

Carleton Condominium Corporation No. 486
Annual General Meeting (“AGM”)
October 22, 2015 – 7:00 p.m.

The Annual General Meeting (“AGM”) of Carleton Condominium Corporation No. 486 was held on October 22, 2015 in the Merivale High School Cafetorium, 1755 Merivale Road, Ottawa in Ontario.

1. Call to Order and Announcement of Quorum Present

The meeting was called to order at 7:03 p.m. The President welcomed all Owners to the AGM and announced that the Registrar reported a total of 83 Owners present in person and 23 Owners represented by proxy, for a total of 106 Owners. A quorum being present, he declared the meeting duly constituted to conduct business.

2. Introduction of Head Table

The President opened the discussion by welcoming everyone and introducing the head table:

Gerry Dupont	President
David Dupont	Vice-President
Josée Deslongchamps	Property Manager (<i>DES Services Inc.</i>)
Ronald Smedmor	Secretary
Albert Lynch	Treasurer
Philip Plunkett	Director at Large

With the consent of the Assembly, the Chair modified the order of the Agenda, switching the sequence of items 10 and 11.

Ron Smedmor and Josee Deslongchamps consented to act as scribes for the meeting.

3. Proof of Notice of Meeting

The President announced that he was in possession of a Statement of Declaration of Service attesting to the fact that the AGM package had been issued in compliance with requirements of the Condominium Act 1998. He further announced that the said Declaration of Service can be reviewed at the head table.

4. Approval of the Minutes dated 30 October, 2014, Annual General Meeting

Motion to dispense with the reading of the minutes of the 30 October, 2014 Annual General Meeting

Moved by: Unit 1101 John Deknatel

Seconded by: Unit 715 Marilyn Morin

Carried

Question or requests for changes from owners: There were no comments, corrections or questions on the AGM minutes

Motion to approve the minutes of the 30 October, 2014 Annual General Meeting

Moved by: Unit 809 Tina Duta

Seconded by: Unit 308 Charles Purvis

Carried

5. Audited Financial Statements / Auditor’s Report

Albert Lynch briefly presented the Audited Financial Statement for the fiscal period ending April 30, 2015.

Question from owners: There were no questions or comments from the assembly concerning the Audited Financial Statements as presented.

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Motion to approve the Audited Financial Statements for the fiscal period ending April 30, 2015 as presented

Moved by: Unit 1213 Denis Lamontagne

Seconded by: Unit 305 Gerry Richards

Carried

6. Appointment of Auditor

Motion to appoint Ouseley Hanvey Clipsham and Deep LLP for the fiscal period ending April 30, 2016 and to allow the Board of Directors to set remuneration for the auditors

Moved by: Unit 1101 Donna Deknatel

Seconded by: Unit 204 Dave Fleming

Carried

7. Treasurer’s Report

Albert Lynch briefly presented the Report which was included in the AGM package.

Questions from owners: There were no questions or comments from the assembly concerning the Treasurer’s Report as presented.

8. President’s Report

Gerry Dupont briefly presented the Report which was included in the AGM package. He also introduced the various members of the landscaping team and thanked them for their tireless efforts. Ron Smedmor and Philip Plunkett were also thanked for their many hours of labour in the gardens over the season.

Questions from owners:

Unit 103 Cheryl Graham

Owner inquired about the test case performed on replacement of sliders and weather stripping on in-unit windows last year. Which units were done? What was the end result?

Reply: The results were inconclusive.

Unit 305 Gerry Richards

Owner inquired about the cost effectiveness of replacing the window weather stripping.

Reply: The costs outweigh potential energy savings

Unit 816 Don Fedoruk

Owner had further inquiries about future window replacements.

Reply: An inspection by a professional firm established that the condition is good and that there was much life left in the windows. The window replacement is now in the Reserve Fund Study but the action is some 20 years in the future.

10. Election of two Directors

The following two candidates have put their candidacy forward for election to serve a 2 year-term: Gerry Dupont and John Deknatel (as a new Board member). Both candidates’ biographies are included in the AGM package. No other nominations were put forward.

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Motion to close/cease the nominations

Moved by: Unit 101 Laurie Freisen

Seconded by: Unit 113 Gary Yeldon

Carried

Motion to re-elect Gerry Dupont to serve on the Board of Directors

Moved by: Unit 502 Susan Saikaly

Seconded by: Unit 305 Gerry Richards

Carried

Motion to elect John Deknatel to serve on the Board of Directors

Moved by: Unit 515 Brenda Mackey

Seconded by: Unit 312 Sue Morneau

Carried

Gerry Dupont, Unit #205 and John Deknatel Unit #1101 were acclaimed as members of the Board of Directors.

11. Other Business

Questions from Owners:

Unit 906 Don Tefft

Owner inquired about the possibility of changing the current method of sanitizing the pool (bromine) to salt.

Reply: The President replied that the pool had recently been retrofitted from salt back to bromine due to high maintenance costs and equipment failure brought on by salt corrosion.

Unit 1101 Donna Deknatel

Inquired about reviving the previous program whereby Residents can sign up at the Superintendent's office to have interior unit ducts cleaned and filters replaced.

Reply: The Property Manager confirmed that the program would be offered to residents again this year.

Unit 814 Rema Pandompatam

Owner inquired about painting of balcony railings.

Reply: The President confirmed that the painting had recently been completed and no work is planned for the immediate future. The Property Manager asked that residents contact her if the railing was showing signs of unusual wear so that they can be inspected and repainted if necessary.

Unit 114 Kerry O'Leary

Owner inquired about possibility of installing additional door operators in P1 and P2 lobbies to allow residents hand free access.

Reply: The President confirmed that two doors are already accessible and indicated that equipping further doors would not be consistent with the role of the building.

Unit 816 Don Fedoruk

Inquired about whether the Board's reticence to equip further doors was cost related.

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Reply The President confirmed that the process is fairly expensive.

Unit 1005 Dini Van den Berg

Inquired whether owners could vote on installation of additional door operators.

Reply The President replied that no vote could be held as it was not included in the Meeting Agenda.

Unit 501 Diane Masson

Owner inquired about window cleaning.

Reply: The President confirmed that windows are cleaned once a year in the spring at a cost of roughly \$6,000 per cleaning.

Unit 501 Diane Masson

Owner further inquired about a previous request to have a BBQ installed in the Park.

Reply: The President confirmed that the Board had not looked at this item over the last year.

Unit 515 Brenda Mackey

Inquired about plans for the area in the garden where the large muhgo pines were removed.

Reply: The President confirmed that the Gardening Committee has plans for that area which will be implemented starting next year. Part of the plan is to merge the existing two gardens relocating it more to the centre then adding mulch to the south of the bed and sod to the north. Perennials will be planted in the newly merged central garden.

Unit 1114 Bert Hoolwerf

Inquired about the possibility of installing signage in the front visitor parking lot pointing guests to the north parking lot, where additional visitor parking could be found in the event the front lot is full.

Reply: The suggestion was noted.

Unit 515 Brenda Mackey

Inquired when the gym equipment would arrive.

Reply: The President confirmed that it is expected within the next two weeks.

Unit 1009 Elizabeth McCracken

Owner inquired about the possibility of installing additional cameras throughout the building to prevent incidents such as the recent break-in into locker rooms.

Reply: Presidents stressed that safety begins at home. All owners are responsible for ensuring doors are closed behind them and that they accompany their guests through the building (ie pizza delivery). He confirmed that the Board will be looking at additional safety measures in the next year.

Unit 815 Balasa Somashaker

Inquired about procedures when the fire alarm sounds asking if a two-level alarm system which would indicate when evacuation was necessary could be installed?

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Reply: The Residents were reminded to evacuate when they hear the fire alarm and do not stay in the lobby during evacuation. Please contact the Property Manager if the bells cannot be heard in the unit – strobe lights can be installed in unit where there is a resident who is hearing impaired.

Unit 515 Brenda Mackey

Owner indicated that over the last month one of the locker room doors on the P2 has been left ajar on several occasions.

Reply: The Property Manager requested that the resident show her exactly which door so that it may receive proper servicing.

12. Rooftop Make-up Air Units

Gerry Dupont and Shawn Moore from Energy Ottawa made a presentation to the meeting on a proposal to change the existing make-up air units (MUA) which use electricity as a heat source to units which use natural gas as a heat source. The briefing covered safety, scope of work, cost and funding options.

The presentation was followed by a questions and answer session which covered, among others, questions regarding funding through loans, industry incentives and the use of government rebates.

The President reminded all of the November 19, 2015 Owners meeting to approve the proposed Retrofit of the MUA to gas as discussed during the presentation.

13. Meeting adjournment

Motion to adjourn the meeting

Moved by: Unit 809 Tina Dutta

Seconded by: Unit 1106 Maureen Labelle

Carried

The meeting was adjourned at 8.25 p.m.