Minutes
Annual General Meeting of HCECC626
Monday, June 8, 2015

Start Time 7:05 p.m.          Location: Holy Cross Church

Present: Colin Watson (director/owner #25) Don Grigor (director/owner #21), Brian McKay (director/owner #17), homeowners of #s 1, 2, 3, 6, 9, 10, 18, 22, 23, 24, 26, 27, 28, 35, 41

Proxies received from #s 4, 15, 20, and 29

For the purpose of conducting this meeting according to the bylaws, Don Grigor agreed to act as chair and Brian McKay agreed to act as secretary. There were no objections.

Calling of the Meeting
The secretary confirmed that all homeowners were sent notices of the meeting either by mail or hand delivered 20 days before this meeting as required by the by-law.

Confirmation of Quorum
The secretary reported that quorum was present. Quorum for the association is 10.

Report of Board
Colin Watson reported on what the board had accomplished over the past year. The three directors assumed their positions in June of 2014. First Service Residential who had been managing Diamond Leaf Lane for Fernbrook was phased out in November. Bank accounts were set up with TD Canada Trust to handle the homeowners’ monthly condo fee deposits and for other condo business. An accounting packaging was set up to ensure financial information is kept up to date.

As mandated by the bylaws, the board appointed auditors (Buttle and Tavano Professional Corporation) and hired an engineering firm (exp Services Inc.) to produce the Comprehensive Reserve Fund Study. This was done after receiving three quotes for each of these positions. In addition, the board received three quotes from snow removal companies and selected Bill Van Ryn. It was pointed out that the snow removal company is not responsible for shovelling snow on the sidewalks. It is the owner’s responsibility to do so.

The board arranged for private property and parking signage on the street. A website was set up for communication to owners and tenants. All important documents relating to the street have been posted on the website to ensure transparency. Email addresses have been collected from most owners.
The board has interacted with Fernbrook to complete the common elements items, e.g., broken curb. In addition, as parking continues to be an issue on the street a parking authority has been engaged to control parking on the streets. This should ensure that all ticketing is done according to both the condominium’s rules and the Town’s by-laws.

Two status certificate packages were issued as required for the sale of two houses on the street.

An information meeting was conducted by the board for all owners at the Club at North Halton on October 28, 2014. It was well attended.

The board contacted three companies for the side fencing of lots. The information was given to the homeowners to make their own arrangements for this. As required, the board arranged this annual general meeting one year after the condominium was registered, distributed financial material, proxies, and arranged for the Reserve Fund Study.

Reserve Fund Study*  
The Reserve Fund Study as conducted by exp Services Inc. As mandated by The Condominium Act, the study is to provide a realistic appraisal of the funds required for the purpose of undertaking major repairs to, or replacement of, the various common element building components. The study was sent by mail or hand delivered to all owners prior to the meeting. It can also be seen on the website.

The study confirms that no major defects have been identified. However, it recommends that money should be kept in reserve to handle repairs/replacement required at some point over the next thirty years. These could include paving of the road, replacing wooden fence, sidewalks, underground services, catch basins, and light standards.

Financial Statement*  
The auditor’s report submitted by Buttle and Tavano testifies that the financial statements submitted to them for the period of March 18, 2014 to February 28, 2015 are accurate. The auditor’s report was distributed by mail or hand delivered before the meeting and is on the website.

It was reported that the condominium association is in good financial shape.

The budget for 2015-16 was outlined and appears on the website.

Appointment of Auditor
It is moved that Buttle and Tavano Professional Corporation be retained as our auditors for next year. Mover Lou Kotsopulos Seconder Colleen Peters Motion Carried.

**Election for Position of Board Director (3-year term)**

Brian McKay has completed his one-year term as director and wishes to step down from the position. He was thanked for his work over the past year.

Al Romano at 26 Diamond Leaf Lane volunteered his services as director. His appointment was acclaimed.

Every year, the association will appoint a new director for a three-year term as one incumbent steps down.

**Other Business**

It was pointed out that there has been a lot of “doggie do” found on the common elements area around the mail boxes. This makes it difficult for lawn mowing. It is important that all homeowners help supervise this.

**Street Updates**

1. A covered area will be established at the mailbox area for notice posting.
2. According to Fernbrook, the final paving of the driveways will occur by the end of the June.
3. Rudy Bassio proposed to name the area and have a sign posted. The suggested name is Diamond Glen.
4. It is important that everyone ensure their email addresses, phone numbers, and car licence plates are up to date with the condo unit.
5. It was suggested that the board host another Canada party on July 1 as it did last year. Volunteers were invited to come forward to help. The board will provide the funds for the event.

   The following people volunteered: Al Romano, Susan Grigor, Mary Mann, and Lou and Annette Kotsopulos.

   Fireworks were proposed and the board agreed to check out the feasibility of doing this.

6. Good Neighbour Policy

   A document outlining the association’s good neighbour policy was discussed.

   a. Concern was raised regarding the speeding on the street. It was pointed out that some of the speeders were visitors. It was suggested that a new sign be added that
asked people to slow down. It was also suggested that homeowners tell speeders to slow down.

b. All damage to property should be dealt with by the owner as soon as possible.

c. Residents should keep their properties looking as nice as possible. It was suggested that the board spend money on adding flowers to the front yards. It was pointed out that

d. The parking rules for the street were reviewed — both those of the condo association and the town. The street has a parking authority that issues tickets. Every homeowner has signed off on the association’s rules and by-laws, which has very stringent rules on parking.

e. Keeping noise levels down was discussed both human and animal.

A question was asked regarding the $500 paid to Fernbrook for landscaping. The board will investigate advise the way for homeowners to have this reimbursed.

A question was asked regarding the staining of the boundary fence. Homeowners say that the staining was not done although Fernbrook claims it has been done. It was pointed out that one homeowner did see painters working on the commercial side of the fence. Mike King was asked to work with the condo board to liaise with Fernbrook.

Adjournment of Meeting
There being no further business, the chair adjourned the meeting at 8:20 p.m.