**YORK CONDOMINUM CORP. No. 84**

September 27, 2017

**NOTICE OF MEETING**

Your attendance at our ANNUAL GENERAL MEETING is required. The meeting will be:

* **On OCTOBER 23, 2017**
* **At High Castle Public School**
* **Time: 7:00 PM**

**19 members must attend in person or by proxy to call the meeting to order. 39 members, in person and/or by proxy, must vote in favour of by-law acceptance/amendments.**

The standard quorum required for an AGM to proceed is 25% (19 members) of the owners. However, in the event a quorum is not reached on the first two attempts at holding the AGM, quorum would then be reduced to 15% (12 members) on the third and on any subsequent attempts.

All members are encouraged to attend. Only members in good standing may participate in voting.

**Each member in good standing has a right to vote. A member is in good standing if there is no outstanding indebtedness to the Corporation such as arrears of maintenance fees or unpaid bills for garage doors, driveways, patio steps, property damage, etc**

**The meeting AGENDA is:**

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| --- | --- |
| 1. | Presidents Address |
| 2. | Acceptance of the minutes for the last Annual General Meeting as distributed.  |
| 3. | Attached is a copy of the July 31 2017 Audited Financial Statement.* Question about the audited financial statement for the fiscal year ending July 31, 2017.
 |
| 4. | Election of an External Auditor |
| 5. | New By-law (see below) - Discussion / approval of proposed Holes Through the Back Common Element Wall. |
| 6. | Amendment to By-law #9 Records Retention |
| 7. | Election of Directors to take effect at the close of this meeting. * There are two positions each for 3 year terms.
* Close acceptance of candidates for directorship.

Election of directors. |
| 8.  | Other Business (Have you visited our web site? What do you think of it?) |

**YORK CONDOMINUM COPRP. 84 – PROXY FORM**

Proxy Completion Instructions are found at [**www.ycc84.ca**](http://www.ycc84.ca) Tab “AGM – Proxy: How to Complete”

 **Only this proxy form or a notarized general power of attorney are acceptable.**

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**October 23, 2017 AGM PROXY INSTRUMENT -** The business of the corporation has great control over our property investment equity and our living style. It is in everyone’s best interest to attend. If you cannot attend please ensure that you complete this PROXY form and give it to your appointed proxy who will be attending the meeting or place it the mail box at townhouse # 37.

**NO OTHER PROXY FORM IS ACCETPABLE**

Proxies must be registered with the Meeting Secretary prior to the meeting being called to order to be valid.

I ……………………………………………………………….............. **(Please Print Your Name)** of Unit # …………………

a registered member, in good standing\*, of York Condominium Corporation Number 84 appoint the President of the Corporation, or in this person’s absence the Secretary of the Corporation or delegate the person indicated hereinafter to act in my behalf and exercise my voting rights as follows:

…………………………………………………………………………………………………………………… **Name of Proxy Holder)**

**IN THE FOLLOWING PRESCRIBED METHOD**

|  |  |
| --- | --- |
| **1.** | **Election of Director(s)** |
| Choice No. 1,2,3,4

|  |
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|  |

 | Candidate’s NamePeter Baxter | Unit No.37 |  |  |  |
|  |
| Choice No. 1,2,3,4

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|  |

 | Candidate’s Name  | Unit No.  |  |  |  |
|  |
| Choice No. 1,2,3,4

|  |
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|  |

 | Candidate’s Name | Unit No. |  |  |  |
|  |
| Choice No. 1,2,3,4

|  |
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|  |

 | Candidate’s Name | Unit No. |  |  |  |

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| 2. | **In all other matters presented for a vote, at the meeting. for which a voting Direction has not been indicated, the proxY holder may vote at his / her discretion.** |  |

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If you signed # 2 you do not have to sign the following. If you did not sign # 2 you may sign the following if you agree. If you signed # 2 and any point below the below signed point overrides having signed # 2.

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| 3. | I acceptance the minutes of the last Annual General Meeting as distributed before this meeting. My proxy may vote on amendments the way my proxy feels best. |  |

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4. Election of the External Auditor (**only sign for one**).

|  |  |  |  |
| --- | --- | --- | --- |
|   | Candidate’s NameNabeel Aheel, CA19 Lynda McNeil Place, Markham ON L3S 3E4 | Sign to vote for |  |
|  | Candidate’s Name  | Sign to vote for |  |
|  | Candidate’s Name  | Sign to vote for |  |

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| 5. | I agree to amending By-law #9 by rescind the point about Records Retention. My proxy may vote on amendments the way my proxy feels best. |  |  |
| 6. | I agree to amending By-law #9 concerning Disclosure of Member Information. My proxy may vote on amendments the way my proxy feels best. |  |
| 7. | I accept the proposed new By-law Holes Through the Back Common Element Wall. My proxy may vote on amendments the way my proxy feels best. |  |

 **I, the undersigned hereby declare any previous proxy(ies) issued by me are null and void.**

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|  | **Please print your name below your signature.** |
| **Date ……………….………………..…..…2017** **Time ……………………….………. AM / PM**  |  |
| Telephone Nol. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Email Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| Proxies must be registered with the Meeting Secretary prior to the meeting being called to order to be valid. Completed proxies may be placed in the mail box at townhouse # 37. |
| **\*A member is in good standing if there is no outstanding indebtedness to the Corporation such as arrears of maintenance fees or unpaid bills for garage doors, driveways, patio steps, property damage, etc.**  |
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DRAFT BY-LAW

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| **BY-LAW XX****SERVICES THROUGH BACK BASEMENT COMMON ELEMENT WALL**Effective October 23, 2017Be it enacted as a by-law of York Condominium Corporation No. 84 as follows.These points are rescinded from the Gas Utility By-law 13

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| --- | --- | --- | --- |
| 3.3 | 3.7 | 4.1 | 4.2 |

Scope - Without exclusivity this By-law includes:* Gas Utility (also see By-law 13) venting
* Air-conditioner compressor access.
* Bathroom Venting
* Clothes dryer venting

IntroductionTo install a service a requirement may exist to require installing a system through a house structural wall. Under the terms of this by-law the Corporation endeavours to satisfy the wishes of the membership. When management approval is provided a hole may be made through a structural wall to accommodate a service.By-law 13 (Gas – Utility) point 3.7 is repealed and replaced with: “Subject to By-law XX holes through the building structure are to be the minimum size required. Filler for the holes is to be complementary of the area surrounding the hole. That is, matching brick or concrete. When concrete is used it is to be smoothed out to be even with the adjacent concrete.” * NOTE: In “tri-level” units the floor joists run from the front of the unit to the back; so that, venting ducts can go between the joists. In the other units the joists go from side to side; so that, venting ducts must be below the joists.

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| C:\Users\Peter\Desktop\sd 001.jpg |

1. A member who completes any work outlined within this by-law without the corporation management approval at the member’s expense will be required to restore the area.
2. General

2.1 Obtain a building permit from the local municipality.

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|  | 2.2 | Only a professional with expertise relative to the work being done may do work to a common element (wall).* All work being done which affects the common elements must be done according to any related manufacturer or supplier’s specifications and the by-laws; rules and regulations of the Condominium Corporation.
* All venting pipes must exit the townhouse at the required specification level and be of a height not to be blocked by snow buildup.
* When it becomes necessary to enlarge an existing hole this enlarging process is considered a new hole subject to this by-law.
* Filler around holes is required and is to be complementary of the area surrounding the hold. That is, matching brick or concrete. When concrete is used it is to be smoothed out to be even with the adjacent concrete.

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|  | 2.3  | Joists and any other structure supports may not be cut, notched, threw, etc. or damaged in any way. Drilling is permitted by a licenced electrician to install required electrical lines provided that the soundness of the joist(s) is not jeopardized. |
|  | 2.4 | Vents, windows, doorways and easy access to the water tap (use and washer replacement, etc.) may not be obstructed. |
|  |  |  |
|  | 2.5 | The member is responsible for the maintenance and repair after damage of all alterations; additions and improvements made to the unit and exclusive use common areas.* + The member is responsible for repair after damage.
	+ Failure to maintain and/or repair after damage within a reasonable time, the corporation may do the work at the expense of the member. A member shall be deemed to have consented and the cost of the work shall be added to the member’s contribution to the common expenses. The resident will give management townhouse access to make repairs. As required a management representative be given access to inspect work while being done and when completed.

The member is responsible to fill in any holes not being used; for example, service discontinued so that there is an unnecessary hole in the common element wall. |

1. Water taps and any vents may not be obstructed. Installation must allow for changing the water tap washer, replacing a vent with a new one, etc.
2. Installations may affect your patio. While the patio is part of the common elements designated for the exclusive use of the member, it is a common element for which the member is responsible for continuing grading and maintenance.
3. The Corporation may decline any application, which it feels is not in the best interest of the Corporation.
4. Along the townhouse, horizontal gas lines, air lines, electrical wiring, any conduit, etc. are not permitted.
5. Air (form the compressor) and gas lines (from the regulator); etc. are to be the shortest distance to the house and enter the house at the adjacent point.
6. Toronto Safety Standards Regulation

Gas Utility Holes, etc. Through a Common Wall http://mail.google.com/mail/h/d9w1oubnbzcf/?view=att&th=12921ffe7ec2b811&attid=0.1&disp=emb&zw9. Application and Approval ProcessManagement will have to consider each application on its own merit and circumstances about the relative townhouse.

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|  | 9.1 | In a letter apply for approval. The application letter must give full details:

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| 9.1.1 | Purpose and what is to be achieved. For service relocation situations the letter must provide a detailed description of how repairs to the existing hole in the common element wall will be repaired. |
| 9.1.2 | When in basic agreement Corporation management will complete a Corporation Indemnity Agreement for the member to sign. |
| 9.1.3 | When it is member signed it is to be returned to the Corporation Management along with payment for registration fee (provincial – to the title of the property) and for related incurred costs (legal, etc.) |
| 9.1.4 | Once registration is completed the province will provide a registration number. |
| 9.1.5 | When the registration number is affixed to a copy of the member signed Indemnity Agreement a copy will be given to the member. Receipt of this is approval for the work subject to the terms stated on the registered Indemnity Agreement. |

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|  | 9.2 | BECAUSE OF COMPLEXITIES AND VARIABLES THE COPRORATION MANAGEMENT MAY WITHHOLD APPROVAL FOR ANY REASON IF THEY FEEL APPROVAL OF THE APPLICATION IS NOT IN THE BEST INTERESTS OF THE CORPORAITON. |

10. GAS UTILITY Also see the Gas Utility By-law # 13.11. AIR CONDITIONING (See Rule 1) Many air conditioning units require the installation of an electric driven compressor to be located  outside the townhouse.

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|  | 11.1 | Compressors may only be installed in the exclusive use back patio area beside the privacy screen. |
|  | 11.2 | A compressor is not to block any window area. |
|  | 11.3 | When locating a compressor care is to be taken that the compressor cannot be used by a potential thief as a step to gain access to a townhouse.  |

12. BATHROOM BASEMENT VENTING Vents - Ontario Regulations Bathroom Vent – Ontario Regulation Must be a direct duct line to the outside. It may not join with the clothes dryer vent or any  other venting line.13. CLOTHES DRYER BASEMENT VENTING Clothes dryers are available which do not require a vent through the external wall. Kits are available to convert dryers which normally require external venting to this style.  For the entire length (dryer exit point to the outside end) of the venting duct system clothes  dryer venting from a dryer may not exceed thirty-five (35) feet.* Each ninety (90) degree bend in the duct line reduces that 35 feet length by five (5) feet.
* Each forty-five (45) degree bend in the duct line reduces that 35 feet length

 by two and a half (2 1/2) feet.  Each dryer vent on the outside of the wall is to have a dryer vent cover over the venting hole. 14. TANKLESS WATER HEATER May be installed in the basement attached to a common element wall or preferable to wooden studs.* With gas utility tankless water heater it is sometimes possible to vent through a dual function venting line to the outside shared with a gas venting line.
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By-law 9 Amendment

Point 9.2 Records Retention is rescinded.

The Condominium Act of Ontario establishes retention schedules. To prevent the possibility of conflict between our by-law and the Act point 9.2 is rescinded.



**Annual General Meeting (“AGM”)**

**Voting**

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| General Meeting Quorum | 25% if 25% do not attend a 2nd meeting can be called requiring only 15% | 19 Members-after 20 days’ notice |
| Declaration | Fess 90% | 68 Members |
|   | Other 80% | 60 Members |
| By-law | Majority of Members 50%+1 | 39 Members |
| Rules | Board Resolution | No member opposing petition from 15% of members i.e. 12  |
| “Substantial” changes (equal to 1% of budget fees income – common elements – assets - services | 66 2/3% | 50 Members |
| Removal of Director | 50% | 38 Members |
| Board Vacancy – replacement till next general meeting | 50% of remaining Directors | Act 34 |
| Member Petitions (Act) | 15% of Membership | 12 members  |