

**Minutes of the Annual General Meeting: May 15<sup>th</sup>, 2019**

Location: Dakota Community Centre

**Attendance:**

Management: Emma McNeilly In Person: Kieron Kennedy Doug Andrews Wendy Stobbe & Gary Schiewe Clara Brandt Cory Lang Debra Jobin Janine St. Hilaire	Brenda Collins Matt Purdey Brianne Kennaugh Paul Wakefield Kristen Ollinger Sheri Anderson Alan Biebrick Andriy Chuprov	Michael Smith Jeff Gooding Ed Hodgert Edith & Hubert Alards Wilfred & Diana Kochen Jennifer Scott Jane McGregor
By Proxy: Miriam Glogowski Edward Thorpe & Carole Banville Robert Semeniuk Sheree Epp Veronique Kujawa Katherine Morgan Adrianna Szarek Terry Gallop Rene Tetrault Elvira & Rudy Salangsang Chelsey Cunliffe Yasmina Meridji & Michael Centeno	Garry Hirsch Karli De vries Patrick & Linda Mullen Yue Tang Colleen & Ian Clark Justin Trahan Cory Fabbri Hu Yan & Li Teng Wei Lin & Haiyan Zhai Graham Goodman Crystal Hiebert Sean & Sheri Nedohin	Frank & Margaret Hertzner Jennifer Cloustan Bradley Pisiak Chiara VanDale Michael Degagne Irene Ines Cheryl Appleyard Evelyn Golembiosky Rodolfo Mejia Adam Penner Luisa Macchia Paurul Chatrath

**Item**

**1. Call to Order**

Meeting called to order at 6:30pm

**2. Calling of the Rolls and Certifying of the Proxies**

Done at sign-in by Emma McNeilly and Edith Alards.

**3. Confirmation of Quorum**

By Proxy: 49.19%  
 In Person: 28.62%  
 Total Representation: 77.84%  
**Quorum Achieved.**

**4. Proof of Notice of Meeting or Waiver of Notice**

Hard copy of notice was mailed to each unit owner prior to meeting within their AGM Package.

**5. Reading and Disposal of the May 16<sup>th</sup> 2018 AGM Minutes** (attached)

Copies of the May 16<sup>th</sup>, 2018 AGM minutes were distributed to all owners in their AGM Package.

*Motion* moved by Kristen Ollinger (11-142) to approve the minutes as presented. Seconded by Clara Brandt (3-142) . **Carried.**

**6. Review of the December 31, 2018 Audited Financial Statements** (attached)

Copies of the audited financial statements were distributed to all owners in their AGM Package.

Michael Smith reported on each line item of the Financial Statements and that the overall expenses remained the same.

Questions:

- 1) What is on-site support? Brought forth by Clara Brandt (3-142).

Response: On-site support does small maintenance items, replacing burnt out the light bulbs, taking MB Hydro readings, opening the gate for move in / move outs from buildings 130, 132, 134 & 138 as well as on site walk a-arounds i.e. troubleshooting.

- 2) Is there a way to lower the electrical expense? Brought forth by Bruce Kochen (4-130).

Response: Over the past 5 years, we have been changing over to LED bulbs. Motion sensors had been considered however the overall cost would be the same.

- 3) What does the electrical expense include? Brought forth by Clara Brandt (3-142).

Response: It includes the parking stall plugs, laundry / electrical and hot water tank rooms as well as the common areas.

- 4) Do we have cut off plugs for the parking lot? Brought forth by Andriy Chuprov (10-140).

Response: We have looked into it and it wouldn't work for this property as there are many shift workers that depend on their vehicles being plugged in. The cost of an overall switch over would not be cost effective for us in the long run.

- 5) Can we look into slowly replacing the laundry units when they quit to have better features like auto dry? Brought forth by Andriy Chuprov (10-140).

Response: We have been looking into switching them into commercial units for better features.

- 6) What is the Management Contract? Brought forth by Clara Brandt (3-142).

Response: It is our contract with Sunrex Management which hasn't changed since 2010. The contract renews automatically each month and has 60 days written notice for either party to cancel.

*Motion* moved by Hubert Alards (1-142) to approve the 2018 Audited Financial Statements as presented. Seconded by Kieron Kennedy (3-132). **Carried.**

**7. Annual Report from the Board of Directors** (attached)

The Annual Report is prepared for informational purposes and copies were distributed to all owners in their AGM Package.

Accepted as circulated.

**8. WCC #85 Collection of Condo Fees, Assessments, Delinquent Accounts & Fines Policy** (attached)

A Collection of Condo Fees, Assessments, Delinquent Accounts & Fines Policy for condominium corporations is recommended CCI. The attached policy was developed for Paddington Green and vetted by legal counsel. A copy was distributed to all owners in their AGM Package.

Question:

Do Late fees go into the Reserve fund? Brought forth by Kristen Ollinger (11-142).

Response: No, the fees are deposited in the operating fund as general revenue.

**9. Review of the Current Financial Statements**

Seeing that the April 30, 2019 Financial Statements have not been made available yet, Paul Wakefield pasted over this item.

**10. Appointment of Auditors**

In previous years, the corporation has used BDO as their auditors.

*Motion* moved by Doug Andrews (11-132) to retain BDO as our financial auditors. Seconded by Hubert Alards (1-142). **Carried.**

**11. Election of 2 Director (3-year term)**

We have two nominations.

**Paul Wakefield**  
**Edith Alards**

There being no opposition, both *members are appointed to the board by acclamation.*

**12. Standard Unit By-Law** (attached)

The attached Standard Unit By-Law document which was distributed to all owners in their AGM Package, was prepared in such a way to explain what it is and address a number of common questions which members may have.

Standard Unit By-Laws are recommended by CCI and provide unit owners with a better understanding as to what their insurance needs are. Edith explained that based on our past experience with 4 Insurance claims and the increase in the Water Damage Deductible from \$5,000 to \$10,000 plus the increase in cost for Insurance coverage, it is strongly recommended that WCC #85 implement the Standard Unit By-law.

No questions put forth.

*Motion* moved by Janine St. Hilaire (5-138) to approve the Standard Unit By-law Seconded Alan Biebrick (9-132). **Carried.**

*Vote: Passed 77.84% of the total represented.*

**13. Proposed Changes to the Amended & Restated Declaration** (attached)

The Proposed Changes to the Amended & Restated Declaration document was distributed to all owners in their AGM Package.

Edith explained that in the process of dealing with insurance claims, an up to date Declaration dealing with Insurance and Maintenance issues are very important and provide for a smother process and these changes would bring our Declaration back in line with the Condominium Act.

Questions:

What is the opposition for listing units on platforms like Air BNB? Brought forth by Andriy Chuprov (10-140).

Response: Increased security risks, Condominium Units are the owners home and neighboring owners would also be assuming the increased risk as there is no formal security on our premises. There is also a question of having the proper insurance coverage, being able to obtain it and at what cost; not only for the unit owner but also for the Condominium Corporation.

This change was brought forward by legal counsel since CCI does not recommend them, as per Article 2.03 Occupation and Use (e) of our Amended & Restated Declaration “Each Unit shall be occupied and used primarily as a private single family dwelling.” and Condominium Air BNB’s are a true concern in other provinces.

*Motion* moved by Wendy Stobbe (2-140) to pass the proposed Amendments to the Amended and Restated Declaration. Seconded by Clara Brandt (3-142). **Carried.**

*Vote: Passed 77.84% of the total represented.*

In order for an amendment to the Declaration to be passed, signed consent forms from 80% of the owners holding voting rights in the Corporation are required – we are awaiting the last 2.

**14. Unfinished Business**

Nothing put forth.

**15. New Business**

**15.1 Reserve Fund**

The reserve fund is for the necessary repairs as outlined in the reserve fund study. However to date, we incurred an additional expense of \$8,000 this year for a hot water tank.

Questions:

1) How does the special assessment work? Brought forth by Andriy Chuprov (10-140).

Response: The Special assessment in the case of removing the cottonwood trees and fixing the wing wall was due to an unbudgeted extraordinary expense for which we didn’t have any funds. Using the money in the Reserve Fund did not make sense since those dollars are already allocated to identified repairs in the Reserve Fund Study. As is, Paddington Green has quite a discrepancy between the actual amount in the Reserve Fund and the ideal balance as reported in the Financial Statements.

- 2) Is it common that the ideal balance be so different than the current balance? Brought forth by Andriy Chuprov (10-140).

Response: Answered by Michael from Sunrex Management. It depends on the type of the work that is being done. As the ideal balance uses the highest quotes and contracts to be able to give the highest amount given the most expensive option which allows for a cushion in case unexpected expenses come up.

- 3) Is there breakdown of the ideal balance?

Response: Yes, in the reserve fund study but only by year.

- 4) What is the proportion of the condo fees that goes into the reserve fund?

Response: The breakdown of the Reserve Fund Contribution is shown by unit on your annual Operating Budget document.

- 5) Are we forecasting a special assessment? Brought forth by Doug Andrews (11-132).

Response: Not that we are aware of at this time.

- 6) Are we forecasting any condo fee increases? Brought forth by Clara Brandt (3-142).

Response: It is too early to say, these are usually determined when going thru the budget process for the following year.

## 16. Adjournment

*Motion* moved by Paul Wakefield to adjourn the meeting. Seconded by Clara Brandt (3-142) . **Carried.**

Meeting Adjourned at 7:28 p.m.