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**METROPOLITAN TORONTO CONDOMINIUM CORPORATION NO. 600**

**MINUTES OF THE ANNUAL GENERAL MEETING**

**WEDNESDAY, JUNE 25, 2014**

**PRESENT:** Doug Gibson - President  
Alan Gracan - Treasurer and Secretary  
Ron Horton - Director - Building Maintenance  
Diane Turner - Director - Superintendent Liaison  
Vincent Tondreau - Director - Owner/Resident Relations

**GUESTS:** Jessica Glendinning - Partner - McGovern, Hurley, Cunningham, LLP  
Kim Holt - Recording Secretary

1. **CALL TO ORDER**

There being a quorum, Doug Gibson, the Chair, called the meeting to order at 7:30 p.m.

2. **INTRODUCTIONS**

Doug welcomed the group and noted that the meeting space's transformation (the recreation centre) was presently underway, and on schedule.

Doug introduced the head table as noted above.

3. **QUORUM**

It was reported that there were forty-one (41) owners present in person, representing twenty-nine (29) suites (suites 2B, 3A, 3C, 4C, 4D, 5B, 5C, 5D, 6B, 6C, 6D, 7B, 7D, 8A, 8B, 8C, 8D, 9C, 10C, 11A, 11B, 11D, 12A, 12B, 12C, 14A, 14D, 15C, and 16B in person) and two (2) suites were represented by proxy (suites 4A and 15D). Thus the quorum requirement of 25% of suites (14) had been established for the meeting.

Two (2) other residents attended the AGM, making a total of forty-three (43) persons present.

**4. APPROVAL OF MINUTES**

Doug invited comments and questions related to the Minutes of last year's Annual General Meeting of June 19, 2013. There were none.

Moved to accept the Minutes of the Annual General Meeting of June 19, 2013. By Alberto Sarthou, Suite 11D. Seconded by James Dubro, Suite 5C. Unanimous. Carried.

**5. PRESIDENT'S REPORT**

Doug recapped the past year by stating that several construction projects came and went, and priorities changed. The external concrete panel assessment and replacement project went fine. The lobby required a much-needed facelift which was undertaken thanks to the conscientious team of Diane Turner and Vincent Tondreau. Elevator failures occurred nearly every week during Summer 2013, but luckily not two failures at one time. The problem was identified as the antiquated elevator system and the extreme heat which occurred in the elevator housing room. Due to these problems, the elevator improvement project was moved to 2014 from 2015, deferring the caulking project from 2014 to 2015. The recreation centre project which began two months ago, is going well, and will be completed in July 2014.

Doug stated that he had lived in the building for 10 years, and had served on the Board for three years. He stated that the building has been maintained well, mainly thanks to past Boards, particularly the late Malcolm Broadbent. The building continues to be kept up to date according to the regularly conducted reserve fund study. He indicated that the recent upgrades of the front lobby, elevators, and recreation centre may help to increase the market value of each unit.

Doug thanked the following individuals:

- Alex Lefter – Alex continues to solve problems for owners and residents, and always knows what can (and cannot) be done within the building.
  - Jan and Dwight – They do fine work with the various building's gardens, including the front, second deck, and roof. Jan stated that, thanks to Ron and Kim, milkweed seeds have sprouted and will be planted in the roof garden to give the monarch butterflies something to eat.
  - Andrew and Jeff – They do wonderful work with the seasonal decorations that make the lobby look extremely festive, especially when the lobby was lacking new furniture.
  - Andre Grenier – Andre continues to keep the website updated.
  - Recycling Committee –The recycling committee has been disbanded due to the lack of municipal government movement on environmental policy changes.
  - Greg Geralde – Greg is leading the magnificent recreation centre project.
  - Alex's stand-ins – Pawel, and more recently, Yuri cover for Alex while he is away.
  - Kim Holt – Kim is providing the Minutes of tonight's meeting.
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Doug also thanked anybody that he had not mentioned.

With Doug leaving the Board after serving for three years, he spoke kind words of gratitude to his fellow Board members, Diane, Vincent, Ron and Alan. He also offered the larger group some words of advice for serving on the Board.

Doug introduced Ron Horton and his building maintenance report.

Statement: James Dubro, Suite 5C, thanked Doug for his contribution to the Board, on behalf of all residents.

## **6. BUILDING MAINTENANCE REPORT**

Ron explained the building maintenance projects that took place within the year.

### **Concrete Siding Panels**

- The concrete siding panel project on the exterior of the building was completed.
- A corresponding project was to replace the caulking between the concrete panels and around the windows. The plan was to replace the caulking a few years ahead of the reserve fund study's schedule, but due to the elevator problems, it was deferred to the next year.

### **Elevator Upgrade**

- Due to being a relatively low-rise building with one elevator operational, the corporation was low on the priority list for repair work during last summer's elevator workers' strike.
- There are two components to the elevator project: one being the electrical pulley and motor (mechanical), and the second being cosmetic (interior cab).
- Both of the components of the elevator project will be completed this year, with the first elevator being completed by this fall and the second one, this winter.
- Ron advised the group that the upcoming elevator projects include:
  - an air conditioner will be installed in the elevator room;
  - a fully integrated electronic control will be installed;
  - a much more efficient regenerating braking system will be integrated by switching from DC drive to AC drive; and,
  - the inside of the elevator cages will be modernized (to a more modern, perhaps stainless steel, finish) and any legal requirements that the corporation is obligated to fulfil (e.g. phone) will be implemented.

Ron thanked Alex for all of his support and teachings over the past year.

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Roof Anchor Testing and Approval

- Because of changes in the safety code, the roof anchors used by window washers had to be tested and verified. Following the successful completion of this process the window washing was completed today.

Garage Door Operator

- Due to problems over the past few years, the garage door motor and related parts were replaced this year.

Electric Vehicle Charging Station

- The first electric car charging station was installed this year.

Question: Kyoung-Sook Kim (Kim), Suite 10C, asked how much the electric car charging station cost.

Response: Ron deferred the question to DeVaughn David, Suite 5D, who replied that the cost was \$1,400. He stated that he would have to check if that was the price before or after the rebate.

Ron stated that the recreation centre revitalization and lobby renewal were two major improvements that happened in the past year.

**7. TREASURER'S REPORT**

Alan highlighted that the corporation came in under budget and had a surplus for the year.

Alan took the group through the financial statements, explaining the differences in the accounts and categories that were included in the statements, and pointing out that repairs and maintenance are hard to estimate with any accuracy. Due to the fact that not too much went wrong in the past year, the corporation had savings in this line item. He confirmed that the reserve fund balance at the end of the year was \$1.1 million. Alan indicated that most of the expenditures for the recreation centre project and the upcoming elevator project will be coming from the reserve fund.

Alan advised the group that he hoped the corporation could continue with moderate increases in the maintenance fees, while being able to fund required repairs and maintenance and having adequate savings for future costs without requiring special assessments.

Alan requested that questions about the financial statements be asked after the auditor's report.

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8. AUDITOR'S REPORT

Doug introduced the auditor, Jessica Glendinning, from the firm, McGovern, Hurley, Cunningham.

Jessica advised the group that she was the lead partner on MTCC 600's 2013 audit and that in McGovern, Hurley, Cunningham's opinion, the audit evidence they obtained was sufficient and appropriate to provide a basis for their audit opinion. They concluded that the financial statements were presented fairly in all material respects.

Alan advised the group that there was no increase in the audit fee this year.

Question: James Dubro, Suite 5C, asked Alan if the surplus from this year could be used to offset future maintenance fee increases, as had been done in the past.

Response: Alan responded that James's suggestion is an option, and that the Board will consider it.

Question: Albert Sarthou, Suite 11D, asked if the savings in repairs and maintenance was delayed spending or real savings.

Response: Alan responded that the savings were real savings (not delayed spending). Alan mentioned that \$7,400 was budgeted for the recreation centre, which did not get spent in 2013, and will in fact be spent in 2014. The remainder of the surplus is real savings.

Ron added that, as an ex-engineer, he is able to evaluate projects to determine if they need to be done as planned, or if they can be delayed. When the reserve fund study dictates that a job should be done in a specific year, Ron and the building engineer assess the situation to decide if the project needs to be undertaken at that time. Ron stated that in some cases, the projects can be delayed or deferred.

NOTE: Based on any investigation done by Ron and the Building Engineer, Ron makes a recommendation to the Board. The Board then determines whether or not a project should be delayed or deferred.

Question: Alberto Sarthou, Suite 11D, asked that if budgeted expenses do not occur in the year they were budgeted for, does the Board then budget them into the revised year it is planned for.

Response: Ron confirmed that the process he takes is by budgeting the expense into the year it is likely to occur in, as Alberto suggested.

Doug asked if there were any additional questions from the group. There were none.

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Moved to approve the financial statements as presented. By Greg Geralde, Suite 9C. Seconded by James Dubro, Suite 5C. Unanimous. Carried.

**9. APPOINTMENT OF THE AUDITOR**

Moved to re-appoint the firm of McGovern, Hurley, Cunningham as auditors until the next Annual General Meeting. By Doug Gibson, Suite 4C. Seconded by Alberto Sarthou, Suite 11D. Unanimous. Carried.

**10. ELECTION OF DIRECTORS**

Doug stated that there were two vacancies for Director positions which are each for three-year terms. Doug asked the group for scrutineers; Claus Wall and Larry Konyu volunteered.

Doug gave the floor to Diane to proceed with the election of the two Director positions. A question was raised.

Question: Claus Wall, Suite 14A, questioned the wording of the election process and asked if any of the four candidates could be voted for, rather than how the ballots were worded with candidates being paired off for the two vacant positions.

Response: Diane responded that this was incorrect.

Diane explained the electoral process to the group based on the Condo Act. She stated that every three years an "Owner-Occupied" Director position becomes vacant and can only be filled, and voted on, by owners who occupy their suite. Diane informed the group that during a year when there is an Owner-Occupied as well as a general Director position available, candidates had to state ahead of time the position for which they are running.

Diane clarified that the first election (for the Owner-Occupied Director position) would be held, and should the unsuccessful candidate wish to, s/he could volunteer to run for the second election (for the general Director position).

**Owner-Occupied Director Position**

Diane asked for other nominations for the Owner-Occupied position from the floor. There were none.

Diane introduced the first candidate, Howard Craven, Suite 12B, who addressed the group and said a few words about why he would like to hold the Owner-Occupied Director position.

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Diane Turner, Suite 2B, introduced herself, addressed the group and said a few words on why she was running for the Board.

Diane advised the group there were 27 suites represented in person, 1 by proxy, for a total of 28. Of those 28 suites represented, 27 were Owner-Occupied suites and would be voting for the first election.

An additional owner entered the room (John Laverty, Suite 5B) who signed in and increased the voting numbers to 28 suites represented in person, 1 by proxy, for a total of 29.

A secret ballot election was held; the two scrutineers left the room and calculated the election results.

Doug advised the group that Diane Turner was the successful candidate of the Owner-Occupied position and the group congratulated Diane in her election to the Board.

#### General Director Position

Diane asked for other nominations for the general Director position from the floor. There were none.

It was confirmed that Howard Craven was not running for this position.

Jeffrey Hoffman, one of the candidates, was not present at the meeting; however Vince Tondreau advised the group that Jeffrey was very interested in the position, but due to scheduling conflicts was not able to attend the meeting. Diane introduced the other candidate, Greg Geralde, Suite 9C, who addressed the group and said a few words about why he was running for the Board.

A secret ballot election was held; the two scrutineers left the room and calculated the election results.

Doug advised the group that Greg Geralde was the successful candidate of the general Director position and the group congratulated Greg in his election to the Board.

#### 11. OTHER BUSINESS

The Chair, Doug Gibson, called for other business.

Question:      There was a question regarding plans for the pergola, as its base seems to be falling apart and there is no evidence of any repair work being done.

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Response: The current Board has had discussions regarding what to do about the pergola, and it is hoped that the new Board will be able to address the issue in a timely manner, given the funds that are available.

Question: Ayman Al Arabi, Suite 7B, stated that he had brought an expert in to look at his fan coil (air conditioning and heating) unit due to various concerns with it (leaking, blockage, etc.). The expert had said that the piping is so worn out that he is concerned it is going to leak. Ayman asked if the Board was looking into the fan coil units as a building-wide project.

Response: In response to Ayman's first question, Ron stated that when the filters are replaced, vacuuming and cleaning of loose insulation is performed at the same time. Since this practice has begun, no further problems have been reported. Ron also mentioned that in the past some owners have reported that covering the area where the insulation has fallen off with duct tape can reassure that an owner will not have a problem with his/her own unit (although problems with neighbours' units may still occur).

In response to Ayman's second question, Ron confirmed that the problem mentioned is not that the piping is wearing out, but is related to the fact that the vertical pipe turns at a 90 degree angle, connecting to a horizontal pipe, and then gets clogged in the horizontal pipes. When asked about the fan coil unit, Ron stated that the fan coil cooling is an owner's responsibility.

Question: Ayman Al Arabi, Suite 7B, asked if the Board would be interested in having a building-wide quote to see which, if any, owners are interested. Greg Geralde, Suite 9C, added that the Board had previously organized a building-wide quote to upgrade fuse boxes to circuit breakers for each interested owner, so a similar exercise could take place.

Response: Greg Geralde, Suite 9C, asked the group for a show of hands of owners that would be interested in looking into a building-wide quote for the improvement/replacement of the fan coil system. The new Board will investigate this possibility.

Statement: Mark Lepine, Suite 15C, stated that he also had been trying to source a replacement for the fan coil units.

Statement: Ayman Al Arabi 7B, added that removal of the whole unit, with new insulation, was recommended by his hired expert as it may be a health concern due to potential inhalation of the debris.



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- Response: Ron stated that as there was sufficient interest shown by the group, the Board will ask the current maintenance service provider to quote on a building-wide replacement project.
- Question: John Laverty, Suite 5B, asked if the Board could request several levels of quotes (i.e. for 10, 20, 30 units, etc.) in order for the owners to see a potential cost savings and to get more owners interested in doing the projects.
- Response: The Board confirmed that they would look into this.
- Question: Gus Tsantsalis, Suite 8A, asked about the big dent in the grill on the ramp to the parking garage and when it will be fixed.
- Response: Ron responded that the corporation had received the insurance payment for this and was waiting for the company to schedule the work. Vince stated that the company left a message with Alex right before Alex went on vacation, and that Vince will follow up with Alex as soon as he's back.
- Question: John Laverty, Suite 5B, asked if residents should be putting new stickers on all bikes.
- Response: Doug responded that each bike should be clearly identified. John asked if a reminder could be posted in the elevator, and if another week could be added to the deadline. Doug agreed to both requests and extended the deadline to July 17.
- Question: Ayman Al Arabi, Suite 7B, asked about the status of the project to caulk around his window, as there had been leaks.
- Response: Ron confirmed that the caulking was done today.
- Question: Ayman Al Arabi, Suite 7B, asked if the Board would consider moving the window framing replacement project up earlier than the reserve fund study has it scheduled (currently scheduled for approximately seven [7] years from now).
- Response: Ron stated that the project is on the list for a few years in the future. He noted that, unless there was a rash of problems or a trend is showing, it is not likely this project would be moved up. Ron advised the group to let him know if and when any residents have problems.
- Statement: Vince Tondreau, Suite 15C, stated that the pergola was to be dismantled but the Board does not have a replacement strategy determined. He asked the group to share ideas with him for what residents would like to see on the rooftop in place of the pergola.
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Question: Howard Craven, Suite 12B, suggested on behalf of the owner of Suite 4A, that the wrought iron could be extended to the front of the building, perhaps to the plate glass window, to further deter loitering.

Response: Ron replied that the Board had discussed this idea and had come up with various ideas and challenges to each idea, without coming up with a feasible solution. Howard asked if the new Board could consider revisiting the suggestion. Ron confirmed that the new Board would look into this.

## **12. ADJOURNMENT**

There being no further business, a motion to adjourn was made by James Dubro, Suite 5C. Seconded by John Laverty, Suite 5B. Unanimous. Carried.

Doug invited everyone to stay for refreshments.

The meeting was adjourned at 9:18 p.m.