

MACEWAN GARDENS II
 CONDOMINIUM CORPORATION NO. 092 4818
Annual General Meeting
December 6, 2023

LOCATION: MacEwan Gardens II Amenities Room
 263 MacEwan Road SW
 Edmonton, AB T6W 0C4

DRAFT MINUTES

No.	Item
1.0	Call to Order
	<p>Motion: To allow Alex Zovighian from KDM Management Inc. to chair the meeting. Moved: Maureen Unit 231 Second: Dennis Unit 130 Carried</p> <p>Call to Order/Introduction of Board of Directors: Chairman Alex Zovighian called the meeting to order at 7:04 pm and made introductions: <i>Alex Zovighian - KDM Management Inc.</i> <i>Current Board members: Rob Mastel - President, Pat Paul – Vice-President, Laura Giroux – Secretary, Dennis Jacobs – Director, Longin Szafranski - Director</i> <i>Absent: Bill Bondy - Director</i> <i>Past Board member: Fraser Sockett has recently stepped down.</i></p> <p>Alex thanked the Board for volunteering their time and for the work they've done this year.</p>
2.0	Confirmation of Quorum and Proof of Notice
	<p>Our bylaws require one quarter of owners (2500 unit factors) to be represented to achieve quorum. Alex confirmed the lack of quorum as only 1439 unit factors were represented including proxies. He reviewed our options in this event – reconvene one week from today or have a motion to continue with those present as quorum.</p> <p>Motion: To allow the meeting to continue with those present as quorum. Moved: Maureen Unit 231 Second: Deb Unit 314 Carried</p> <p>Alex confirmed the Notice of Meeting was sent on November 23, 2023. Thank you to everyone who was able to attend.</p>
3.0	Approval of the Previous Minutes
	<p>Motion: To approve the minutes of the December 7, 2022 AGM Moved: Longin Unit 231 Second: Pat Unit 120 Carried</p>
4.0	Reports
	4.1 Auditor Report

Our principal auditor Luu Ho shared his report which was provided to attendees. He explained the auditor reviews and evaluates the financial statements prepared by management and checks that our financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations. He reviewed the statements included in the report and our balances as of September 30, 2023, confirmed our financial position, and provided his opinion that the Corporation has the ability to operate as a going concern.

Alex explained that legislation has changed and we are now required to have the annual audit prepared in time for the AGM. We chose to have the auditor present at the AGM to review their report. Our financial year ends September 30 and it takes time for KDM to complete their portion of the accounting before passing the information to the auditor. Less than 60 days is an incredibly short timeline to have an audit prepared in time for a December AGM. A more comfortable timeline is around 90 days. We hired a new auditor as our previous auditor was unable to meet the deadline, and we did pay a premium to have it completed in time. The Board will consider adjusting the timing of the AGM to allow for the audit to be completed. Each AGM must be held within 15 months of the previous AGM which means there may not be an AGM in 2024, but in early 2025 instead.

Unfortunately, the auditor attended by Zoom and there were some technical difficulties. We switched to phone, but if attendees have further questions, they can contact Alex.

4.2 Property Manager Report

Alex reported on the activities undertaken by the Board in the last year.

The Board was very concerned about the cost of utilities which saw an increase of more than \$80,000 over 2022. While we do have a rate contract with Enmax, it has been difficult to navigate factors we can't control such as the carbon tax and changes in distribution charges. It was noticed in the summer that our gas distribution charges seemed to be double or triple compared to our consumption and we asked Enmax for an investigation. As the summer progressed, we were still seeing utility bill amounts we would expect to see in winter. Enmax completed an internal audit and consulted Atco but no answers were forthcoming.

While the investigation was ongoing, we needed to prepare the budget so we could notify owners in September for the new fiscal year beginning October 1. To complicate matters our insurance payment is due in October. Because of the high utility costs, we didn't have the typical surplus in our operating account needed to pay our insurance in full.

The budget was created with the assumption that high utility costs would continue and with the intention to review the budget again in 6 months. To put the Corporation in a good financial position we did a Special Levy and increased condo fees. We used the funds in our operating account to pay our insurance and will use the Special Levy to make the Reserve Fund contribution.

Normally we earmark the amount in the operating account that will be due to the Reserve Fund at the end of the fiscal year. It is transferred at the end of the fiscal year because once it is in the Reserve Fund it can only be spent on capital components and not for operating costs.

After the budget was finalized, it was determined that Atco had been incorrectly billing Enmax and we received a credit. The credit is for the overcharges received on distribution and delivery (riders). We hope the correction will have a positive impact when we reassess the budget in March and that further increases to condo fees won't be required in 2024. There is no change to the Special Levy because we still need to make our Reserve Fund contribution.

A few attendees asked questions about the budget.

	<p>Had Alex had seen similar increases at other properties he manages? Alex indicated that there were increases, but not as high as we were experiencing and that was why we asked for an investigation. We did receive a form letter from Atco indicating that our highest peak usage could affect our bills for the next year, but again it didn't account for the high costs of our bills.</p> <p>What is included in the cost for cable? Alex confirmed that cable includes 1 phone line for the intercom, 2 lines for the elevators and 2 lines for the fire panel. It also includes basic cable for the amenities room.</p> <p>What is the cost to rent the amenities room? Pat confirmed that the rental fee is \$50 and that a \$250 refundable deposit is required.</p> <p>A suggestion was made to include the contact information from the mail room including the board and amenities email and website in the new owner's package.</p> <p>Please contact Alex if you have further questions.</p> <p>Work completed this year included remediation to the 17 stack of balconies, replacement of some interior fire doors, asphalt repair in the east parking lot and carpet replacement in the stairwells and new furniture was purchased for the lobbies on each floor. A balcony survey was also done and will be repeated annually to help assess balcony condition.</p> <p>Raised garden beds in the courtyards were offered to residents in the spring, and will be offered again in 2024. There was a bbq in July and a winter potluck will be hosted on December 19 from 5:00 – 9:00 pm. Notices will be posted soon.</p> <p>Future projects are informed by our reserve fund study. Next year we will undertake sealing of penetration points on the roof. Every year our flat roof is inspected by a 3rd party auditor and the deficiency list for the year is put out to tender. This helps prolong the life of the roof. We also plan to have the hallway carpet replaced. The current carpet is builder grade and we are looking for something with more longevity. The high estimate is \$90,000 and the expenditure will come from the Reserve Fund.</p> <p>Residents are reminded that if they notice an item of concern, it is better to contact Alex, than to assume someone else has already reported it.</p> <p>It was asked if door and door frame painting is the responsibility of the owner or common property. They are common property but if residents would like to refresh their door paint, they can contact Alex regarding the paint colour or take a paint chip. We discussed some items that are the owner's responsibility such as bathroom fans and in-unit smoke detectors.</p>
<p>5.0</p>	<p>Appointment of Auditor</p>
	<p>The Board is required to engage someone to do the audit and a motion can be made to ask the Board to engage a particular individual or to authorize the Board to make a choice on behalf of the Corporation. Alex encouraged us to authorize the Board so they can make a decision as needed rather than being restricted to a specific individual.</p> <p>Motion: To authorize the Board to engage a qualified financial consultant to conduct a financial audit of the MacEwan Gardens II Condominium Corporation's financial statements for the 2023/2024 fiscal year.</p> <p>Moved: Maureen Unit 231</p> <p>Second: George Unit 330</p> <p>Carried</p>

6.0	Election of Board of Directors
	<p>The Board meets on the 3rd Wednesday of each month, to review finances, maintenance items and correspondence from residents. Recently the meetings have lasted approximately 60 to 90 minutes.</p> <p>Terms are two-years to allow continuity. Alex explained that as per the by-laws the Board of Directors can be no less than three and no more than seven members. All 6 current Board members are entering the second year of their two-year term.</p> <p>A question was raised if more than one owner from the same unit can be on the Board. It was confirmed that only one owner per unit is allowed.</p> <p>There is 1 seat available for the Board of Directors. The floor has been opened for nominations asking participants to stand and give their names if they would like to let their name stand for election.</p> <p>George Unit 330 and Claudia Unit 423 have allowed their names to stand for the Board of Directors.</p> <p>Motion: To cease nominations Moved: Fraser Unit 233 Second: Louise Unit 427 Carried</p> <p>An election was held as there were 2 nominees. George Unit 330 was elected for the next term.</p>
7.0	Unfinished Business
	No unfinished business.
8.0	New Business
	<p>8.1 Ceiling Staining A concern was raised about the staining on the ceilings around the air vents. We do get filters changed regularly and previously have used kilz to repaint. Our proximity to the Henday does mean we see more dirt and there are barriers to cleaning because of the textured ceiling. The Board will explore some options.</p> <p>8.2 Questions about Amenities Why is the amenities room not open all the time for use? For example, if someone wanted to host a card night or yoga group? In the past there has been damage to the room so access is restricted to bookings. The room can be rented for personal events. If a resident is interested in hosting a social event for other residents (no outside attendees), they can arrange to book the room at no cost through Pat. Volunteers to host social events are welcome!</p> <p>What is happening with the air hockey table in the lobby? It is in the process of being set up and we hope it will be available for resident use soon. The location is on a trial basis.</p> <p>There was a noise complaint about the fitness room, what happened? A notice was posted to remind residents that the gym should not be used after 10 pm. Mats were also purchased to mitigate noise from people dropping weights.</p> <p>Has the multi-use gym equipment been repaired? There was some maintenance performed but we recorded the comment that the bench needs replacing. This will be investigated.</p> <p>8.3 Concern Regarding Carpet Replacement</p>

	<p>A concern was raised about the proposal to replace the hallway carpets. An owner with carpet cleaning experience believes the current carpets could last another 5 years. They did concede that while some areas could be repaired, more cleaning would not remove current stains and damage. They mentioned that our current carpet cleaner is very good and uses a high-quality two step system. The Board will consider the comments as part of their discussion. We do have the carpets cleaned twice per year. In the lobbies there is commercial grade carpet tile that helps reduce dirt being tracked into the hallways. If there is a large mess and we can identify which unit caused it, they will be charged for spot cleaning.</p> <p>Residents are reminded that if they share their concerns and opinions, the information informs Board decision making.</p>
9.0	Adjournment
	Alex adjourned the meeting at 8:37 p.m.

Minutes prepared by: Laura Giroux
Secretary, MacEwan Gardens II Condominium Board of Directors
December 6, 2023