

HALTON CONDOMINIUM CORPORATION NO. 58
Minutes of the Annual General Meeting
held on Thursday, June 23, 2022, at 6:30 p.m.
held in the Playground – 2301 Cavendish Drive, Burlington, ON

CALL TO ORDER

The meeting was called to order at 7:00 p.m.

**CALLING OF ROLL
& CERTIFYING OF PROXIES**

There were 38 units present in person, and 52 units represented by proxy, for a total representation of 90 units. The meeting was duly called to order, with Paul Casuccio acting as chairperson.

Kay Manchios welcomed all unit owners and introduced the board of directors, as follows:

President – Kay Manchios

Vice-President – Tanya Blizzard-Carden

Secretary – Glen Cowans (***Regrets***)

Treasurer – Lena Ruehle

Director – Cassandra Sturk

Present by Invitation:

Paul Casuccio, Property Manager, of PMC York Properties Inc.

Margot Casuccio, Accountant / Recording Secretary, of PMC York Properties Inc.

Bennie Esposito, CPA, CA – the corporation's auditor from the firm Fuller Landau, LLP

**APPROVAL OF
AUDITED FINANCIAL STATEMENTS**

The financial statements for the year ending December 31, 2021, had been prepared by Fuller Landau, Chartered Professional Accountants, and had been previously circulated to all unit owners.

The annual audit has three main functions:

- i) Fulfilling the requirements of the Condominium Act,
- ii) Adding credibility to the financial statements for prospective buyers into the corporation;
- iii) Preparing and filing the required non-profit tax returns with Canada Revenue Agency.

Bennie Esposito, of Fuller Landau, Chartered Professional Accountants, highlighted the financial statements for those present. The auditor's report confirmed that the financial statements fairly present the financial position of the corporation in all material respects as at December 31, 2021.

The floor was opened for questions and/or comments from the unit owners.

Bob Allan, Unit 120, asked the auditor why Fuller Landau did not audit the budget figures. Bennie Esposito noted that this is not the normal scope of the work of a condominium audit. Bob Allan requested that for the next fiscal year, the auditor should comment on the accuracy of the budget figures. Bennie Esposito agreed to note this request for consideration next year.

Bob Allan noted that the GIC investments appear to all be maturing at the same time, and suggested that the board stagger the maturity dates of GIC's moving forward. Paul Casuccio

noted that the stagnant interest rates for the past few years made staggering maturities a moot point. When the current GIC investments mature, they will be properly staggered, as interest rates are beginning to increase again.

Bennie Esposto was thanked for his attendance at the meeting and left at 7:00 p.m.

APPOINTMENT OF CORPORATION'S AUDITOR – DECEMBER 31, 2022 YEAR END

The board put forth the recommendation that the corporation appoint the firm of Colin Gray, Chartered Accountant, for the 2022 fiscal year. Quotes had been included with the AGM package.

On a motion by Bob Allan, Unit 120, seconded by Richard Perrier, Unit 114, and carried with all in favour, the firm of Colin Gray, Chartered Accountants, was appointed for the upcoming fiscal year ending December 31, 2022.

APPROVAL OF MINUTES

The minutes of the previous annual general meeting held August 12, 2021, had been previously circulated to all unit owners. There were no errors or omissions noted, and the minutes were approved by the unit owner body on a motion by Jon Prenger, Unit 47, seconded by Bob Allan, Unit 120, and carried with all in favour.

APPOINTMENT OF SCRUTINEERS

Ana Gonzalez, Unit 2, and William Beckley, Unit 99, volunteered to assist the recording secretary in acting as scrutineers for the upcoming election of directors.

ELECTION OF DIRECTORS

Paul Casuccio noted that there are two board positions up for election, as the terms currently held by Lena Ruehle and Glen Cowans would be expiring at tonight's meeting. Lena and Glen were sincerely thanked for their dedicated service on behalf of the corporation.

Four nominations had been received prior to the meeting, these being for:

- i) Raj (Rutaraj) Patel – Unit 38
- ii) Lena (Madeleine) Ruehle – Unit 85
- iii) Richard Perrier – Unit 114
- iv) Courtney Armstrong – Unit 123

The nominees were given the opportunity to introduce themselves to the unit owners.

The corporation's by-laws restrict the floor being opened for further nominations.

The ballots were cast.

As a result of the vote, the following two individuals were elected to the board:

- i) Lena Ruehle
- ii) Richard Perrier

VOTE ON BY-LAW #13

Currently, the corporation's Documents allow for two directors positions to expire one year, three positions the next, and none for the third year, before starting the rotation over. By-Law #13 amends By-Law #9, and stipulates that the election terms would be staggered so that two positions expire one year, two the next, and one the third year. This way, there will never be an AGM without an election for at least one directors' position.

Josh Thornton, Unit 117, asked what the advantage would be in making such a change. Paul Casuccio noted that it is important for continuity on the board, and the ideal transfer of information. It was noted that next year, Kay Manchios, has offered to put her board position up for election for the first of the new terms.

The ballots were cast. There were 90 votes in favour of passing the new By-Law. Therefore the By-Law was passed.

NEW BUSINESS

DECLARATION AMENDMENTS

Paul Casuccio informed the unit owners of the proposed amendments to the Corporation's Declaration. There have been many changes in legislation since the corporation's inception in 1977. The law firm of Robson Carpenter has assisted the board in drafting the Declaration Amendments. In order for the amendment to pass, a minimum of 80% of all unit owners must vote in favour by signing a consent form. Over the coming weeks and months, the board members will be going door to door seeking signatures. Tonight's meeting is allowing the opportunity for owners to ask any questions they may have. Consent forms were made available for unit owners to fill out and submit, if they wished.

PRESIDENT'S REPORT

Cassandra Sturk, on behalf of the board of directors, presented the Report from the Board, which is attached to these Minutes as Appendix "A".

TREE CARE

Unit owners were asked to assist where possible, by filling water-bags that are attached at the base of new plantings when they are empty and the weather conditions are dry.

TRAFFIC

Maggie Pentecost, Unit 58, noted there continues to be problems of vehicles racing through the complex at excessive speeds. This is extremely unsafe. The property manager will add a note to the next newsletter, and the large words "SLOW" will be re-painted on the roadways in the next few weeks. Speed bumps are not a viable solution, since they pose a big problem for snow-clearing procedures. Seasonal "bolted-down" speed bumps could be considered for the summer and fall months, which would be removed and stored for the winter months. The board will take this under advisement.

Courtney Armstrong, Unit 123, noted that Amazon deliveries, Fedex, and even the snow clearing contractor are also contributors to this problem. Paul Casuccio noted that incidents involving the corporation's contractors should be reported to management so that they can be followed up on.

It was noted that the bushes/hedges along Cavendish, near the entrance beside Unit 122, need to be pruned back to allow for safe sight-lines when pulling out into traffic.

SIDING

Jane Williams, Unit 30, asked what the status was on the siding refurbishments that were mentioned at last year's AGM. Paul Casuccio noted that the board is currently obtaining quotations for refreshing the dark brown wooden siding on 71 of the 151 units. Ideally, the siding should be fully replaced at the same time that the windows are being done, which is not scheduled for several years yet.

FOUNDATIONS / GARAGE DOORS

Paul Casuccio noted that he will be doing a site-wide evaluation of areas where items like parging of concrete foundations, garage doors, lawns, etc. need to be addressed. Jennifer Ramsay, Unit 29, noted that there are large divot areas in their front yard and driveway. The property manager will look at this area and have a contractor investigate the drain nearby with a camera, to see if there is a crushed pipe that is causing the soil to sink. Ash Balgobind, Unit 51, also noted there is a large low-lying area flooded with water, located in the back yard of 50/51 where mosquitos are breeding. The board agreed to re-visit this area of concern.

GARDENS

Maggie Pentecost, Unit 58, noted that the corporation common area flower-bed is unsightly. Paul Casuccio noted that he had spoken with the landscaping contractor about that area just this morning, and it should be cleaned up within the next week.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:30 p.m. on a motion by William Beckley, Unit 99.

Accepted by the Board of Directors: _____
Signature

APPENDIX “A”

Greetings Cavendish woods Residents!

Thank you for taking time out of your schedules to join us this evening!

I'd like to start by giving a special shout-out and thank you to a few folks:

- For the little kid library – Thank you, Courtney! What a lovely initiative to foster community and learning.
- Thank you to Christine @1, Roberte @22, Cecilia @40, Dennis @42, Brian @58, Joanna @65, Laurel @88, Deb @120 and our very own Kay for your work gardening around the complex! Thank you all for helping to make Cavendish Woods a beautiful place!
- And thank you to Ava & Dean @125 for watering and keeping the new things alive and the green things green! Grateful for your efforts as well!!

So, what has the Condo Board been up to this year? We'd like to share a recap with you!

Let's start with Tree care and keeping our space lush and green, which Cavendish Woods defines itself by. The board has approved ...

- Pruning throughout the property to keep our trees healthy and safe
- Removal of several trees that were dead or causing property damage (3)
- We've approved the planting of 7 trees throughout the property (in Burlington, for every tree we remove, we must plant at least two)

And with our beautiful tree-filled space, we come to Fall Maintenance which covers the cleaning of our eavestroughs. Our eavestroughs were cleaned 2 times since the fall, with some ad-hoc maintenance required as needed. Fall maintenance also included having our roadway catch basins and sanitary sewer lines cleaned out to prevent backups and flooding issues that could arise with either of these systems becoming clogged with debris.

And, speaking of back-ups, the city of Burlington, will also require us to install a backflow preventer to ensure drinking water remains contaminant free. The board will soon review quotations for installation of the new backflow preventor. You can find more information about the Backflow Preventer requirement at halton.ca Keeping with the seasonal theme, heading into last winter, the board approved Heat Tracing Cables for 8 recessed units that did not currently have them. Installing these cables prevents dangerous icy conditions that are hazards for our neighbours and liability for the property.

We ended up having an eventful winter, with lots of snow and melt, several units experienced leaks, which is never fun! Two units had water enter through their basement window wells and 7 units had foundation leaks that were remediated, 4 of which required their foundations to be dug out to fully repair the issue. The board had also approved the relocation of large snow piles left over from snow removal, in problematic areas to prevent further water entry issues.

On that note, the board had also approved the following repairs due to water entry:

- Window replacements for two units with broken seals with water entry
- Two garage roof membrane replacements due to water entry.

Additionally, the board has had lots of requests from residents looking to make aesthetic improvements to their homes. We've approved front entrance updates for 4 units, 2 deck updates and three requests to widen

driveways. If you're looking to make any improvements and have questions or concerns, please reach out to Paul the property manager. He's here to support our residents!

That brings us up to today! What's to come for the rest of the year? We've approved the following items for future business!

- A stone playground retaining wall has been approved, including a railing. The wall and railing will help to reduce the property's liability risk from any injury resulting from the current inadequate and aging wood wall.
- All roof-top Vent exhaust pipes are to be scraped and painted throughout the property
- Various rusting Garage Doors' peeling frames are to be scraped and painted as well

Please remember that the board members are here to support the property and residents during our condo board meetings only. If you have any questions or concerns that come up, please reach out to Paul Casuccio directly.

Thank you so much for your time! We appreciate all of you coming out.

- Your Condo Board
