**Carleton Condominium Corporation No.377 Annual General Meeting of Owners**

**DATE:** Tuesday January 26, 2021

**TIME:** 6 :30 p.m. (registration begins at 6 :15 p.m.

**PLACE:** Zoom Webinar

**Recorded by CMG on Zoom**

**Board**

Jacques Groulx President

Harry Meredith Treasurer

Rick Mann Director

Danielle Thibault Director

Ann Pollack Director

**CMG Property Management**

Jim McHugh Property Manager, CMG Property Management (by phone)

Shelley Seaby CMG Virtual Meeting Facilitator

**BDO**

Katie Jenkins Auditor

1. **Call to Order** 6:40pm

Attendees were asked to approve a motion to appoint Shelley Seaby of CMG to act as meeting chair.

Moved David Knowles (406-320 Crichton) Seconded Marion Haunton (406-310 Crichton)

Carried Unanimously

1. **Confirmation of Quorum**

The chair confirmed that quorum had been reached, with 20 units represented in total: 17 in person and 3 through proxy.

1. **Introduction**

The chair repeated information on the technical aspects of the E-Meeting that had been provided on screen before the call to order, including:

* how attendees participate in the Meeting (e.g. raising hand to ask question)
* voting procedures; and
* how to get help with any technical issues during the meeting

1. **Confirmation of Notice of Meeting**

No objections being raised, the Chair confirmed the notice of meeting had been sent out, as required.

1. **Approval of Agenda**

No objections or additional items being proposed, the Chair confirmed the agenda, as circulated.

1. **Approval of Minutes of the previous Annual General Meeting , held Tuesday June 11, 2019**

**Motion to dispense with the reading of the Minutes**

Moved J. Groulx (204-320 Crichton) Seconded Danielle Thibault (103-320 Crichton)

Carried Unanimously

**Motion to** **Accept the Minutes as circulated**

Moved Koula Mellos (303-310 Crichton) Seconded Eileen Overend (402-310 Crichton)

Carried Unanimously

1. **Presentation of the audited financial statements to February 28, 2020**

Katie Jenkins (BDO) presented the Audited Financial Statements for the fiscal year which ended February 28 2020. The Financial Statements were prepared by the office of BDO Chartered Accountants and were included in the AGM Package sent to owners.

At the meeting, she reviewed the report, page by page (on screen), providing an explanation of the day-to-day operations and contributions to the Reserve Fund and noting the impacts and uncertainty due to COVID19. She also confirmed that the audit was in accordance with generally accepted auditing standards.

**Discussion of Financial Statements**

Marion Haunton asked why the level of the Reserve Fund was much lower than projected and significantly different from that set out in our Reserve Fund Plan.

President Jacques Groulx explained that the two main causes were the need to replace the faulty garage door and to complete the solarium replacements. He added that whilst the Reserve Fund was undesirably low at the end of Feb 2020, it has since been replenished to a reasonable level and also that we don't have any major planned expenditures in the near future.

In response to a further question from Marion Haunton as to why the garage door replacement had been so costly, Jim McHugh explained that the original door kept breaking down because it was not designed for heavy use and this was why the decision was made to buy a much better (but also more expensive) door that would last and not required such frequent maintenance. Susan Delacourt (101- 320 Crichton) asked whether the Corporation is required to have a specific amount in the Reserve Fund and if so, whether we are we able to meet this.

Jacques Groulx explained that the relevant amounts are set out in the Reserve Fund Study. These were developed by consulting engineers who based their recommendations on the industry standards on what is appropriate for our type of building. The amount in their study is $130,000 and we are getting close to that amount again now.

There being no further questions, the Chair thanked the auditor for attending the meeting and providing explanations for owners.

1. **Appointment of Auditors for the current fiscal year (2020/2021)**

The auditor having left the meeting, the Chair asked the Board whether they have been pleased with the current auditors (BDO).

Treasurer, Harry Meredith (104-310 Crichton) said that they have been the Corporation’s auditors for 5 or 6 years now, that the Board has been very satisfied with their work and recommends that they be reappointed.

**Motion to re-appoint BDO for the fiscal year ending Feb 28 2021**

Moved Jacques Groulx Seconded Marion Haunton

Carried Unanimously

1. **Board Report (President’s Report)**

President Jacques Groulx welcomed new owners on both the 310 and 320 sides.

Betty and Colin Smallridge, 203-320; Jill and Stuart Cobbett (101-310);

Susan Delacourt and Don Lenihan (101-320); Lisa Stymiest (102-310)

He then walked attendees through the President’s Report, page by page, already circulated to owners as part of the AGM Package (See Appendix. )

**Discussion of Board Report**

Marion Haunton asked whether the back staircase to 310 provided safe means of escape in case of fire

Jim McHugh confirmed that it did.

Jim McHugh updated owners about the hot water tank stickers referred to in the report, indicating that the warning notice for plumbers would be distributed to owners next week.

David Knowles asked about the concern he had raised about people being able to reach over the newly installed side gate to Vaughan and open it by activating the space bar.

Jim McHugh confirmed that this problem has now been fixed.

1. **Election of Directors**

The Chair explained that there were three positions to fill and that three owners, Ann Pollack (403-320), Don Lenihan (101-320) and Bruce Wilson (404-320) had formally notified the Board of their intention to stand for election; and that their resumes were included in the AGM package sent to owners.

The Chair opened the floor for any additional nominations. There being none, owners voted on the candidates, as follows.

**Ann Pollack**

Moved David Knowles Seconded Maria Rajicic

Carried Unanimously

**Don Lenihan**

Moved Jacques Groulx Seconded Harry Meredith

Carried Unanimously

**Bruce Wilson**

Moved David Knowles Seconded Danielle Thibault

Carried Unanimously

The Chair declared Ann Pollack, Don Lenihan and Bruce Wilson Board elected Directors by acclamation

1. **Discussion and Vote By-Law# 11**

As explained in the note to owners, the purpose of this proposed by-law is to allow the Board to arrange for owners (and their proxies) to attend and vote at Condo meetings by way of audio conference or video. This would make it easier for owners who are unable to attend a meeting to vote, without the necessity for a proxy; and also allow Boards to call E-meetings beyond the current state of Emergency, should they so wish.

The Chair asked whether there were any questions. There being none, it was put to the vote

Moved Marion Haunton Seconded David Knowles

Carried Unanimously

1. **General Discussion**

Jim asked the three new Board members to introduce themselves

Don thanked people for being tolerant re the construction going on in his unit, reiterating that he was looking forward to being on the Board and meeting everyone when it’s again possible.

Ann explained that she has lived here for a while, has already been on the Board for 6 months already and is looking forward to continuing.

***Note:*** Bruce Wilsonwas unable to attend at the last minute due to urgent family matters.

Marion Haunton gave a big thank you, on behalf of owners, to the current and new Board members for everything they have done and will do..

1. **Adjournment** 19:40