

**CARLETON CONDOMINIUM CORPORATION NO. 113
ANNUAL GENERAL MEETING OF OWNERS
ZOOM WEBINAR VIRTUAL MEETING
Tuesday, September 14, 2021, 7:00 p.m.**

PRESENT:	Joseph Wellington	President
	Lilianne Cousineau	Secretary
	Laura Roberge	Treasurer
	Fan Gao	Auditor, Ouseley Hanvey Clipsham Deep
	Mike Fraser	Reid Property Management
	Nancy Houle	Legal Counsel, Davidson Houle Allen
	Elaine Richard	Minute Taker

1. EXPLANATION OF PROCEDURES/CALL TO ORDER

Following a pre-recorded presentation which gave an explanation of meeting procedures, including how attendees will participate in the meeting, and an explanation of voting procedures, Nancy Houle, acting as Chair, called the meeting to order at 7:00 p.m. She advised that the meeting would be recorded, however only for the purposes of the Minutes, and the recording would not form a part of the Corporation's records.

2. INTRODUCTIONS

The Chair introduced the Board of Directors, Auditor, Property Manager, and Minute Taker.

3. NOTICE OF MEETING/QUORUM

The Chair confirmed that the Preliminary Notice of Meeting and Notice of Meeting were sent to owners according to the requirements of the *Condominium Act, 1998*.

The Chair advised of quorum with 62 units represented in person or by proxy.

4. PRESENTATION OF THE 2020-2021 AUDITED STATEMENTS

Fan Gao, Auditor, Ouseley Hanvey Clipsham Deep, presented the Audited Financial Statements, which were included in the owners' AGM package. He reviewed and explained the Auditors' Report, Balance Sheet, Statement of Reserve Fund Operations, Statement of Income, Statement of Cash Flows, and Notes. There were no questions for the Auditor.

5. APPROVAL OF MINUTES OF THE 2020 ANNUAL GENERAL MEETING

Motion made by Mark Woodrow (3178s), and seconded by Steven Diks (3160s), to dispense with the reading of, and to approve, the Minutes of the Annual General Meeting held September 16,

2021, and October 6, 2020. Motion carried.

6. APPOINTMENT OF AUDITOR

Motion made by Laura Roberge (3150s), and seconded by Daniel Cyr (1530q), to authorize the Board of Directors to re-appoint Ouseley Hanvey Clipsham Deep as Auditors, with remuneration to be determined by the Board. Motion carried.

7. BOARD'S REPORT

President, Joe Wellington, advised that it has been a trying year, with covid restrictions, and losing Board members due to employment changes and sickness in families, but the Board still got many things done:

- Topsoil was delivered for planting
- Board has been working on siding with engineers since January 2021
- New entrance signs for front of condominium; Frames to be painted shortly
- Asphalt patching done to extend life of paving
- Massive pruning and tree trimming has been delayed to the fall, due to contractor's understaffing; 93 trees are being trimmed, and 8 trees are being cut down
- End units got gables with rodent mesh installed, guaranteed for ten years
- Thanks to Lilianne Cousineau for coordinating the siding project; owners should contact the Board with any feedback

Discussion about window and door replacement siding replacement

The President advised that the Board decided two months ago to put a freeze on this project until after the AGM. With only three Directors, they need a full Board to address the window and door issues.

8. ELECTION OF (2) TWO PERSONS TO THE BOARD OF DIRECTORS

The Chair advised that this Corporation should have a five-member Board, but they only have three Directors. There are two two-year term positions up for election.

Candidate Daniel Cyr consented to run for election and confirmed no changes to his disclosure statement.

The Chair asked for nominations from the floor. Owners were advised that the Board can appoint another person after this evening until next year's AGM, if anyone decides after the meeting that they would like to be on the Board.

Elizabeth Meunier (3206s) volunteered to run for the Board. The Chair asked Elizabeth the disclosure statement questions.

After a final call for nominations, Mathieu Blais (3308h), Michael Saltmarsh (3105s), Steven Diks (3160s), and Mark Woodrow (3178s) put their names in as auxiliary Board members to be called in if necessary.

Motion made by Steven Diks (3160s), and seconded by Daniel Cyr (1530q), to close the nominations. Motion carried.

9. ELECTION RESULTS

Motion made by Laura Roberge (3150s), and seconded by Lilianne Cousineau (3317h), to acclaim Daniel Cyr and Elizabeth Meunier to the Board of Directors each for a two-year term. Motion carried.

10. GENERAL DISCUSSION

Daniel Cyr (1530q) asked if the Corporation can remove a large branch which is hitting his house from a tree that is on city property. Nancy Houle suggested that Daniel reach out to the city, and then the Board can follow-up.

Jamie Simard (1548q) was advised that the condominium office is located at the on-site little building with the garage door at the end of Fenmore and Hogarth.

Sufian Khan (3223s), a new owner, inquired as to owners' obligations for the cost of the siding project and when would payment be required. The President responded that he did not know how much it will cost at this time. The Board will contact owners in October when they have more information. There are options for payment, including possibly a two-year plan. Mike Fraser confirmed that it will be early spring before any payments are due.

Kelli Abbott (3178s) asked if a sign can be put up asking residents not to put garbage out in front of her house on garbage day. She asked if she has the right to install a sign. The President answered that the new Board will address this issue at the next meeting.

Michael Saltmarsh (3105s) thanked the Board for their hard work last year, and planning the siding project.

Jamie Simard (1548q) questioned what the percentage is of those who have new doors vs. those who do not have new doors. Mike Fraser explained that doors have been being replaced for approximately 20 years, and they are now replaced as required. The reserve fund has given the doors quite a bit of life expectancy, so there is no overall plan to replace doors and windows. Owners should contact Mike by email or the Board for any door requests.

Kelli Abbot (3178s) expressed her concern that the siding project is being done during covid and job losses. She asked why this project as been pushed off for this long. She also questioned why the siding was painted instead of addressed a year or two ago. Nancy Houle responded that this topic was addressed at the last meeting. The President replied that the siding is way overdue, and the Corporation cannot wait any longer. Covid was not predicted. Originally the plan was scheduled for 2025, but there are 30-40 owners with siding opening up and letting water in. It will cost more if the project is put off longer.

Kelli Abbot (3178s) asked if there are minutes from the previous meeting. Nancy Houle advised that a summary is being prepared and will be sent out when it is available. The decision rests on the Board, and cannot be overturned.

The President will contact the two new Board members after this meeting to schedule the next Board meeting. Nancy Houle reminded the new Directors to do their Directors Training within six months.

11. ADJOURNMENT

Motion made by Daniel Cyr (1530q), and seconded by Laura Roberge (3150s), to adjourn the meeting at 8:00 p.m. Motion carried.