceilings.

D. Maiden, Unit 805, tabled a letter he sent to the Board wherein he disagreed with the Board’s decision regarding the balcony covering. His research indicated that Beauti-tone sold a product suitable for balcony floors. However, D. Fleming pointed out that this product was one of those named in a list by Cleland Jardine that did not meet the requirements for approval. Another Board concern was that the products were not being applied correctly, which would mean that the Board loses control over that common element, which is an asset of the Corporation. A Board member will go to D. Maiden’s unit to see the flooring he has installed.

D. Lamontagne, Unit 1213, asked what was being registered. J. Deslongchamps explained that the Condominium Act requires that a modification to the common elements be registered on title, as the present and future owners are responsible for maintaining the modification. D. Lamontagne felt an agreement between the owner and the Corporation should be sufficient.

A question was asked as to whether the insurance would cover the cost of any damages incurred from removing the tiles from the balconies. J. Deslongchamps did not think it would be covered.

D. Fleming said the Board would inquire from legal counsel whether they felt an agreement between the Corporation and the affected owner would be sufficient (without registration on title), but until a decision was made the Board would follow the Condominium Act.

J. Duffy, Unit 913, said he heard that the Board would be removing the carpeting but would not be covering the cost to have the glue removed. M. Plant advised that the glue would be removed to the contractor's best ability, at the Corporation's expense. However, this will not necessarily mean the balcony will be restored to its condition before the carpeting was installed. Owners can install ceramic tile or protective membrane on the balconies.

An owner asked if the balcony could be left concrete. D. Fleming advised that it could.

J. Duffy, Unit 913, asked if the price of \$300 quoted to paint the balcony ceilings was a mistake, as he had his balcony and railings painted for about \$50. D. Fleming advised that the Board did not want owners painting the ceilings themselves as this would be a liability issue.

11. VOTE ON PROPOSED MOTION BY MR. BERT PHILLIPS, UNIT 1101

MOTION: IT IS PROPOSED BY MR. PHILLIPS, OF UNIT 1101, THAT, AS AN OUTCOME OF THE OVERWHELMING OPINION EXPRESSED AT THE SPECIAL MEETING HELD BY THE CONDOMINIUM OWNERS ON JUNE 4TH 2007, THE BOARD OF DIRECTORS BE INSTRUCTED TO OBTAIN ESTIMATES AND AWARD A CONTRACT TO A PROFESSIONAL DECORATOR TO PAINT, IN ONE MATCHING COLOUR, ALL THE BALCONY CEILINGS (COMMON AREAS) AT 100 GRANT CARMAN DRIVE. PAINT SUITABLE FOR CONCRETE IS READILY AVAILABLE ON THE MARKET.

MOVED BY B. PHILLIPS, UNIT 1101, SECONDED BY P. DANBY.

MOTION WAS DEFEATED WITH 19 IN FAVOUR AND 28 AGAINST.

12 ELECTION OF THREE (3) DIRECTORS

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

Jocelyne Lachance, Unit 303
Bert Phillips, Unit 1101
Bert van den Berg, Unit 1005
David Dupont, Unit 716

MOTION: TO CLOSE NOMINATIONS.

**MOVED BY D. MAIDEN, UNIT 805, SECONDED BY S. HYNES, UNIT 406.
CARRIED.**

Following an election, Jocelyne Lachance, David Dupont and Bert van den Berg were elected to the Board of Directors.

MOTION: TO DESTROY THE BALLOTS.

**MOVED BY J. LACHANCE, UNIT 303, SECONDED BY A. PAYNE, UNIT 612.
CARRIED.**

W. Johnston, Unit 510, on behalf of the residents, thanked the Board for the hard work and long hours they put in as volunteers on the Board of Directors. M. Labelle, Unit 1106, expressed his thanks to the Board, particularly M. Plant and M. Labelle.

13. OTHER BUSINESS

D. Fleming brought up the issue of the path from the side gate to the gazebo area, which was discussed at last year's AGM, and he wondered if residents were still interested in it. M. Labelle felt that a pathway should be installed.

M. Plant explained that he was looking into reducing the power costs, and one of the ways to do this has been switching from one chiller to the other during the summer months. However, it was discovered that there was a defective control in one of the chillers thus preventing anticipated cost savings. This problem will be looked into by the new Board. Once this is repaired, the Board is anticipating savings in electricity.

D. Fleming noted that the landscaping and flowers were very well done this year.

D. Fleming said one of the concerns over the last while has been the staffing levels and job tasks. The new Board will be undertaking to review the staffing and task lists. He asked owners having comments to please use the suggestion box and sign their name and unit numbers in order that the Board can contact the owner directly to try and solve any problems.

D. Maiden, Unit 805, suggested having a roof garden. D. Fleming thanked him for the suggestion but did not know if it was possible. M. Plant felt it would be difficult unless the roof was designed for it.

J. Attia, Unit 901, said the treadmill was not working. D. Fleming advised that there was a maintenance contractor coming in to look at the exercise equipment.

P. Danby, Unit 408, said he had put three suggestions forward in the last two to three months and none had been acknowledged or addressed. D. Fleming said he would discuss this with J. Deslongchamps and respond to P. Danby. P. Danby explained his first suggestion was to have handles installed on the doors leading to the stairs, instead of levers. M. Plant said this was an issue to be addressed by the new Board. A second suggestion was that, as the automatic doors remain open for quite a while, residents should use the right side exit door as it is easy to open. The third suggestion was to have a yellow line painted to allow people exiting Grant Carmen to do so safely. D. Fleming said this was looked into previously and the road is not really wide enough; however, the new Board will look into the matter.

L. Friesen, Unit 101, asked why Dan's employment was terminated. D. Fleming said this was a Board decision, with the reasons being confidential.

J. Duffy, Unit 913, asked if the Board could look into replacing the ping pong table as it is in poor shape.

J. Gibbard, Unit 614, asked if the minutes from the regular Board meetings could be posted for residents. D. Fleming pointed out that this was a privacy issue. At present, the Board communicates with residents via newsletter and notices on the bulletin board, but this could be reviewed.

D. Lamontagne, Unit 1213, asked if the daily maintenance schedule for the elevators could be extended to the weekends. D. Fleming said this would be reviewed.

14. ADJOURNMENT

**MOTION: TO ADJOURN THE MEETING AT 9:00 P.M.
MOVED BY D. LAMONTAGNE, UNIT 1213, SECONDED BY L. FRIESEN,
UNIT 101. CARRIED.**

Date

Secretary