TURNOVER MEETING MINUTES

Turnover Meeting

HCECC 626
(built by Fernbrook)

Tuesday, June 24, 2014

1. INTRODUCTION AND CALL TO ORDER

Good evening ladies and gentlemen. On behalf of the declarant board of directors I would like to welcome all of you to the Turnover Meeting of Halton Common Elements Condominium Corporation No. 626 and thank you for your attendance tonight.

My name is Matt Newton, Associate Community Development FirstService Residential, soon to be FirstService Residential Management. I will be chairing this meeting on your behalf, if there is no objection we will continue.

I’m also your Property Manager, from FirstService Residential.

As this is an official meeting where recorded minutes are required, I ask that you please give your name and unit number when addressing the meeting. I will be taking the minutes for this evening’s meeting, as their direct participation is not required.

I am now in possession of the Registrar’s report, which indicates that a quorum is present. There are 37 units in your corporation, and in accordance with the Condominium Act, five (10) units, which is 25%, represents a quorum for carrying on business. We have 16 units present in person and 0 units represented by proxy for a total of 16 units.
Quorum being present and notice having been properly served in accordance with the Act, Declaration and By-laws, I now declare this Turnover Meeting of Owners of HCECC 626 to be properly called and duly constituted to conduct business.

2. PROOF OF NOTICE

The notice calling this meeting has been mailed to each registered owner and mortgagee of record and there has been filed with me a Declaration of Proof of Service. This declaration is available for inspection by any interested owner. I direct that a copy of such notice be attached to the minutes of this meeting.

3. ELECTION OF DIRECTORS

The purpose of this evening’s meeting is for the owners to elect the board of directors and accept the resignations of the declarant board. For those not familiar, the declarant board is required to be in place for the interim period between registration of the condominium and this evening’s turnover meeting.

The qualifications for being a director are set out in the Condominium Act (s.29):
Must be at least 18 years old
Must not be an undischarged bankrupt
Must be mentally competent
Expected to act reasonably and in the interest of the corporation.

In general terms the directors are responsible for managing the corporation. This means they will set policy, give direction to property management, attend meetings to receive reports and make decisions. Between meetings they are just like any other owner. This is a volunteer position.
4. **NOMINATION OF DIRECTORS**

Before accepting nominations, I would like to remind everyone that you are electing a director and not a particular officer’s position, such as President of the Board. These positions are decided by the board at their first board meeting following this turnover meeting.

Nominations do not require a second and if you would like to be nominated you may nominate yourself.

I now declare the meeting open for any further nominations for the 3 Directors positions and ask that any names brought forward via proxy be presented:

Colin Watson  Unit#25
Don Grigor  Unit#21
Brian Mckay  Unit#17
_________ Unit#______  By _________________ unit ____

I would now ask for a motion to close the nominations and voting.

No vote was needed as only 3 residents volunteered.

Moved by: Alberto Vieira Unit 18  2nd Debbie Romano  Unit 26
All in favour 16 Opposed (if any)  0  Motion is carried.
Now we will start the 2 elections. As this is the first year, the terms are staggered for 1, 2 and 3 year terms to prevent having a new board every year. On a go forward basis, the terms will renew for 3 years and there will be a position available at every annual general meeting. There is no cap at this time for the number of terms or duration that someone can remain on the board. It’s as easy as putting your name forward and getting re-elected by the owners.

If there are no questions, we will proceed with 2 elections, as only owners who occupy the units will be voting for the one year term and all owners will vote for the 2 and 3 year terms.

5. RESULTS OF ELECTION

Before we announce the results of the first election, I would like to take this opportunity to thank all candidates who put their names forward.

Congratulations, Colin Watson Unit#25 who have been elected to the Board for the 3 year term and Don Grigor Unit#21 who was elected for the 2 year term.

Now we will proceed with the remainder of the names on the chart, removing the people who were just elected. As indicated, only owners who live in the building received a green ballot, this is for the one year term.

Brian Mckay Unit#17 has been elected for the owner occupied one year term.

Thanks to everyone who put their names forward. If the new board can please stay behind at the end of this meeting, we will need to coordinate the first board meeting.
6. OTHER BUSINESS

As we have now concluded the business portion of the meeting, I will entertain any other business the owners may wish to bring to the board’s attention. Please confine your questions and comments to matters of a general nature regarding common elements. If you have any questions regarding your own particular unit, these should be presented to your property manager at the end of the meeting.

This is your opportunity to give general direction to the newly elected board for consideration in their upcoming tenure. Once again please give your name and unit number for the recording secretary.

As there was no other items listed for voting on the Agenda, no new items can be added at this time. It would be unfair to those not in attendances.

7. TERMINATION OF MEETING

Thank you all for attending this evening, and if there is no further business, I would now call for a motion to terminate the meeting. Thank you all for coming.
Moved by: Rudy unit 22, 2nd Alberto Vieira unit 18

Meeting closed at 6:25PM.