
METROPOLITAN TORONTO CONDOMINIUM CORPORATION NO. 600

MINUTES OF THE ANNUAL GENERAL MEETING

WEDNESDAY, JUNE 24, 2015

PRESENT: Greg Geralde - 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, Greg Geralde, the Chair, called the meeting to order at 7:30 p.m.

2. **INTRODUCTIONS**

Greg welcomed the group and the new owners in Suite 5C, Doris Swan and David Reynolds.

3. **QUORUM**

It was reported that there were thirty-eight (38) owners present in person, representing twenty-eight (28) suites (suites 2B, 3A, 3C, 4A, 4C, 5A, 5B, 5C, 5D, 6C, 6D, 7A, 7B, 8A, 8D, 9A, 9B, 9C, 10C, 11B, 12B, 12C, 14A, 14B, 15B, 15C, 15D, and 16B in person). Thus the quorum requirement of 25% of suites (14) had been established for the meeting.

Three (3) other residents attended the AGM, making a total of forty-one (41) persons present.

4. **APPROVAL OF MINUTES**

Greg invited comments and questions related to the minutes of last year's Annual General Meeting of June 25, 2014. There were none.

Moved to accept the minutes of the Annual General Meeting of June 25, 2014. By Julie Biddle, Suite 9B. Seconded by Claus Wall, Suite 14A. Unanimous. Carried.

5. PRESIDENT'S REPORT

Greg thanked the following individuals:

- Alex Lefter: Alex, the building manager, joined the building thirteen years ago this coming September. The hiring committee knew he was great, but didn't realize how great he would be, always anticipating the building's and its owners' needs.
- Gardening Committee: Jan, Dwight, Dave and Wes have done a fabulous job in various locations including on the second floor terrace, the rooftop, and in front of the building.
- Jeff and Andrew: As always, they do a fantastic job with the seasonal decorations that make the lobby look fabulous.

Greg summarized changes that occurred in the building over the past year:

- Major work in the Recreation Centre was completed in 2014.
 - Second floor terrace was refreshed with barbecues and new patio furniture.
 - Rooftop pergola was replaced.
 - Recycling boxes were moved due to the renovation.
 - Diane advised the group on types of items which can and cannot be recycled, and explained that specific items are to be taken to Cherry Street for proper recycling. Others added that Staples, Ikea and Best Buy also accept some specific items for recycling.
 - A cleaner was hired to support Alex to clean common areas (mainly the recreation centre) once a week on Tuesday evenings.
 - Stairwell security:
 - A proper security strike is required to allow residents to enter into the stairwell from the lobby. This may be useful during the elevator replacement project (as only one elevator will be operational), but the cost may be prohibitive.
 - A potential solution has been determined however, the Board wants to ensure that the building is not adding to an outdated system.
 - Greg and Ron will be looking at security system replacement options; Greg asked if anyone has expertise in this topic, Greg and Ron would welcome their input and experience.
 - Website: The website has recently improved due to Claus Wall's (Suite 14A) photographs. The website remains a work in progress; however, it has improved considerably in the last few months.
 - Hallway project:
 - Timing: Greg apologized for the lengthy duration of the hallway project. He stated that it was now 90% - 95% complete, but acknowledged that it took too long.
 - Door locks: High-quality suite door handle and lock sets are yet to be installed as the product had been delayed by the supplier. Installation will begin shortly and shouldn't take more than two weeks to complete.
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- Wall sconces: The wall sconces presented by the contractor were rejected by the Renovation Committee as they were inconsistent with the overall hallway décor. A sample light will be received by the Committee tomorrow, and if approved, they will be installed in short order.

Question: Aldo Triballi, Suite 5D, asked if the owners could see the sconce sample before installation.

Response: Greg replied that the sconce sample will be left in the recreation centre for owners to view.

Question: Claus Wall, Suite 14A, asked why covers were installed where the sconces will be located.

Response: Greg responded that the temporary covers shelter any exposed wires for safety until the sconces are installed and during that interim period, make the hall look nicer. Greg noted the covers are plastic and very inexpensive.

Question: Pieter Huisman, Suite 16B, asked if the door sill will be changed as well.

Response: Greg replied that door sills were not part of the renovation project scope. There is no plan to replace the door sills but it is possible to have them stained black. Greg advised the group that if owners are interested in door sill replacements, to please let the Board know so that they can gauge interest.

Question: Barry Smith, Suite 7A, mentioned that some of the wallpaper is bubbling and inquired if the workmanship came with a warranty.

Response: Greg stated that he and Howard Craven, Suite 12B, have toured the building and recorded each location with an issue. Greg explained how the bubbles occurred (we went weeks in the middle of a heatwave when our make-up air system was not functioning) and stated that every occurrence of bubbling or drywall issue has been documented.

Question: Kim Kyoung-Sook, Suite 10C, asked if peepholes and corner guards will be installed.

Response: Greg replied that peepholes will be installed on all doors and steel corner guards will be installed and painted to coordinate with the wallpaper on two corners (opposite B suites and opposite C suites). Greg mentioned that the Board may also consider installing corner guards on other walls (at a future date) and welcomes owners' opinions on that point.

Question: Pieter Huisman, Suite 16B, asked if the Board could consider additional corner guards on the top floor as there is more traffic going to the roof than the other floors.

Response: Greg confirmed that the corners Pieter mentioned could be considered.

Question: Ayman Al Arabi, Suite 7B, asked the Board about the carpeting. He thought that the original plan included two-toned carpet, and noted that on the 7th floor, not all of the edges were completed perfectly.

Response: Greg explained the original plan of two-toned carpeting was changed once a sample floor was completed because it was deemed overpowering in relation to the size of the hall and asked Howard Craven, Suite 12B to add a note about the 7th floor's carpeting.

Question: Ayman Al Arabi, Suite 7B, asked about the originally planned exterior elevator treatment.

Response: Greg advised Ayman that the original plan of a different wall treatment around the exterior elevator doors on each floor was eliminated and the walls around the elevators will stay as they currently are.

Question: Barry Smith, Suite 7A, asked about the potential papering around the elevators.

Response: Greg confirmed that it will be papered the same as the rest of the walls.

Statement: Claus Wall, Suite 14A, mentioned that on the pilasters (columns) where the light goes, is not round but is oval, which he assumes will be replaced.

Response: Greg confirmed that the wall sconces (once the design is confirmed) will cover the hole. If necessary, further repairs will be made to any exposed holes.

Question: Gus Tsantsalis, Suite 8A, asked for confirmation that the change to the facing around the elevator doors reduced the budget. Gus mentioned that those particular walls were not prepared properly for painting or papering.

Response: Greg confirmed that the wall treatment change reduced the budget and added that Howard and Greg will look into the workmanship of the wall finish.

Greg explained to the group that the unpleasant odour that was in the lobby yesterday was caused by garbage that was put down the chute and remained in the compactor. As the regular pickup day for the building's garbage is every Thursday, Greg recommended residents dispose of their garbage that would likely cause unpleasant odors on Tuesday nights or Wednesday mornings. He also reminded the group to use the garbage chute during the hours of 7:30 a.m. to 9:00 p.m. as the compactor's noises are disturbing to owners on the lower levels. Diane added that the garbage chute hours are in the Owners' Manual and on the website, and confirmed the hours were changed a few years ago to the new hours of 7:30 a.m. to 9:00 p.m.

Greg introduced Ron Horton so that he may give his building maintenance report.

6. BUILDING MAINTENANCE REPORT

Ron advised that the fan coil replacement project saw about half of the fan coils in the building being replaced, at the cost of individual owners. A few suites are still to be completed, but the job should be finished by the end of this week. Satisfaction of the quality of work and technician service has been good based on owner feedback. Ron will be talking to the same company about dryer duct cleaning in the building.

Question: Diane Turner, Suite 2B, mentioned that the dryer ducts have been cleaned twice since she moved in, and asked for confirmation of when the last time dryer duct cleaning was done.

Response: Ron indicated the last time the dryer ducts were cleaned just after he moved in, which was six years ago.

Question: Barry Smith, Suite 7A, asked if the exhaust vent by the windows are handled by the external window cleaners.

Response: Ron responded that it is not necessarily handled by the window cleaners. Alex added that the cleaners brush the vent covers should they deem it necessary.

Question: Jeffrey Hoffman, Suite 15D, inquired if the remaining fan coils will be completed in the future and asked whether individual owners could contact the company directly.

Response: Greg stated that it is not desirable to do it on a one-off basis since the system for the stack of suites would need to be turned off.

Question: Barry Smith, Suite 7A, asked about the window sealing in his unit, and that he still has green tape around his windows. His understanding was that the company was to have resealed the windows and then take the green tape down, but it's now been over three months and nothing further has happened.

Response: Ron asked Alex when the next window cleaning was scheduled. Alex confirmed that the windows will be washed in the first week of July and the tape will be taken down at that time.

Question: Gus Tsantsalis, Suite 8A, stated that there is a hairline crack on the ramp on the right side when entering the garage, with water running through it which is pushing the cement up. Gus is concerned about the potential of falling concrete in the future.

Response: Ron responded that he would look into it.

Discussion ensued about leaks in the garage. Ron stated that they tried putting weather sealing on the door from Rabba to the guest parking on the north side of the building to help, but it was only a partial solution. In order to permanently fix this leak, the guest parking lot needs to be regraded to take the grade away from the building, as well as putting in another drain or two to get rid of the water. Ron said that there has been preliminary investigation, but the Board does not have a detailed plan at this time. A building engineer will need to be engaged to provide further details for the Board.

- Question: Jeffrey Hoffman, Suite 15D, advised the Board that his suite was entered into to replace the vents, and he was not advised of this entrance. He realized his suite had been entered and his vents replaced when he arrived home. He asked the Board what the proper procedure is for granting access to a suite.
- Responses: Ron confirmed that with fairly major projects, the Board will advise the owner. Greg added that if the Board is dispatching service people into people's suites based on scheduled maintenance, it is the Board's responsibility to advise owners ahead of time. Diane added that it is legally required to give owners advance notice, unless it is an emergency.

Elevator Project and Related Floor Access Discussion

Discussion ensued about the elevator project timing and access to floors during the project:

Clarifications were as follows:

- The elevator project would start in early July, and is scheduled to last about six months (three months per elevator), but the Board does not have a specific start date. The elevator project was delayed so that the elevator would not be damaged during the hallways project.
- In regards to owners moving in or out, the plan would be to not allow anyone to put an elevator on service. Owners moving will be required to load their belongings, unload belongings, and then release the elevator, which shouldn't take more than 30 minutes.
- There will be no elevator service during the time someone is actively using the elevator to load or unload their belongings. There will be lobby stairway access (either propped open or with a strike installed). In an emergency, the second elevator will be able to be activated by emergency personnel. When the elevator workers are on site, they will also have the ability to activate the second elevator. The current plan will be modified should experience prove changes are required.
- The three month timeframe includes the reno to the inside of the elevator. Ron reiterated that the elevator project is scheduled to start early July.
- In order to confirm a definitive start date for the elevator project, the Schindler representative needs to communicate with other service providers to finalize the start date. Once the Schindler representative is able to advise Ron, the Board needs to approve the timing to ensure it works for the building. Schindler will not start the project until they have all of the parts delivered to them.

Greg introduced Alan and his Treasurer's report.

7. TREASURER'S REPORT

Alan took the group through the highlights of the financial statements.

He advised the group that in the general fund, most of the expenses were close to the budgeted amounts, including utilities costs, service and maintenance contracts and administration costs. He added that significant savings (approximately \$50K) were realized in plumbing and in general interior and exterior building maintenance as no unexpected costly repairs were incurred over the year. Alan stressed to the group that the savings realized were not due to ignoring required maintenance to the building; all required maintenance was performed.

In the equipment fund, a total of \$41K was used primarily for the planned purchase of new recreation centre assets; these are specifically for improvements, not replacements of existing assets.

Lastly, Alan advised the group that \$300K from the reserve fund was spent on the combination of the recreation centre project, the pergola, and for equipment for the elevator replacement project.

Greg requested questions from the group to be held until after the auditor's report.

8. AUDITOR'S REPORT

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

Jessica paraphrased the auditor's report, advising the group on the process that the auditors take each year to audit the building's financials. Jessica confirmed that the audit evidence they obtained was sufficient to support, and appropriate to provide a basis for, their audit opinion. Jessica advised the group that McGovern, Hurley, Cunningham is happy to report that the financial statements were presented fairly in all material respects.

Question: John Lavery, Suite 5B, asked what the limit of materiality that the auditors used was.

Response: Jessica responded that for a condo corporation it is fairly low, and is usually a function of what the revenues are. Jessica responded that the limit of materiality used would have been around \$10,000 or \$15,000. As an indication of how specific the auditors were, Greg added that one of the audit findings was that the corporation didn't allocate (a mere) \$253 for the insurance premium across the fiscal.

Question: Claus Wall, Suite 14A, asked if the auditors go back to previous years to look for possible mistakes.

Response: Jessica responded that the auditors generally don't look back to previous years unless a mistake is found in the current year's financials.

Statement: Claus Wall, Suite 14A, mentioned that some of the line items on the statements have changed from previous years' statements.

Response: Jessica replied that any category or line item changes would be because of simple presentation changes or to accommodate accounting standards that have changed. Any changes would not have been because of error.

Jessica was excused from the meeting. Alan asked for further questions from the group.

Question: Ayman Al Arabi, Suite 7B, asked for clarification about the special assessment for the elevator project due to the revised timing.

Response: Alan responded that the special assessment was not due to the timing of the elevator project, but due to the fact that the reserve fund had a smaller amount than the project would have actually cost. He explained how the reserve fund functions.

Question: Ayman Al Arabi, Suite 7B, asked when the elevator project was originally scheduled.

Response: Ron responded that, in the reserve fund study, the elevator project was split into two parts: interior decorating of the elevator in 2013, and the actual elevator main component upgrades to be completed in 2016.

Question: Ayman Al Arabi, Suite 7B, asked for further clarification about the special assessment, and, since it is almost July, asked whether the special assessment was actually required due to the delayed timing of the project start.

Response: Alan clarified that the reserve fund study makes an estimate and that, even if the Board had waited, the special assessment was required as there would have been a shortfall of the entire fund. Greg added that a cheque for \$80K, which was part of the project's requirement, was written back in October.

Question: Pieter Huisman, Suite 16B, asked if any more funding would be available for the pergola project as it was smaller than he had expected.

Response: Ron responded that the original design was to have been twice the size, however, Greg clarified the person requesting the proposal failed to provide the contractor with our budget so in the absence of that information, the contractor quite naturally proposed a much larger pergola, but at twice the cost of our budget. Alan added that the pergola was replaced out of the reserve fund, and the reserve fund can only fund the replacement of what was already there. If the owners

wanted to make it bigger, additional funding from outside of the reserve fund would have been required. Ron added that in 1996 the reserve fund estimated that the pergola would cost \$13K to replace, and have a ten-year lifespan.

Question: Gus Tsantsalis, Suite 8A, questioned whether inflation is taken into consideration for reserve fund projects.

Response: Alan confirmed that inflation is included.

Question: Andy Ng, Suite 3C, asked for clarification of the reserve fund and if it projects the timing of when replacements are required.

Response: Alan confirmed that the reserve fund predicts the likely timing of the replacements. However, the Board decides when the project actually occurs, taking into consideration the reserve fund's projection, actual needs, as well as other criteria.

Statement: Andy Ng, Suite 3C, noted that the website does not have the full details of the projects in the reserve fund study.

Response: Alan responded that the full study shows all of the project details and projected timing, however, only the summary has been posted at this time. An updated reserve fund study will take place in September, and the full details of this new reserve fund study will be posted once it has been completed.

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

Moved to approve the financial statements as presented. By Pieter Huisman, Suite 16B. Seconded by Richard Mortimer, Suite 12C. 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 Robert Black Suite 15A. Seconded by John Laverty, Suite 5B. Unanimous. Carried.

10. ELECTION OF DIRECTORS

Greg stated that there were two vacancies for general director positions which are each for three-year terms. Greg advised that the current Directors whose terms were now expired – Alan Gracan and Ron Horton – were currently running for these two positions. Greg advised that no other nominations had come forward, and asked for other nominations from the floor. There were no nominations.

Greg confirmed that Alan Gracan and Ron Horton were appointed as Directors by acclamation.

11. OTHER BUSINESS

The Chair, Greg Geralde, called for other business.

Question: Howard Craven, Suite 12B, asked about installing wrought iron around the front of the building to deter loitering and when that project might move forward.

Response: Greg responded that there is currently no funding available for that project, as there are other higher priority projects and all projects compete for the same funding.

Question: Howard Craven, Suite 12B, asked how the wrought iron project might become a higher priority project.

Responses: Greg responded that this project is on the radar, however, there are many, many competing project ideas. Greg advised that the wrought iron fencing will not eliminate the loitering problem, but it may reduce it somewhat. Vince added that another project being researched is putting automatic doors in P1/P2. He explained that although these types of projects appear to be simple, logistics can make these projects become quite complicated. Diane added that another stumbling block on the wrought iron project is how to ensure access to emergency personnel if a gated locked/fence is installed. Greg also added that other big projects are coming up, such as the caulking. Greg explained that the Board needs to ensure the basic building maintenance is upheld, and needs to ensure that the funding available will meet the need once these types of projects are tendered.

Statement: Jeffrey Hoffman, Suite 15D, advised that another condo building has a late-night key code access that automatically secures the building after a certain hour, and requested that the Board look into such an idea when the building security project moves forward.

12. ADJOURNMENT

There being no further business, a motion to adjourn was made by James Dubro, Suite 14B. Seconded by Rishi Agarwal, Suite 3A. Unanimous. Carried.

Greg invited everyone to stay for refreshments.

The meeting was adjourned at 9:01p.m.