

**CARLETON CONDOMINIUM CORPORATION NO. 276**  
**Annual General Meeting**  
**Zoom**  
**Wednesday October 21, 2020**

**Present:**

Chris Dunn                      President/Secretary  
Giovanni Missio              Treasurer

Nikki Monette   Property Manager, Condominium Management Group/Recording Secretary  
Michael Pauli   Auditor, McKay Duff

**Registration and Call to Order**

Registration took place from 6:45pm to 7:00pm at which time C. Dunn called the meeting to order.

**Confirmation of Quorum**

N.Monette verified quorum at 25 units represented, 12 in person and 13 by proxy.

**Confirmation of Notice**

C. Dunn confirmed that the preliminary notice was sent to all the owners 35 days in advance of the meeting. All pertinent documents were distributed by mail to all owners 15 days in advance of the meeting.

**Introductions**

C. Dunn introduced the Board of Directors, himself and John Missio and advised owners that Mike Bailey had left the Board due to moving. He also introduced Nikki Monette the property manager with CMG who was also the recording secretary.

**Presentation of the Audit Financial Statements of December 31, 2019**

M. Pauli presented and reviewed the Audit Financial Statements for the fiscal year which ended December 31<sup>st</sup>, 2019. The Financial Statements were prepared by the office of McKay Duff and were included in the AGM package. M. Pauli reviewed the report, with an explanation of the day to day operations and contributions to the reserve fund. M. Pauli confirmed that the audit was a clean audit.

The Auditor opened the floor to questions:

P. Roberts (423 Sandhamn Private) asked why the amounts in the reserve fund budget varied? M. Pauli responded that the figures span over a few years and some work that was not scheduled can be brought forward to have completed. This would change the budget vs actual figures.

C. Dunn (450 Sandhamn Private) noted that the cash flow amounts vary each year. The reserve fund amounts are just an estimate and may not be actual figures in the end result.

M. Pauli advised owners that contributions are increasing only at inflation which is good. However, the figures they estimate for work can become an issue if the engineers do not estimate enough. With that said you are never going to have the numbers line up. Take siding for example; in two years there was work done but it was not planned for and just gets taken into account.

There were no further questions.

#### **Approval of the 2019 Audit**

**Motion:** Approve the 2019 Audit as presented.

**Moved:** C. Acar (466 Sandhamn Private)

**Seconded By:** J. Missio (455 Sandhamn Private)

**All in Favor.**

**Motion Carried**

#### **Appointment of Auditor**

**Motion:** To re-appoint McCay Duff for the year ending 2020.

**Moved:** J. Monorchio (505 Sandhamn Private)

**Seconded By:** J. Missio (455 Sandhamn Private)

**All in favor**

**Motion Carried**

#### **Approval of Minutes of Previous Annual General Meeting held on June 20<sup>th</sup>, 2019**

E. Comeau (484 Sandhamn Private)– **Commented** that on page 5 a correction needs to be made to C. Dunn's unit as he does not live at 420 but at 450.

**Motion:** Approve the minutes of June 20<sup>th</sup>, 2019

**Moved:** J. Monorchio (505 Sandhamn Private)

**Seconded By:** C. Acar (466 Sandhamn Private)

***All in favor***  
***Motion Carried***  
**Presidents Report**

C. Dunn reported the following;

- Thanked everyone coming out and commented on the turn out during such a difficult time. He noted that they anticipated in having a meeting in person but gathering limits rolled back so we were under the crunch to hold the meeting in the allotted timeframe.
- He thanked the Board Members and Management for the help over the last 12 months
- There were four driveways repaved last fall. We are hoping to have four more completed before this year is finished. Working is taking very long to get done due to the shut down in spring
- There are still some leaks in the back of 3 units.
- There were some doors changed in 2019. I am currently looking for a new door supplier. Only because the door supplier they used in 2019 does not use a good quality door frame and you cannot support a standard storm door. You can only use phantom.
- Windowpane replacement have continued this year as many of the window seals are failing. Orleans Glass was contracted to make several repairs however they have informed us they are shutting down. New suppliers will be asked to supply quotes.
- Eavestrough out of 79 – 32 did not have rear eaves. We did a bulk order and 13 owners signed up and we had them installed. This was at the owner's expense. We hope to do this again next year as there is cost savings to bulk ordering.
- New landscaping this year called All in One. Everyone seemed to be a happy with them. Therefore, a three-year contract was signed.
- There has been a lot of improvement with visitors parking as many of the owners are using the registration tool. Homeowners are also not parking in visitors as much as they used to. It was explained you can go to Sandhamn website or email management or the board of directors to register.
- Some walkways were re-leveled by All in One.
- Parging will commence shortly by Joe Tegano.
- Three trees and four bushes were replaced through the landscaper All in One.

- There has been car break ins on the street this week – it has happened about 4 times. C. Dunn noted that it is very dark on the street because homeowners are not leaving their porch light. He urged people to put their light on as it is a deterrent. He also asked if anyone would want to be neighborhood watch.
- Insurance increased (44%) 20 K to 29K, this was due to the weather changes (more major storms, aging units, number of claims that are going through).

C. Dunn explained this is why he proposed the new bylaw re: Insurance deductible if the condo is not responsible to make the repair to your unit because it's a leak in your pipes the deductible can get charged back. The Bylaw will not go through tonight as we don't have enough people registered to pass it.

- Some tree trimming was completed (majority of the worse) and there is still some work to have done in the spring.
- For years water usage was spiraling out of control. A spreadsheet was compiled to monitor the usage and it has become much better over the last 2 years.

#### **Questions from Presidents Report:**

J. Monorchio (505 Sandhamn Private) asked if it is possible to ask the landscaper to not come on garbage day? C. Dunn explained that they had other jobs booked but she has been moving the garbage bins and picking up garbage. We will mention it again.

J. Monorchio (505 Sandhamn Private) asked about Driveways that got replaced and road grading. C. Dunn explained that there is grading issue on sections of Sandhamn Pvt (this goes back 15 years from correspondence he has looked through). An Engineering company was hired to take measurements and they came back said yes you have negative slopes. 1<sup>st</sup> solution is to lower the curb at the end of the driveway. 2<sup>nd</sup> option to install a trench drain 160K (connected via garage floor drain (not an option here) or dig in between two garages and trench out to the storm water line. 3<sup>rd</sup> option lower the road 8 inches when they resurface the road then there is a slope on the garage approx. 500k-600k.

C. Acar (466 Sandhamn Private) believes we should look at it at one driveway at a time (localize the problem for each one) might save on the budget. What will happen when you lower the whole road?

C. Dunn noted that the engineer report is posted on the website which notes all the units that are affected.

P. Roberts (423 Sandhamn Private) noted that one option temp or permanent but put a speed

bump in front of the garage. (at the lip of the garage). C. Acar noted that it would stop the water from going into garage but not off the driveway it would just pool.

Further discussion ensued about driveways.

### **Election of three (3) Directors**

C. Dunn announced there are three (3) positions available, each for a one (1) year term.

C. Dunn and G. Missio has brought their name forward for re-election. Pallavi Swaranjalli, Julia Monorchio, Hyacinth Telfer and Charbel Acar have brought their names forward.

Votes came in and the results were as followed:

- |                                       |    |
|---------------------------------------|----|
| - J. Monorchio (505 Sandhamn Private) | 15 |
| - C. Dunn (450 Sandhamn Private)      | 23 |
| - C. Acar (466 Sandhamn Private)      | 13 |
| - G. Missio (455 Sandhamn Private)    | 13 |

J. Monorchio (505 Sandhamn Private) and C. Dunn (450 Sandhamn Private) were elected to the Board.

Resident Elect was determined that C. Dunn was the resident elect position with a majority vote.

Another poll was created for the tie breaker for C. Acar and G. Missio (just for the owners online another proxy would be given to the ones who had submitted to do a tie breaker) It was tie again 7 to 7.

Due to the Tie – the Election of the Board of Directors was suspended, and a new proxy form would be sent around to all owners to vote on C. Acar or J. Missio to break the tie.

Please review appendix A – Continuation Meeting to determine who the elected Board Member was.

### **General Discussion**

C. Acar (466 Sandhamn Private)-asked about garage doors repair and replacements, what does the condo do for these items?

C. Dunn explained that dents are not covered by the condo (if someone damages it condo will not cover the expense) but the replacement of the door is covered by the condo.

J. Monorchio (505 Sandhamn Private) asked what year the decks are to be done as per the Reserve Fund Study. C. Dunn noted \$6,000 every 3 years. We wanted to have decks done this year, but the prices were outrages so a search for a reasonable priced contractor is still ongoing. C. Dunn also noted that the owner of 492 Sandhamn had a new deck installed at a real good price and that N. Monette was asked to contact him to quote on the work required.

J. Monorchio (505 Sandhamn Private) noted that the Reserve Fund Study RFS sets out certain repairs to be done globally. What year are decks and are they in conjunction with the fences. C. Dunn Noted that next year another \$6000 is set for the decks. Fences are set to start next year for two years (40K) and painting on all wood surfaces on the front of the house (example around the garage door)

J. Monorchio (505 Sandhamn Private) asked why they couldn't go with another engineer to complete the study to get some fresh ideas. N. Monette replied that quotes were received for the Reserve Fund Study and Paterson was chosen to complete it again and it is already on the go.

### **Adjournment**

The meeting was adjourned 9:08 pm.

## **APPENDIX A**

### **Continuation to the AGM November 10<sup>th</sup>, 2020 via Zoom**

Call to Order at 7:00 PM

Attendees were C. Dunn (450 Sandhamn Private), G. Missio (455 Sadnhamn Private) C. Acar (466 Sandhamn Private) and N. Monette (Property Manager, CMG)

Count of the proxies perused, and the votes tallied as follows:

C. Acar (466 Sandhamn Private)	4
G. Missio (455 Sandhamn Private)	8

G. Missio was elected to the Board of Directors. C. Acar was thanked for putting his name forward.

Meeting was adjourned at 7:15 PM