

# DURHAM CONDOMINIUM CORPORATION NO. 100

## ANNUAL GENERAL MEETING

**MINUTES OF THE ANNUAL GENERAL MEETING OF MEMBERS** of Durham Condominium Corporation No. 100 held at the Uxbridge Arena Community Centre, 291 Brock Street West, Uxbridge, Ontario on Thursday, October 24, 2024, at 7:00pm.

Doug Dodge presided as the Chair of the Meeting, with no objections noted in this regard. All present were welcomed and the head table was introduced as follows:

Directors:                   #76 Doug Dodge, President  
                                  #19 Sharon Kennedy, Secretary  
                                  #8 Ron Doble, Director

By Invitation:           Heather Wagner       Property Manager, Eastway Management Inc.  
                                  Marc Keegan            President, Eastway Management Inc.  
                                  Nicole Christopoulos   Minute Taker, Eastway Management Inc.  
                                  Malcolm Allman        Auditor, Malcolm Allman CPA

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### **APPOINTMENT OF CHAIRPERSON**

It was agreed by the members present that Doug Dodge act as Chairperson for the meeting.

### **APPOINTMENT OF SECRETARY**

It was agreed by the members present that Nicole Christopoulos act as Secretary for the meeting.

### **APPOINTMENT OF SCRUTINEERS**

It was agreed by the members present that #100 John Underhill and Nicole Christopoulos act as Scrutineers for the meeting to take attendance, compile proxies and compute the vote for election of new members of the Board of Directors.

### **NOTICE OF MEETING**

Notice of this Meeting of Owners was delivered to all registered Owners by record by pre-paid mail or email on October 7, 2024, in accordance with the By-Laws of the Corporation and the *Condominium Act, 1998* as evidenced by the "Declaration of Service" as to such mailing, a copy of which was available at the head table for perusal if desired.

### **SCRUTINEER'S REPORT**

The Scrutineers reported, including late arrivals, that there were 30 members in person and 9 represented by proxy, for a total of 39. The Bylaws of the Corporation provide that a quorum shall consist of not fewer than 25% of members present in person or represented by proxy.

## **QUORUM**

The Scrutineer's report indicated that a quorum was present. Therefore, the Annual General Meeting of Members of Durham Condominium Corporation No. 100 was regularly called and properly constituted to conduct business from the commencement thereof.

## **CALL TO ORDER**

The meeting was called to order at 7:09 PM.

## **MINUTES OF THE ANNUAL GENERAL MEETING HELD ON NOVEMBER 21, 2023**

There being no errors or omissions noted, the Chair requested a Motion that the reading of these Minutes be dispensed with and that same be approved.

Moved: #23 Larry Gouge

Seconded: #84 Leo O'Hara

MOTION CARRIED.

## **PRESENTATION OF THE AUDITOR'S REPORT AND FINANCIAL STATEMENT FOR THE FISCAL YEAR ENDED APRIL 30, 2024**

Malcolm Allman, Malcolm Allman Chartered Professional Accountant presented the Annual Audited Financial Statement for the fiscal year ended April 30, 2024. Highlights are noted as follows:

*Auditor's Opinion* – This report relates to the fiscal year ended April 30, 2024, and Malcolm Allman confirmed that these statements are a fair representation of the Corporation's financial position for that period.

*Statement of Operations for the Operating Fund* – Common Element contributions consisted of \$267,120 for the year. There was an additional \$100 in other income. \$749,35 was contributed to the reserve fund and expenses totalled \$182,068. This left an excess of revenue over expenditures of \$10,217.

*Statement of Operations for the Reserve Fund* – \$74,935 was contributed throughout the year, as previously mentioned. The Corporation earned \$17,935 in interest. The Corporation spent \$43,140 on major repairs. Major expenses included catch basins and sewer drains of \$2,543, landscape and trees of \$19,775, masonry repairs of \$3,093, paving and speedbumps of \$1,695, reserve fund study of \$4,294, streetlights and signs of \$2,176, and roof repairs of \$5,650. This left a surplus of revenue over expenditures of \$49,181.

*Reserve Fund Study* – A comprehensive reserve fund study was conducted in June 2021 by The SPG Engineering Group Ltd. The next study is due in 2024. The board and management confirmed that the 2024 reserve fund study has been completed since the completion of the audit.

*Statement of Financial Position* – At year end, there was \$29,763 in the operating fund and \$423,882 in the reserve fund for a total \$453,645, including \$312,000 in Guaranteed Investment

Certificates, \$22,562 in Interest Receivable – Reserve, and \$583 in Prepaid Expenses. Malcolm encouraged the board to save money to have a cushion in the operating fund. The floor was open for questions pertaining to the audit.

Doug noted that the figures presented are up to the end of the fiscal year, April 30<sup>th</sup>, 2024.

Motion was made to accept the Auditor’s Report and financial statement for the fiscal year ended April 30, 2024.

Moved: #14 Mike Whiston

Seconded: #23 Larry Gouge

MOTION CARRIED.

### **APPOINTMENT OF AUDITOR**

Motion was made that the firm of Malcolm Allman, Chartered Professional Accountant hereby be appointed as auditor of the corporation to hold office until the next annual meeting of members or until their successors are appointed at a remuneration be fixed by the directors who are authorized to do so.

Moved: #20 Ken Freek

Seconded: #33 Gloria Gorman

MOTION CARRIED.

### **PRESIDENT’S REPORT**

Doug Dodge presented this report.

He began by updating those present on the financials since the year end audit. At fiscal year end, the corporation was 4.2% under budget. Doug explained that a certain amount needs to be in the operating fund and the corporation has a month and a half of cash on hand to satisfy the monthly costs. As of November 1, 2024, there was \$33,000 in cash in the reserve fund and at the end of September, the corporation was 3.5% under budget. Doug noted there are more expenses in the summer than winter months, so this is a good position to be in. In reserve fund, the corporation purchased \$60,000 in additional GICs and the GIC total is now \$385,000. Doug noted there are 7 GICs in total and average 4.43% annually earnings.

Doug explained that the corporation is a non-profit organization so they we need to file tax returns. He confirmed for last years tax returns, there were earnings of \$13,000 in interest and other small income. This year, there has been earnings of \$17,400 and the corporation is trending in the right direction.

It was explained that the reserve fund study is a very important documents that sets out what project costs will be over the next 30 years, but most importantly the next five years. This prepares the corporation for major expenses, like driveways and roofing. With the \$385,000 in investments and another \$33,000 in cash, there are good funds to deal with any big issues that could come up.

Doug noted that there will be a new budget in the spring. The lawn care contractor cancelled the second year of the contract and came back with very high costs. Heather provided the board

with a contractor to do grass cutting and snowplowing which saves the condominium \$49,000 from the costs the corporation was originally looking at.

Doug addressed the contingency fund which is a new line in the budget. He explained inflation took a toll on budgets everywhere including DCC 100's. The corporation has an obligation to set aside certain amounts of money to meet the obligations set out in the reserve fund study so the board created a contingency fund where the board can put aside a few extra dollars to use next year to do necessary repairs to smooth out the curve so there is not a huge maintenance fee increase.

Doug then addressed new news and events. He explained that years ago, the board promised the condo that they would save money to keep costs down. This includes creating the gardening club that is lead by Christine. Christine explained that there are 14 people that help with the gardening committee. Christine sends out emails, so each member knows what they need to on their own. Those part of the gardening club were thanked by the members present. Doug noted that owners have commented to the board that the gardens are looking better. Doug explained that they have also created a minor maintenance group that is lead by Ron who comes from a construction background. Doug thanked Ron for all his hard work. Doug noted the summer social BBQ happened in the summer and it went over well. During the BBQ, the board gave away five gift cards for ice cream and were donated by Marc Keegan and Eastway Management. Doug thanked Larry and Rosemarie for taking and sharing pictures at the BBQ and tree planting.

Next, Doug addressed the common elements. The backyard fences were completed the past year and Sharon championed that project. New trees were also planted throughout the neighbourhood and the dead trees were taken down.

Doug addressed that there was one resignation from the board throughout the year and Bill filled that position for a period of time. Doug thanked Bill. Doug also noted there are three new neighbours in the condominium. The new neighbours were welcomed at the meeting. Doug also noted that three people passed away and Doug wished their families the best and sends his condolences. It was also addressed that Tina moved and welcomes visitors to her new home.

Rule violations were addressed. Doug asked that if owners want to make changes to the exterior their house, to please send Heather an email and let the board know. He noted the board is flexible. He reminded that as owners, you own everything inside the unit and anything beyond the paint on the walls is common element. If anyone has any complaints, they are encouraged to go to Heather.

Doug encouraged owners complete the emergency contact form so if something happens, the board and management knows who to call. This has happened in the past and the board did not know who to call. This is optional and the board will respect everyone's privacy and only the board and management will see the forms. Ron also mentioned, that if someone is on vacation and there is something like a leak, the board needs to know who to call.

Doug then addressed the dryer vent situation. Someone went around door to door telling owners that the board arranged for him to come around and offer his services. It was advised that if someone comes to your door and tells you this, Eastway will let you know well in advance that the board is sending someone. Marc added that if someone comes to your door and says they are from the condo and are collecting money to not give it to them. Under no situation would management do this. If this happens, call the police right away and let Heather know.

Doug addressed the window and door replacements. The board changed the previous window procedure. The board used to pay 50% of a door or window every 18 months for each unit owner. That still stands but the board used to say the windows needed to be original windows for the board to pay. Now, the board will look at paying 50% for any window that needs to be replaced but the window or door must have a failure element to it. Rosemary Proctor commented that White Elm made a list of what each window would cost and what you would get for it a year ago. #26 Rita Edgell asked about inflation. Heather noted every that January/February, the board asks for an update on the prices. Ron Doble noted that colours and extra glass upgrades are extra fees. Doug stated that if someone submitted a request last year and it was denied, to resubmit it and the board will review it.

#33 Gloria Goreman noted that five weeks ago, the people who worked on her garden broke her glass door and asked if they will be fixing it. Heather replied that they will, but it takes anywhere from 6-8 weeks.

Doug noted that Heather will respond to requests within 72 hours.

#26 Rita Edgell asked if owners own everything from the paint in. Marc Keegan explained that the corporation owns everything from the backside of the drywall. #26 Rita Edgell asked if owners own plumbing and electrical. Marc explained that owner do as it is within the boundaries of the unit. He noted that owners can look at schedule C of the declaration for an explanation of what they are responsible for, but it is easier to ask Heather for clarification.

#100 Lynn Underhill asked if the condo could look at creating a website to post notices, updates, and buy and sell posts. Doug Dodge stated that it is very common for condominiums to have that and asked if there is interest in having one. #26 Rita Edgell commented that there are condo communication applications as well.

#23 Larry Gouge noted there was discussion earlier to opt into a program to increase the insulation in the ceilings and asked where that stands. Ron Doble explained that about three people reached out, but it is cheaper to have multiple people do it at once. Ron asked that in the next two weeks, owners can reach out to him, and he can come to measure. Doug Dodge asked for a show of hands vote and three people were interested. They were advised to reach out to Ron. #83 Leo O'Hara commented that owners should make sure their insulation was not already done.

#6 Wayne Hooper asked about the status on eavestrough cleaning. Heather Wagner replied that the board approved eavestrough cleaning, but it is a hard time of year to get it done, so they might be done with only two days notice. Derek Hayes who also does the grass cutting will be doing the cleaning. Heather will try to give owners notice prior but for those who have not provided e-consent, the notice will go in the mail so it will take longer to receive.

#20 Ken Freek noted that according to last years minutes, there was discussion on gutter guards. Heather Wagner noted that the board installed them in the spring at three of four units who had severe leaves in their eavestroughs. If it was successful, board will plan to do all the units. Ron Doble commented that it is an expensive item to install and they are not perfect as moss can grow on top and water can get inside an leak into the house.

### **NOMINATED & SECONDED FOR THE OPENING ON THE BOARD OF DIRECTORS**

Prior to the commencement of the meeting, #9 Bill Ross notified the board and management of his intention to run for the vacant position but later withdrew from the election. There were two positions available each for a three-year term.

The floor was open for nominations.

#26 Rita Edgall nominated #2 Christine Maclsaac.

#17 Rosemarie Proctor nominated #14 Mike Whiston.

#68 Dean Rice nominated himself.

Each nominee completed the director disclosure form verbally at the meeting.

Each nominee was given the opportunity to introduce themselves.

#14 Mike Whiston noted that he has been at the condo since 2013 and is involved in different committees in Uxbridge and has been active in different boards.

#2 Christine Maclsaac noted that she has been at the condo for almost five years and loves the community. She is on garden club, has been part of lots of committees, and is a retired secondary school teacher.

#68 Dean Rice commented that he has lived at the condo for 30 years and he was president for 22 of those years. He arranged to have the roofs and garage doors done and noted that people from other condos would ask him how the board did that with the money they had. He is retired from Eastway but still does things for Marc when he asks and noted that he could be very helpful.

### **RESULTS OF THE ELECTION**

#14 Mike Whiston and #2 Christine Maclsaac were elected to the Board of Directors for the designated terms by vote. The term lengths and positions will be determined at the next board of directors meeting.

### **TRANSACTION OF SUCH OTHER BUSINESS**

Doug thanked the individuals who provided the baked goods for the meeting.

Motion was made to adjourn the meeting at 8:29 PM as there was no further business.

Moved: #72 Christina Griffiths

Seconded: #23 Larry Gouge

MOTION CARRIED.

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Chairperson

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Secretary