

## ANNUAL GENERAL MEETING

### Yellowknife Condominium Corporation #6

Thursday April 28, 2016 AT 7:00 PM

Church of Christ (516 Range Lake Road)

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#### Order of Business

1. **Call to order:** *At 19:22 by Chris MacNaughton, President and Board Members*
2. **Calling of the roll and certifying proxies:** *Chris MacNaughton, Association President, called the roll and verified that 14 members present in person. He advised that the Quorum was 14. Therefore pursuant to Article 5.5 of the association's By-Laws, the Treasurer declared that the quorum requirement of 25% of the 56 votes eligible to be cast at the meeting had been met; and the 2015 Annual General Meeting was regularly and duly constituted for the transaction of business.*

*There was one Proxies brought forward by Erin Sawatsky for Unit 68 Greg Brown*

3. **Proof of notice of meeting or waiver of notice:** *Neil White advised that the appropriate Notice of Meeting setting forth the date, place and time of the Meeting was Emailed to each unit owner on file was sent out on April 21, 2016. Signs was not put out due to the A-Frames gone missing however we were in compliance with Article 5.3 of the association's By-Laws.*

*Moved by Neil White and seconded by Andrew Furlong that the Notice of Meeting providing at least 7 days advance notice, and specifying that the Annual General Meeting of Yellowknife Condominium Corporation #6 will be held on April 28, 2016 at 7:00 p.m. at the Church of Christ be accepted as presented.*

*By a show of no hands in disagreement vote, the President declared the motion unanimously carried.*

*There was no Waiver of Notice brought forward.*

4. **Approval of the Agenda:** *Chair asked members present if there were any additional items to be added to the Agenda. There was no additional items brought forward. Moved to Approve 2016 Agenda put forward by Neil and it was unanimous that the agenda be accepted.*

5. **Adoption of minutes:**

- i. **AGM Minutes: April 28, 2015:** *Chair asked members present for the acceptance for the Minutes of the Annual General Meeting held on April 28, 2015 be accepted and approved as presented.*

6. **Introductions:**

*Chris MacNaughton introduced the Board of Directors:*

Chris MacNaughton (President)	Vacant (Vice President)
Andrew Furlong (Treasurer)	Neil White (Secretary)
Greg Irvine (Maintenance)	Lindsey Hope (Director)
Erin Sawatzky (Director)	Ryan Sawatzky (Director)
Ryan Sunberg (Property Manager)	

## 7. President's Report:

- i. **General report:** *On track with the scheduled plan. We are in a cash positive operation.*
- ii. **Delinquent accounts:** *This is by far our biggest headache. The best we can do for now is put a lien on the property. Looking into the cost of a lawyer to aid us in retrieving monies owed. Emails and letters will be sent out and legal action will be taken therefor after proven attempts have been made to clear up outstanding accounts. Book keeping is contracted by YKCC6. The current Treasure Andrew Furlong worked with our bookkeeper Sue Froude to clear up as many outstanding payments as possible.*
- iii. **Progress and thanks:** *This has been a good year with Triton been able to keep up with snow removal, emergency calls, and road clean up after the snow and ice melted. Would like to thank everyone on the board and contractors that were able to help us reach our project goals.*

## 8. Treasurer's Report:

*Andrew Furlong, Board Treasurer, presented via printed out sheets the Statement of Financial Position reviewing the financial information of the years 2014/2015 and 2015/2016 Operation Funds.*

### i. **Review of 2014/2015 Operating Funds:**

*The break down of the Operating Funds & Reserve Fund of 2014/2015 year will be emailed out to any unit holder whom would like an electronic copy.*

### ii. **Review 2015/2016 Operating Funds:**

*The break down of the Operating Funds & Reserve Fund of 2015/2016 year will be emailed out to any unit holder whom would like an electronic copy.*

**Financial Statements:**

iii. **Budget Review:**

**2014/2015:**

**Total Revenue:**

- Budget \$268,800.00, Year End \$274,021.00, Variance \$5221.00

**Total Expenses:**

- Budget \$181,830.00, Year End \$170,403.00, Variance \$11,427.00

**Surplus(Deficit):**

- Budget \$1,290.00, Year End \$1,808.00, Variance \$518.00

**2015/2016:**

**Total Revenue:**

- Budget \$302,400.00, YTD \$153,977.00, Year End \$305,177.00, Variance \$2,777.00

**Total Expenses:**

- Budget \$205,980.00, YTD \$127,480.00, Year End \$208,530.00, Variance \$2,550.00

**Surplus(Deficit):**

- Budget \$876.00, Year End \$1,103.00, Variance \$227.00

iv. **Review of Capital Reserve Fund:**

**2014/2015:**

**Total Revenue:**

- Capital Plan \$175,446.00, EAC Year End \$187,390, Variance \$11,944.00

**Total Expenses:**

- Capital Plan \$130,581.00, EAC Year End \$41,091.00, Variance \$89,490.00

**Surplus(Deficit):**

- Capital Plan \$44,856.00, EAC Year End \$146,299.00, Variance \$101,434.00

**2015/2016:**

**Total Revenue:**

- Capital Plan \$200,671.00, YTD \$149,206.00, EAC Year End \$200,671.00, Variance \$51,465.00

**Total Expenses:**

- Capital Plan \$146,434.00, YTD \$66,944.00, EAC Year End \$66,944.00.00, Variance \$79,490.00

**Surplus(Deficit):**

- Capital Plan \$54,237.00, EAC Year End \$133,727.00, Variance \$79,490.00

**v. Review of insurance requirements:** *Electronic copy is available to any unit holders wanting a copy. Insurance has gone up from \$42,000.00 to \$65,000.00*

**6. Maintenance Report:**

- Decks were replaced on Units 72, 25, 501, 5, 9, 503, 505, 15, 17, 19, 21 and 71.

- Hand Rails were replaced on Units 68 & 11

- Unit 9 - A water leak was found in the garage. The leak was determined to be coming from around the small window above the garage. The window was removed and the siding and flashing was repaired. Water tested and found no longer leaking. Insulation and drywall in the garage that was damaged by the leak was replaced.

- Unit 43 - The main shut off valve for both the supply and return lines were replaced.

- Unit 47 - Main water supply line froze. The line was thawed and no damage found.

- Unit 49 - The crawl space was found to be full of water. The water was pumped out.

- Unit 70 - Water lines found leaking in crawl space. Copper lines from the shut off valve to the unit supply line replaced.

- Unit 77 - Main water valves changed and new supply and return lines installed and insulated.

- Unit 53 - Supply line to be changed this summer.

- Scheduling of eavestroughs to be done by Northern Eaves Troughing & Reno's Ltd.

*- There is one small propane tank that needs to be replaced. The large propane tank between units 53 and 55 will be sand blasted and painted where it is as it is still good.*

*- Jersey barriers to be put out in certain locations*

*- Sewer Lines - The aluminum sewer lines that remind have now all been replaced. This replacement project was for the sewer lines only as they were to the point that if you sneezed hem in your hand they would crumble and fall apart. Old aluminum pipe was upgraded to new fire rated PVC pipe and new rubber couplings as code required.*

*Contractors from last year sewer lines replacement will be in to go over all areas to make sure connections are tight and make any adjustments. After replacing that much pipe and fittings at once they want to make sure all is good. The contractor that did this for us is Central Mechanical.*

*Pending the 2016 budget some utilidor repairs are still needed as we had a support structure in a box break and pull apart one line causing a sewage spill under a unit which was repaired, washed and cleaned up.*

*- Fences - The section of fence behind the dumpsters that had fallen over was rebuilt and painted to match.*

*A large section of the short fence in front of Units 519 along range lake road fell over. The section was rebuilt. The entire front fence along Range Lake Road was repainted on both sides.*

*- Continued Maintenance - The following is scheduled to be done this year budget permitting.*

*Continuing with the installation of individual units water line shut off valves, supply and return lines. The main shut valves to the units are getting old and not holding when we need them, summer only project.*

*Pump out and sanitize duplex crawl space*

*Repairs tot he utilidor boxes in support of the sewer line replacement*

*Completion of remaining decks*

*Flushing the fire lines*

*Fence repairs and paint on the inukshuk side of property*

*Vinyle siding replacement on certain units*

*Copper line replacement in units*

7. **Proposed By-Law Changes{10.1(b) xvii(G) and 10.1(b) xxvii}**

**10.1(b) xvii(G):**

*The following all starts “An Owner shall not:”*

*10.1(b) xvii (G) - As it reads now*

*- keep on the Common Elements any automobile which is not in operating condition and being used from day to day;*

*10.1(b) xvii (G) - To Read*

*- permit any members or household, guest or visitors to keep on the Common Elements any automobile which is not in operating condition and being used from day to day; Parking in designated parking areas is not to exceed seven(7) consecutive days; extended continuous parking periods may be granted by the board or designate on a case by case basis and must display a valid parking permit issued by the board; vehicles not meeting these stipulations set out in these By-Laws and/or set by the board by policy are subject to towing; all related expenses being the sole responsibility of the vehicle owner.*

*- Chair asked members present for the acceptance of the new by-law 10.1(b)xvii(G). By a show of no hands in disagreement vote, the Chair declared the motion unanimously carried.*

**10.1(b) xxvii:**

*The following all starts “An Owner shall not:”*

*10.1(b) xxvii - As it reads now*

*- Nothing exist yet this is a new addition to the By-Laws*

*10.1(b) xxvii - To Read*

*- permit open fire burning in permanent or portable (chiminea) fire pits and fire bowls anywhere within the condominium complex; common elements or exclusive use area.*

*- Chair asked members present for the acceptance of the new by-law 10.1(b)xxvii. By a show of no hands in disagreement vote, the Chair declared the motion unanimously carried.*

11. **Resignation of current Board; Election of new Board:**

*Article 4.1 of the YK Condo Corporation #6 By-Laws set the membership of the Board of Directors as not less than 3 or more than 11 persons: and that a unit has more than one owner only one owner in respect of the unit may sit on the board at any point in time.*

*Article 4.2 states of the YK Condo Corporation #6 By-Laws that all current Board Members must retire from office at each annual general meeting. A retiring member of the Board shall be eligible for re-election.*

*All member following have retired from the Board.*

*Chris MacNaughton Erwin Sumcad*

*Andrew Furlong Neil White*

*Greg Irvine Lindsey Hope*

*Erin Sawatzky Ryan Sawatzky*

*The chair called for nominations from the floor, resulting in the following eligible members being nominated for election of the Board of Directors*

*Chris MacNaughton (nominated by Stephen Bedingfield)*

*Colin Charlton (volunteered, nominated by Erin Sawatzky)*

*Earl Embodo (nominated by Colin Charlton)*

*Sheena Embodo (nominated by Colin Charlton)*

*Neil White (volunteered, nominated by Chris MacNaughton)*

*Greg Irvine (volunteered, nominated by Neil White )*

*Stephen Bedingfield (volunteered, nominated by Ryan Sawatzky)*

*Dale Crouch (volunteered, nominated by Ryan Sawatzky)*

*Dan Knox (nominated by Chris Bertoli)*

*Chris Bertoli (nominated by Neil White)*

*Erin Sawatzky (volunteered, nominated by Reginald Drummon)*

*Ryan Sawatzky (nominated by Reginald Drummon)*

*Motion was made to accept the new Board of Directors: moved by Colin Charlton, second by Stephen Bedingfield. Motioned carried unanimously.*

**11. New Business:**

Date of next AGM - To be determined.

Suggestions from membership with regards to liveable, sustainable condominium improvements, Parking, News letters, website, contact info etc.

- i. Pre-Authorized condo payments: *Not to sure if this should be a by-law or policy between YKCC6 Condo board and it's property manager. After later discussions it was decided to be a policy.*
- ii. Sell of a Unit: *on a sale how does YKCC6 get it's outstanding fees payed. Via the estoppel certificate*
- iii. New Owners: *There should be a new owners package sent out to each new owner which will be handed out by our property manager and maintained by both property manager and YKCC6 Board members. This will include things like emergency contact, emails, website, condo fee, PAP, By-Laws etc.*
- iv. Website: *The website has been out of date for a while and would unit holders would like a time frame associated with when this will be corrected. A possible website designer to keep the cost down can be done in house. One was suggested from unit 501 but wasn't sure. After further investigation Neil White was able to revive the website.*
- v. Garbage Bin Fence & Front Fence: *Would it be possible to recoup some of the cost of the garbage bin fence from the company that collects our garbage as it maybe partially their fault for knocking down the fence. As for the front fence a new coat of paint along with a larger sign was suggested. This has been complete*
- vi. Parking spaces: *How are we going to properly manager our parking spaces and enforce the rules if units are abusing the shared space. We have came up with a way to try and manage these parking spots however this fell through.*
- vii. News Letters: *Would be nice to have new letters sent out at least every quarter to update unit holders on what is going on in their little community. BBQ and Garage sales is also a good way to bring people together. Garage sale rules need to be addressed. Sometimes just making personal contact with other unit holders bring us a little closer. The news letters is still something that we would like to present just not to sure how to execute it.*

General announcement for helping removal of the propane blankets along with general site clean up. Email will also be sent out after the AGM.

General inquiry of how many units are owned vs how many units are rented. *This varies but on average 5.*

Propane fees. Each unit holder can ask Superior Propane to remove the Transportation fee and Hazmat fee or at least reduce it. Superior Propane will not do this for us a community but as an individual they might. We as a community can work together to get this knocked of or reduced in price. Contact Simone at 1-866-412-5639 ext 5622. Simone will need your account number.

**12. Adjournment:** There being no further business at this time, Chris asked for a motion of adjourn. Motion to adjourn made by Chris MacNaughton, seconded by Colin Charlton.

The Board declared the motion unanimously carried by a show of hands and the meeting was adjourned at 9:20 p.m.