## A picture containing snow, building, outdoor, house Description automatically generatedPlace du Village Square 310–320 Crichton St., Ottawa

OUR VISION

**Our home secures its market value through prudent attention**

**to physical maintenance and financial capability.**

**We encourage a positive sense of community among all residents.**

## 

#### **Annual General Meeting – Minutes, January 13, 2022**

**PRESENT:**

Bruce Wilson President

Danielle Thibault Treasurer

Ann Pollack Director

Richard Mann Director

Donald Lenihan Director

Doug Mclean Auditor, BDO

James McHugh Property Manager, CMG

Jesvin Jacob Property Manager, CMG

Yaprak Ilaslan Recording Secretary. CMG

Samantha Nunn CMG Virtual Meeting Host

**1. CALL TO ORDER**

Bruce Wilson, chair welcomed owners at 6:30p.m. and called the meeting to order.

By raise of hands owners agreed to allow Bruce Wilson (President) to act as the chair for the Annual General Meeting.

**2. CONFIRMATION OF QUORUM**

Samantha Nunn confirmed quorum with 14 owners presented in person and 10 owners presented by proxy.

3. **TECHNICAL MATTERS**

CMG Virtual Host provided owners with a video clip explaining providing a brief explanation on how to use the zoom features such as how to raise a hand for a motion, or ask a question and how to vote during the election period.

**4.** **CONFIRMATION OF NOTICE OF MEETING**

James McHugh confirmed that the Preliminary Notice was sent to all owners 35 days in advance and the Notice of Meeting was sent to owners 15 days in advance all in accordance with the requirements of the Condominium Act

**5. INTRODUCTIONS**

Members of the Board, property managers, auditor, recording secretary and the CMG virtual host were introduced as per the above head table list.

**6. APPROVAL OF AGENDA**

Bruce Wilson amended the agenda by adding item an agenda item “Board’s Report” after item #9 on the agenda.

With no further amendments to the agenda, the agenda was approved with the above amendment by the owners by raise of hands.

**7. APPROVAL OF PREVIOUS ANNUAL GENERAL MEETING MINUTES**

A copy of the previous Annual General Meeting Minutes held on January 26, 2021 was included as part of the Notice of Meeting package for owner’s review.

There were no errors or omissions received from the owners.

**Motion** made by B. Wilson (404-320) and **Seconded** by M. Haunton (406-310) to dispense with the reading and approve the Annual General Meeting Minutes for January 26, 2021 as presented.

**Motion Carried**

**8. PRESENTATION OF AUDITED FINANCIAL STATEMENTS**

Doug Mclean , Auditor, presented the Audited Financial Statements for the fiscal year ending February 28, 2021 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, and included an opinion that stated, the financial statements were presented fairly in all material aspects and that it was a clean audit year for the Condo Corporation.

E. Overend (402-310) advised the cleaning cost was increased significantly due to Covid; however, repairs and maintenance had also increased significantly as well as water consumption. The owner wanted to know what the cause of the increase was and if there will be a major increase in the current fiscal year.

J. McHugh advised there were two leaks on both sides and repairs were expensive. There is a potential for such incident to re-occur as the building is aging. Given the fact these pipes are behind the wall, a preventative maintenance is not possible. It was noted that many owners stayed at home during Covid, as such, there was an increase in water usage.

M. Haunton (406-310) wanted to know if the current Reserve Fund Study is adequate and when the next update is.

J. McHugh advised there is currently $273,000 in the Reserve Fund and it is being built back up. The new Reserve Fund Study will be done in the next year. Engineers have been commissioned to give recommendations on the bricks, as they should be replaced with something more permanent in the next 5-7 years. Roof, courtyard, and garage membrane are in good condition.

With no further questions from the owners, the Auditor was excused from the meeting.

**9. APPOINTMENT OF AUDITOR**

The Board recommended re-appointing BDO as the Auditor for the fiscal year ending February 28, 2022.

**Motion** made by B. Wilson (404-320) and **Seconded** by M. Haunton (406-310) to appoint BDO, as the Auditor to complete the audit for the fiscal year ending February 28, 2022.

**Motion Carried.**

**10. BOARD REPORT**

Bruce Wilson reported on the following:

* Legal name for the condominium is known as Carleton Condominium Corporation No. 377, however, the official public name is “ Place du Village Square”.
* James McHugh, the property manager has retired, and the condominium has a new property manager, Jesvin Jacob.
* Management advises on CAO requirements and attends promptly to all maintenance needs, manages supplies, payments, and all accountant related matters.
* New property Manager was introduced and James Mchugh will continue to assist**.**

Richard Mann, Director of property reported on following items:

* Works closely with the property manager.
* Building is in good shape. The board is look at three projects, the back fence which needs to be replaced, hopefully in the summer. One of the residents recommended a particular fence used by another condo down the street, which the Board as agreed to install the same fence. Cost is roughly $35,000.
* An engineering firm has visited the site to provide recommendations for EC charging stations. Board is currently waiting on the assessment report, as well as the cost.
* The Engineers have recommended for the bricks located on the outside of the building should be covered. It will be evaluated by the engineers along with a cost estimate.
* The building is aging, as such, some water pipes will occasionally break and must be fixed as soon as possible.
* Structure of the building should be good for many years before this could be looked into**.**

Danielle Thibault, Treasurer reported on the following items:

* The condominium is within budget for the current fiscal year, and is expecting a small surplus on the operating budget.
* Reserve Fund is in a good position and contributions are being made accordingly.
* Annual budget will be ready for the year end of February 2022.
* Reserve Fund Study will be updated. Last one was done in 2019, once the new Reserve Fund Study is approved by the Board, a copy will be sent to all owners.

Bruce Wilson commented on community and reported the following:

* New website for the community. It had good initial visits, and good way to post and share information with the owners (minutes, legal documents, insurance, etc.)
* Board is looking for an individual who will monitor the website, as well as emails. Any owner who is interested was asked to contact the Board.
* Board is hoping to have a community gathering once Covid passes.
* Parcel delivery – safe space is being looked into so it does not get stolen or damaged.
* Lobby library is appreciated and put into good use.

Ann Pollack, Director of Communications reported on the following items:

* Owners were thanked for updating their information. The Board as well as management has an up-to date owners’ information.
* Owners can also provide additional information such as emergency contact, how many pets.
* Website continues to be the main source where information is available.
* Library is open to all owners and residents.

Donald Lenihan, Legal, reported on the following items:

Monitors CAO.

* Works with the condominium legal counsel when needed.

**11. ELECTION OF TWO (2) DIRECTORS**

There are currently 2 (two) positions up for an election on the Board.

Ann Pollack nominated Danielle Thibault, to which the nomination was accepted.

Danielle Thibault nominated Stuart H. Cobbett to which the nomination was accepted.

The floor was opened for further nominations. No further nominations were received from the floor.

By acclamation, Danielle Thibault, and Stuart H. Cobbett were acclaimed to the Board.

**12. GENERAL DISCUSSION**

E. Overend (402-310) thanked the Board for their work and time, and recommended for the board to issue a newsletter from time to time instead of waiting for the Annual General Meeting to provide owners with an update.

Bruce Wilson thanked the owner for the recommendation and the Board will look into the newsletters.

K. Mellos (303-310) thanked the board for their work and advised the front directory has not been updated since the building was built as it has owners and residents who no longer live in the building.

James McHugh advised the new property manager is working on updating the directory and will be completed in the next week or two.

M. Haunton (406-310) wanted to know if there will be an increase to condo fees for the upcoming fiscal year and if a notice will be sent to introduce the new property manager.

James McHugh advised the board has not looked at an increase at this time, it will be determined during the budget preparation. A general email was sent to owners for the introduction of the new property manager, but it can be sent again.

**13. ADJOURNMENT**

With no further discussion from the owners or the Board, the meeting was adjourned at 7:46p.m.