

**CARLETON CONDOMINIUM CORPORATION NO. 486  
ANNUAL GENERAL MEETING  
HELD ON OCTOBER 7, 2009**

The Annual General Meeting of Carleton Condominium Corporation No. 486 was held on October 7, 2009 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 7:05 p.m.

A quorum was confirmed as follows:

Present	67
Represented by Proxy	41
TOTAL	108

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

**2. Appointment of Scrutineers**

**Motion: To appoint M. Labelle, Unit 1106; S. Hynes, Unit 406; T. Dent, Unit 906; B. Johnston, Unit 510; and L. Friesen, Unit 101 to serve as Scrutineers.  
Moved by E. Zwicker, Unit 506, seconded by G. Wentzloff, Unit 702. 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, 2008.**

**Moved by M. Huebner, Unit 907, seconded by P. Rodriguez, Unit 810. CARRIED.**

**Motion: To approve the Minutes of the Annual General Meeting of October 1, 2008, subject to page 3, item 8, motion being amended to read “. . .Moved by Noreen Redmond, Unit 611. . .”, and page 5, paragraph 8 being amended to read “. . .not many residents were given the opportunity to assess the level of satisfaction of the Corporation. . .”**

**Moved by L. Friesen, Unit 101, seconded by G. Su, Unit 511. CARRIED.**

**5. Auditor’s Report**

G. Steele, of Welch & Company, presented the audited financial statements for the period ending April 30, 2009.

G. Dupont, Unit 205, asked for an explanation on the significant difference between the actual Reserve Fund expenditures and the planned Reserve Fund expenditures. D. Fleming responded that the Reserve Fund is an only an estimate. The Board decides when work in the building needs to be carried out. Items sometimes need to be replaced sooner than set out in the Reserve Fund.

G. Dupont, Unit 205, asked if the cumulative unrealized gains were the accumulated amount from the past year. D. Fleming explained that this gain will probably be transferred to the Reserve Fund. He pointed out that the Corporation would be affected by the implementation of the HST in July 2010. He went on to explain that the Board has been able to keep condominium fees at a regular rate increase in previous years and have not had to incur any special assessments to cover costs. However, he pointed out that the Reserve Fund Study recently completed is already out of date by 8% as it does not include the HST, which would call for an increase in condo fees of 7.4%. D. Fleming felt it was better to increase condo fees each year as opposed to keeping them the same and having a large increase in one year.

J. Duffy, Unit 913, did not agree that with the plans for the surplus. He pointed out that the budget for hydro this year was \$195,000 and only \$173,000 was spent. However, the budget was prepared and condo fees established with a planned expenditure of \$195,000 for hydro. He felt the Board over estimated hydro costs for the past few years.

D. Woodcock, Unit 813, pointed out that the difference between the budget for the Reserve Fund and the actual expenditures was significant. D. Fleming explained that the Board carried out repairs as necessary in order to maintain the building at a standard that is expected, which will maintain the market value of the units.

J. Duffy, Unit 913, reiterated his point that he felt the Board was not estimating expenditures as well as they could.

E. Zwicker, Unit 506, asked if residents felt they received value for the \$5,540 spent on interior plant displays. D. Fleming said he would respond to this later in the meeting.

**Motion: To approve the audited financial statements for the year ending April 30, 2009, as presented by G. Steele, of Welch & Company.**

**Moved by J. Duffy, Unit 913, seconded by D. Woodcock, Unit 813. CARRIED.**

#### **6. Appointment of Auditor**

The Board has asked for the owners approval to go to tender for the auditor for next year as they were not satisfied with the performance and cost of the audit carried out by Welch & Company this year.

**Motion: To have the Board seek tenders for the audit for the fiscal year ending April 30, 2010.**

**Moved by G. Su, Unit 511, seconded by M. Labelle, Unit 1106. CARRIED.**

#### **7. President's Report**

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

**Moved by G. Su, Unit 511, seconded by G. Wentzloff, Unit 702. CARRIED.**

An owner asked if the Board was prepared to discuss the performance of the landscaping company. D. Fleming advised that the Board planned to carry out a review of the landscaping work with the contractor at the end of October. This is usually done every year. He did explain that it is difficult to obtain bids for landscaping services as many landscaping companies do not want to come to the west end of the City. The Board is aware of deficiencies in the landscaping but is satisfied that the contractor fulfilled his contract and carried out additional work not set out in the contract. The landscaper was able to provide the name of a company to carry out the paving in the front of the building. This company was hired to remove snow as the previous contractor was illegally dumping snow at Toys 'R Us. Overall, the Board is satisfied with the work performed by Zone 5.

W. Weir, Unit 315, asked for an explanation as to what is included in landscaping and did the \$42,899 expense cover strictly landscaping. D. Fleming responded that it included lawn care, gardening, flowers and trees.

**Motion: To accept the President's Report as presented.**

**Moved by B. Johnston, Unit 510, seconded by L. Friesen, Unit 101. CARRIED.**

#### **8. Treasurer's Report**

The Treasurer reported that as the building aged additional expenses would be incurred, and the Board was concerned that the building be kept in good shape relative to the other

condominiums being built in the City. He pointed out that hydro costs were reduced substantially due to the advice provided by E. Deslongchamps.

**Motion: To accept the Treasurer’s Report as presented.**

**Moved by L. Friesen, Unit 101, seconded by S. Hynes, Unit 406.**

J. Duffy, Unit 913, asked why Maintenance and Repair, Fire Safety, Landscaping and Recreation Facilities, were over budget. D. Fleming responded that the Fire Safety was over budget because a Fire Safety Audit was carried out, which resulted in equipment having to be replaced. The Rec Centre was over budget because a new treadmill and recumbent bicycle were purchased. D. Fleming agreed with J. Duffy that the treadmill replacement could have been charged to the Reserve Fund but the Board decided to charge it to Operating. The Landscaping had been based on the previous year’s contract but additional landscaping and tree replacement had been done.

J. Duffy again pointed out that electricity had been budgeted at \$195,000 and only \$173,000 had been spent. He asked about the reduction in hydro due to the building being classified as a commercial building instead of a residential building. In response to J. Duffy’s comment about only \$14,000 of the saving of \$22,000 had been due to the conversion to a commercial building, E. Deslongchamps explained that these were not savings but under expenditures and said it was difficult to budget for electricity costs. However, when the budget was prepared it was necessary to allocate sufficient funds to cover the cost of hydro. If the budget cannot meet expenses, the Corporation would have to look at establishing a special assessment. However, J. Duffy felt that it was the cost of hydro that affects the condominium fees and the higher the budget for this expenditure the higher the condominium fees. E. Deslongchamps pointed out when you took into consideration the items under budget, there was only an \$11,000 difference between the budget and actual expenditures. J. Duffy felt that this Board consistently over budgeted which resulted in higher condo fees. He suggested the Board be more careful in budgeting.

**MOTION CARRIED.**

### **9. Election of 2 Directors**

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

Bert van den Berg, Unit 1005  
Sue Morneau, Unit 312  
Gerry Dupont, Unit 205

**Motion: To close nominations.**

**Moved by E. Zwicker, Unit 506, seconded by M. Labelle, Unit 1106. CARRIED.**

G. Dupont and B. van den Berg were elected to the Board of Directors.

**Motion: To destroy the ballots.**

**Moved by S. Hynes, Unit 406, seconded by J. Yeldon, Unit 113. CARRIED.**

## **10. Other Business**

J. Deslongchamps addressed the owners on the implications of the HST which is to go into effect on July 1, 2010. In order to provide the same services as at present, the implementation of the HST would require an increase of 7.4% in condo fees. The Reserve Fund Study carried out in February did not take the HST into consideration.

Also, J. Deslongchamps reported that there was an information package on the Home Renovation Tax Credit, prepared by Nelligan O'Brien Payne, which was sent out with the AGM package. In short, it explains that owners can claim renovations carried out in their units as well as being entitled to claim a proportionate share of the renovations carried out in the common elements. Management has been keeping a record of all expenses incurred for the period. M. Labelle, Unit 1106, pointed out that the HRTC has not yet been passed by either the provincial or federal governments.

D. Fleming asked that residents do not interfere or complain to the contractors on site as some contractors are refusing the tender bids for work at Westpark, thereby making it difficult to find companies to carry out necessary work.

J. Duffy, Unit 913, asked if the President could name a contractor who has complained. D. Fleming said one of the companies was Paranis.

D. Woodcock, Unit 813, asked for some information on the engineering study carried out on tiles on the balconies. D. Fleming responded that although specifications have been received, they are not in an appropriate format for use by residents (the board had requested a format similar to those used in the building for soundproofing hardwood /laminated floors). The Board is not satisfied with the specifications as they are difficult to understand.

D. Woodcock, Unit 813, expressed thanks to the superintendent for his years of service to the Corporation.

T. Dent, Unit 906, expressed the opinion that he felt the building is losing its standing as it is becoming shabby. He hoped the Board would continue having repairs carried out as needed to bring the building back to its original state. D. Fleming reported that the Reserve Fund Study set out that the elevators would be replaced in 2023. However, the Board has moved that project to 2010-2011.

S. Hynes, Unit 406, asked if a replacement for Yvon had been hired. D. Fleming said that the Board had received applications but no one has yet been hired. Once the Board makes a selection, owners will be notified.

E. Zwicker, Unit 506, again asked about the expenditure of \$5,448 for plants. D. Fleming advised that this included the artificial flowers in the building. Positive comments have been received from many residents.

M. Labelle asked if the cost for the plants was \$5,000 per year. D. Fleming said it was a one-time purchase of flower arrangements.

B. Johnston, Unit 510, expressed appreciation to the Board for the work carried out during the past year and the services provided to the condominium.

**11. Adjournment**

**Motion: To adjourn the meeting at 8:35 p.m.  
Moved by D. Woodcock, Unit 813. CARRIED.**

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Date

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Secretary

DRAFT