

WENTWORTH AT THE WILLOWS
CONDOMINIUM CORPORATION
MINUTES OF THE ANNUAL GENERAL MEETING
JULY 10, 2020
VIRTUAL MEETING – BY RESTRICTED PROXY

PRESENT: A quorum of homeowners as indicated by the attached sign in sheet

BOARD OF DIRECTORS MEMBERS PRESENT: The President, Henry (Ravi) Ravichander, Frank Cayabyab, Rhonda McTavish, Andrea Wacker, Renee Bubnick

1. Call to Order

The meeting was called to order by the President, Henry (Ravi) Ravichander. welcomed everyone to the meeting through email and explained that the meeting this year will be by Restricted Proxy due to the COVID-19 pandemic.

2. Appointment of Recording Secretary and Notification of Quorum

Ravi appointed that Andrea Wacker would act as Recording Secretary. Andrea noted that a quorum of homeowners was established as there were 18 Proxies submitted out of 41 (over 25% of homeowners present).

3. Adoption of Agenda

The agenda was presented for review and approval. It was moved and seconded that the agenda be approved as distributed; 18 in favor, none opposed; motion carried.

4. Introduction of the Board Members

Board members were introduced through the email Ravi (President) sent out to homeowners, the email gave a brief biography of each of the board members and acknowledged the position they held in the board.

5. Minutes of the 2019 Annual General Meeting

The Minutes of the May 19, 2019 Annual Meeting had been circulated through email to homeowners for their review prior to the AGM. It was moved by Ravi Ravichander, seconded by Andrea Wacker, that the minutes be adopted. The motion carried. There were no matters arising from the Minutes which needed separate discussion from the agenda.

6. Treasurer's Report

Rhonda McTavish presented information regarding the proposed annual operating budget for this fiscal year, as well as financial information for the past 12-month fiscal operating period (Income and Expense Statement, Balance Sheet Reserve Fund Statement). The Budget identified two major costs this year are:

1. repairing the perimeter fence where needed (approx. \$37,000.00); and
2. slurry coating the street (approx. \$25,000.00).

Both of these expenses will be taken from the Reserve Fund as per the reserve fund plan.

Note that the Treasurer's report also highlighted that the Wentworth Homeowners achieved unanimous consent to dispense a Review Engagement for the 2019 Financial Statements. The last review was completed in 2018 and as a decision by the Board, is only required every 4 years but we must have a unanimous vote annually to dispense the review.

It was moved and seconded to approve the Treasure's report, as presented. With no further amendments, questions or comments, the vote was called. 18 voters in favour, 0 opposed the motion carried.

7. Condominium Property Regulations effect on financial statements

Frank presented information on The Condominium Property Act and Regulations on the financial statements and what the Board has done in the past and is planning for the future.

8. Committee Reports

Each of the Board Members reported on areas in which they are responsible for on behalf of Condo Association.

- Street Security – Andrea
- Street Maintenance – Silvana and Renee
- Fence Maintenance – Jim
- Snow Clearing/Removal – Ravi
- Architectural Standards – Frank
- Estoppel Certificates – Ravi
- Corporate Records Consolidation – Andrea
- Website Coordination – Frank

9. Property Management Companies

Ravi confirmed that our Condominium Corporation is ran be volunteer residence and not by a Property Management Company. He spoke to the likelihood of fee increases due to the cost of a third party management company fee and any additional mark-ups that may be applied to costs we currently incur (i.e. landscaping, snow removal). Ravi concluded by asking residence to continue to step up and fill in on board positions as without these people stepping forward we would not be able to self manage our condo corporation.

10. New Board Members

Ravi spoke to the bylaws enabling the Board to appoint a person to fill any vacancies on the board until the next Annual Meeting. The Board had an open spot which resulted from Kirsten Logan's term as secretary ending. The open term is for a 2-year period which would be active until the AGM in 2022. Renee Bubnick volunteered earlier in the year and the board had appointed her to the Board until this year's AGM when a vote went out to residence. The vote occurred through ballots issued to the residence. Of the homeowners present at the meeting, Renee Bubnick was unanimously voted into the Board (18 out of 18 votes in favor, 0 votes opposed). Motion was carried that Renee is now a member of the Board.

11. Acknowledgement of previous and current Board members

Ravi acknowledged all previous Board members for taking time out of their personal lives to participate on the Board. He then called out Kirsten Logan for her exceptional work over the last six years on the Board and her hours and hours of time, effort and expertise. We thank you Kristen and want to publicly acknowledge your efforts tonight.

12. New Business

No new business was brought forth.

13. Adjournment

Ravi thanked everyone who attended the meeting through Proxy this year. It was moved by Andrea Wacker that the meeting be adjourn. The motion carried.

Attached: Meeting Notes issued to all homeowners for 2019 AGM

WENTWORTH AT THE WILLOWS CONDOMINIUM CORPORATION

2019 ANNUAL GENERAL MEETING

July 10, 2020

1. Call the meeting to order and welcome

My name is Ravi Ravichander, the current President of the Wentworth at the Willows Condominium Corporation. I would like to take this opportunity to welcome everyone to this year's Annual General M. It would have been nice to have the AGM with everyone in attendance at the Willows Golf Club, however, due to Covid-19 that was not possible. Therefore, we had to resort to this approach.

2. Appoint a recording secretary

I would like to appoint Andrea Wacker to be the secretary for this year's AGM.

3. Agenda review

Adoption is being conducted by ballot that was attached to this email.

4. Introduction of the current Board

I think I will start off with the ladies, and then the remaining Board members.

- **Rhonda McTavish 3rd year Treasurer (Signing Officer)**
Rhonda has been retired from SaskEnergy for over 2 years and has kept very busy with her handmade accessories for babies to adults. Her husband, Les and her moved to the Willows in 2010 and have enjoyed the community and the golf course environment. They have two children - Amy is married to Dustyn and has two little boys - Bentley is 4 and Miles is 2 1/2. Zach has completed his Business degree at U of S Edwards School of Business and is working with his dad to someday take over the billboard company.
- **Andrea Wacker 1st year Secretary (Signing Officer)**
Andrea, has lived in Wentworth community at The Willows since 2009. She served 3 years on inception of the board as Secretary and was one of the key board members in getting the Board up and running. Andrea has worked in the field of supply chain management for over 15 years and is currently employed at Nutrien as a Senior Advisor in Procurement. She holds a double major in Business from the University of Saskatchewan and over the years has attained other certificates and credentials such as her SCMP (Supply

Chain Management Professional). On a personal note, Andrea is married to her husband Darryl and they have four young adult children.

- **Silvana Papagerakis** **3rd year**
Silvana and her family moved to 501 Cartwright in 2016, when they relocated from the University of Michigan Ann Arbor to the University of Saskatchewan. Silvana is a MD/PhD who serves as an Associate Professor of Surgery in the College of Medicine.
- **Frank Cayabyab** **3rd year** **Vice President (Signing Officer)**
Frank and his family moved to 501 Cartwright in February 2007, when he was appointed as Assistant Professor in Physiology Department at U of S. His wife Sheila set up her community Neurology practice, and was appointed as a Clinical Assistant Professor in Neurology at U of S. Prior to coming to Saskatoon, Frank trained to be a scientist by obtaining his PhD from University of Toronto and Master's from McMaster University. He later completed Postdoctoral Fellowship training at the Brain Research Center at UBC in Vancouver. Frank was recently promoted to full Professor in the Department of Surgery at U of S, where his lab is currently contributing research that could lead to greater understanding of cancer and aging-related brain diseases, such as stroke and Parkinson's diseases. Frank and his wife have two daughters, Katelyn (age 13) and Christina (age 10) who are both accomplished pianists and competitive dancers. The Cayabyab family is proud to be a member of the 501 Wentworth residence community for over 10 years.
- **Jim Newton** **2nd year** **(Signing Officer)**
Jim grew up in Biggar, and played one year of Junior hockey in Prince Albert, before attending the University of Saskatchewan from 1980 to 1985. He previously lived in Saskatoon from 1980 to 1990 and 2002 to 2009. Jim moved back to Saskatoon into the Willows in August 2018. He has spent all of his career working in Operations at CN, starting at the grass roots level operating trains and then progressing through various levels of Management across Canada. He has had previous Board Experience with the Husky Football Foundation, Winnipeg Chamber of Commerce, and Manitoba Lacrosse Association. Some of his volunteer work has consisted of coaching hockey and lacrosse for many years, including the Saskatchewan and Manitoba provincial lacrosse teams. Jim has a 22-year-old son and 20-year-old daughter, and he enjoys numerous sports and staying active at the gym.

- **Renee Bubnick** **1st year**
 Renee Bubnick and her husband Rob are pleased to have lived in the Willows for 15 years. Renee retired from teaching, and Rob from his position as a vice-president with Nutrien. They have 3 grown sons, all of whom live in Saskatoon with their families. Hockey has been a huge part of their lives - all 3 sons played in the WHL and completed university degrees on scholarship. And the involvement continues, with 3 of their 7 grandchildren already playing minor hockey!!! In her spare time Renee enjoys spending time at their lake cottage, reading, baking, cooking and enjoying family.
- **Ravi Ravichander 3rd year President (Signing Officer)**
 I was a Sessional Lecturer at the Edwards School of Business at the University of Saskatchewan from 1998 to 2008, and taught courses in Organizational Behaviour, Business Policy and Management Skills. I hold an MBA from the University of Saskatchewan, and undergraduate degrees from Indiana-Purdue University and Bangalore University. Prior to the MBA program, I worked for the Arabian American Oil Company (ARAMCO) based in Dhahran, Saudi Arabia, for 15 years as a Planning Analyst. Along with the late Dr. Richard Long, I co-authored a book titled Strategic Compensation – A Simulation, with emphasis being on writing code for the simulation. This book was published by Nelson Canada and is currently being used by many universities across Canada. My wife, Ann is an Obstetrician/Gynaecologist and we have two children. Ben just graduated with an MD and is in a residency program in Internal Medicine at Harrisburg, PA, USA. Jonathan, is currently enrolled in a Masters in Divinity program and is working towards serving as a Pastor.

5. Review and adopt minutes from last year's AGM - May 9, 2019

Adoption is being conducted by ballot that was attached to this email.

6. 2019 Treasurers Report (Rhonda McTavish) Review of 2019 Finances

Please refer to the Financial Statements dated (December 31, 2019) that are attached. They include: Income & Expense Statement Balance Sheet Reserve Fund Statement (new). In review of a few notable expenditures and income on the Income & Expense Statement, I will comment on the following:

- Street Light Repairs \$2,220 – this was due to the light post that was hit by a car in October/18 by Unit #5 but fully repaired in 2019. \$534.27 was incurred in

2018. The total cost for repair (ballast, bulb, post and lens) was \$2,754.27 which we were reimbursed in full by insurance.

- Snow Removal & Sanding - \$6,195 – this included 3 pushes, 1 sanding and 1 haul away which took place in February/19. For 2020, the board gave specific instructions to the snow clearing vendor to avoid unnecessary hauling.
- Accounting Expenses - \$30 – did not have a Review Engagement done in 2019. 2019 Annual Reserve Fund Contribution - \$70,000 – the 2018 contribution was not made in 2018 but was made two times in 2019 (\$35,000 Jan 11/19 and \$35,000 Dec 13/19).
- Referring to the Reserve Fund Statement (included on bottom of Balance Sheet): 2019 was the first year where money was allocated from the Reserve Fund to pay for Catch Basin Repairs (\$10,312.02 – Sept/19) and Reserve Fund Study (\$2,520.00 – May/19).

We achieved unanimous consent of the homeowners to dispense a Review Engagement for the 2019 Financial Statements. A Review Engagement was conducted in 2018 and as a decision by the Board, is only required every 4 years but we must have a unanimous vote annually to dispense the review.

2019 also showed a slight increase of homeowners paying their condo fees via etransfer. I believe it works very well and will continue to offer this method of payment. Watch for an email coming from 501Cartwrightinquiries@gmail.com in mid-December for collection of 2021 fees.

The 2020 Budget is also attached and has been approved by the Board. Two major costs this year are:

- repairing the perimeter fence where needed (approx. \$37,000.00); and
- slurry coating the street (approx. \$25,000.00).

Both of these expenses will be taken from the Reserve Fund.

The Board is also looking into investment opportunities to achieve better interest rates to meet the Suncorp Valuations (Reserve Fund Study) requirements. From the inception of the Condo Association, we have been investing in GIC's with the Royal Bank.

7. Condominium Property Regulations (Frank Cayabyab)

This section is to give you some information regarding the effect of The Condominium Property Act and Regulations on the financial statements, and what the Board has done in the past and is planning for in the future.

The Condominium Property Act requires the Board to prepare Financial Statements annually. The Act also requires that the Financial Statements be audited or reviewed by a recognized accounting professional, who uses generally accepted accounting principles.

The Condominium Property Regulations provide in s.53.2(3)(b) that with 80% approval of the homeowners an audit can be dispensed with, and in s.53.2(3)(d) that with 100% approval, a professional review can be dispensed with.

The Board adopted a policy to request homeowner approval to dispense with an audit AND a review for 3 years and to have an audit in the fourth year. We received cooperation from 100% of the homeowners to dispense with and review and audit for 2016 – 2019 and as a result, we were able to save at least \$5,000.00. We thank all homeowners for their support and cooperation.

The Board decided that we would have our Financial Statements audited for the years 2018 and 2022. However, when we contacted a chartered Professional Accountant to conduct the audit, we were advised that an audit was an unnecessary expense and that we should have a financial review only. As a result, we sought the approval of the homeowners to dispense with an audit. We are pleased to advise that we received more than the 80% approval necessary. The Financial Review for 2018 was conducted and has been circulated at the 2018 AGM.

As a result of our policy and the recommendation of our CPA, in the fall we will be seeking 100% approval to dispense with both the audit and the financial review, and we again look forward to your cooperation.

8. Committee Reports

- **Street Security Committee (Andrea Wacker)**

There have been no changes in 2019 regarding the security system for the block. Reed Security was required to make a service calls to both homes where the cameras are located due to ownership changes at one home; and change in internet service provider at the other home. Anytime there is a change/upgrade in service there is a possibility that the remote viewing application may be impacted. Security footage is still available to be viewed however not remotely. This was rectified and in January 2020, remote access application to the camera security system was installed on five board members computers. These board members have access to view live video from the cameras as well as 30 days of past video. There was no cost incurred for the training or adjustment to the camera systems. The board believes that there is still value in having the security system for the Wentworth block to deter potential thieves and help identify

unwanted guests on the block. Please remember to still lock your homes and vehicles as the security system cannot provide 100% protection against theft or vandalism and if you are subject an incident, we ask that you report it to us as soon as possible.

- **Street Lighting and Maintenance Committee (Silvana Papagerakis & Renee Bubnick)**

Street Lights (Silvana): In March and December 2019, and April 2020, two street light bulbs were replaced each time. Replacing two lights bulbs at the same time saves money compared to replacing one only. Since the replacement service is done during the day, every time we marked the lamp posts with a ribbon to avoid any mistakes, and thus we ensured that the correct replacement took place every time. We used the same company as in the past, Sommerfeld Electric. Their service is always prompt and satisfactory. The price remained unchanged.

Street Sweeping (Silvana): During the month of May each year (2019 and 2020) the condo streets were cleaned. Residents were emailed with the date/time to ensure that no cars are parked in the street. In addition, we schedule the service later in the morning to ensure that the service doesn't interfere with the community morning activities (school bus, early morning commute etc.). We used the same vendor as last year, Virtue Construction and Street Sweepers, as the work was satisfactory. The price remained the same as last year - \$770.00, and again the work was satisfactory. As you may be aware, it is important to get the streets cleaned every spring, not only from an aesthetic perspective, but also removing the accumulated sand and gravel really helps in preserving the asphalt on our street.

Street Slurry Coat (Renee): As per the Reserve Fund Study recommendation, this year (2020) the condo street need to have a slurry coat applied. This is a mandatory maintenance in order to preserve the quality of our street. The Street Committee has obtained three quotes and the Board has decided on a contractor for this activity. This job will be carried out during summer. Note that this will necessitate some restrictions on the traffic through the condo area. This will be a necessary inconvenience for residents, but a vital step in achieving a really effective slurry seal on the roadways. Residents will receive an email with more details as we approach the start date for this work.

Environmental Issues – Noise (Silvana): The Willows Residential Community neighborhood is a residential community located south of Circle drive which is concurrent with Saskatchewan Highway 16. Its northern boundary is the CN Rail line and the former Cartwright Street right-of-way (the street was subsequently

rerouted through the community as part of its development), to the east is Clarence Avenue and to the west is Lorne Avenue. The Willows Residential Community is within 100 feet from the Highway 16 and the CN Rail line (a rail transportation corridor and railway yard), with heavy train traffic during the day and night time. Across from the Willows in its close proximity on Clarence Avenue is the Saskatoon Water Treatment Facility with on-site movement of trucks and trailers, as well as mobile equipment (within 30 feet from the main entry of the Community), and major commercial and industrial facilities (within 200 feet) which includes several dozens of stores, food chains facilities, car dealers, car repairs, and storage garages for public vehicles, gas stations and car washes, loading and unloading facilities (track terminals, assembly plants etc.) which are all noise sources and generators of an extremely high traffic (during normal times before and after the social distancing). All these, based on the Ministry of Environment guidelines, are considered stationary and no-stationary sources of sound (comprised of multiple sources of sound from various activities and equipment) that require noise impact assessment and are subjected to regulated sound level limits. In contrast to other neighborhoods, the Willows Residential Community neighborhood is not surrounded by sound barrier walls/sound fence panels, which are ideal for absorbing and blocking unwanted noise from commercial, industrial, residential or traffic, and are the norm across the city. In order to protect our residents and to ensure the level of noise and sources of emissions are adequately controlled to prevent the potential for adverse effects to the Willows' residents (people with preexisting chronic conditions, as well as seniors and youth are at higher risk), we plan to reach out to the Saskatoon City Council - the Ward 7 Councilor (M. Loewen) to discuss strategies to remediate this aspect.

- **Fence Maintenance Committee (Jim Newton)**

Fence maintenance was initially scheduled for 2019 and \$36,952.00 was allocated for that purpose in the Reserve Fund Study Report provided to the Board in October 2019. Numerous attempts were made to obtain a quote from Luna Metal Works, the company that installed the fence, to perform the repairs to the leaning fence line. Luna did not respond to these repeated requests and thus the work was not performed.

In May of 2020, this committee met with Techno Metal Posts and performed a site review of the repairs that are required to the fence line around 501 Cartwright. This is the same company that performed similar repairs to the leaning fence line of 301 Cartwright and their Board has advised that they are very pleased with the work performed. This work was performed about 3 years ago and it was clear during our recent observations that the work performed on

301 Cartwright with screw piles 10.5 feet deep has maintained the stability of their fence line.

Techno Metal Posts has provided our Board a formal quote of \$21,428.55 including tax to repair the fence line and this includes the following:

- a) Removing and disposing of 39 old concrete pilings including dump fees
- b) Removing and re-installing 39 fence pilings
- c) Install 39 Helical screw piles 10.5' deep with green protective sleeve against the frost, and 39 fixed U-shaped plates
- d) Fill void from removal of 39 old concrete piles with crushed rock

The Board has agreed to complete the repairs to the leaning fence line this summer and will be notifying home owners when this work will commence as Techno Metal Posts will need access to the affected homes' yards and fence lines to facilitate these repairs. The Board has also agreed to hire students to perform touch up painting to the fence line this summer and will provide notification of when this work will commence as the touch ups will be performed on both sides of the fence where there is access free of trees, shrubs, and other structures.

Members of this committee also met with Ron Erikson, General Manager of the Willows Golf Course to conduct an on-site inspection of the fence line, where the Willows irrigation system breaks immediately adjacent to our homeowner fence lines have compromised the stability of our fence line through extreme ground water saturation. We currently remain in conversation with Willows/Dreams on this matter.

- **Snow Clearing/Removal Committee (Ravi Ravichander)** In January 2019, we had to sand the street since it was very icy. In February 2019, we had to call in for snow clearing and hauling. In February 2019 we did have one hiccup as there was some miscommunication between our snow removal vendor and ourselves regarding hauling away the snow. They cleared the street and pushed the snow onto piles on 2 occasions and on the next visit we asked them to push and haul and they thought we meant haul it all, but what we meant was just haul what was pushed that day. Therefore, we had some additional expenses due to the mix-up. Regardless, the uncertainty was cleared up so it wouldn't happen again and of course, has been documented to their office. Snow clearing/removal expenses for 2019 were \$6,195.00.
- **Landscaping Committee (Frank Cayabyab)**

Landscaping service in summer/fall 2019 and this year was provided by Clear CUTT Landscaping (Joseph Santiago, Tel: 306-281-9637, website:

www.clearcuttlandscaping.com). Overall, Clear Cutt workers did a very good job last year. There were only a couple of deficiencies noted in summer of 2018 related to hedge trimming:

- a) Only cut the hedges twice (once in May and once in August);
- b) One of the workers left the hedge trimming unfinished and left for vacation without communicating that the job needed to be completed by the rest of other workers.

These issues were quickly resolved by speaking with Joseph Santiago, and no further issues were noted 2019, and none so far this year. Last summer/fall of 2019, Clear Cutt trimmed the hedges in May, July and early October according to my specifications. The work performed was very satisfactory.

I have secured Clear CUTT Landscaping to do the landscaping work for us this summer/fall. Below is the price comparison for the quoted services from year to year. You will note that the 2018 period was for 5 months only.

Previous and current monthly landscaping quotes:

- 2018 (June-October) - $\$333.33 \times 5 = \$1,666.65$
- 2019 (April-September) - $\$393.75 \times 6 = \$2,362.50$
- 2020 (May-October) - $\$462 \times 6 = \$2,772$

Clear Cutt Landscaping has noticeably increased its manpower, and I've seen three (3) trucks and at least five or six people working when they did the spring clean-up job earlier this month of May.

Clear CUTT Landscaping already sent itemized Invoices for May (\$462). All current and future invoices have been sent to Rhonda (The Treasurer), and paid in full.

My overall recommendation: Keep Clear CUTT Landscaping this year.

- **Architectural Standards (Frank Cayabyab)**

The current members of the Architectural Standards Committee are:

- Frank Cayabyab (house #33);
- Silvana Papagerakis (house # 31); and
- Renee Bubnick (house #13).

We would like to thank Kirsten Logan (house #21) for her services as a former member of this committee, who is now replaced by Renee as of January 1, 2020.

The committee wishes to remind all homeowners that exterior renovations need approval from the Board. This is necessary to maintain the aesthetics of the neighbourhood. The approval process requires homeowners to fill out an Architectural Design approval request form, which can be downloaded from our website (wentworthcondocorporation.ca) under the “BYLAWS” tab, dropdown button “Architectural Controls”). The homeowner provides a brief description of work to be done on the form and any supporting documents (e.g., quotes from vendors). The Committee then aims to provide approval/feedback to the homeowner within a few days.

All requests submitted in 2019 and early part of 2020 have been approved. These requests included a change in exterior house paint colour, change in garage door paint colour, replacing roof shingles, fixing wall cracks and installing window wells. We have had a number of houses with roof shingles replaced in 2019 due to hail damage that occurred in a previous year. We would like to remind all homeowners who are thinking of replacing old or damaged roof shingles that approval from the Board is still required even if you are replacing roof shingles with similar quality and color. If you are unsure whether approval for external home renovation is required, please contact any one of the Architectural Design Committee members for clarification. These controls are in place for your own interest.

Additionally, let’s keep the garbage and recycle bins out of site on non-pickup days.

- **Estoppel Certificates (Ravi Ravichander)**

In 2019, two Estoppel Certificates were requested and issued. These were for Unit #15 on January 16, 2019 and Unit #1 on June 26, 2019. On May 28, 2020 an Estoppel Certificate for Unit #35 was requested and issued. The revenue to the Wentworth at the Willows Condominium is \$200.00 per estoppel certificate issued.

Noticeably, during 2019 and continuing into 2020, requests for estoppels have been very slow despite having many homes listed for sale on our street.

- **Corporate Records Consolidation (Andrea Wacker)**

An area of improvement identified during the year was in regards to the Wentworth Condo Corporation’s corporate records. The Wentworth Condo Board has now been in place for just over eight years and through that time we have had various residents step up into board positions conducting business on

behalf of the residents. To do this Board Members were using their personal email and computers, therefore, storing corporate records on their personal computers. When a change in the Board occurred, the previous incumbent attempts to email the new board member all pertinent corporate records which would then be stored on their computer. It has been recognized that this way of managing corporate records has risk and is not the most effective.

The Condo Board has agreed that we must have a single Wentworth email address and central corporate documents repository accessible to all Board Members where each Board Member will be responsible for uploading records and residents can email the Wentworth Board with concerns, questions and issues. To do this a Google email address and a cloud-based repository has been created. Google cloud was chosen as it is an application accessible to multiple people and is of no charge for the first 15GB of data storage. It also enables emails to be directly stored in the same cloud as the files since the two areas are linked.

The 501cartwrightinquires@gmail.com email address is now active and we are currently in the process of setting up cloud based folders to store past and present corporate records. To help insure we get as much as possible previous corporate records an email was recently sent to all past and current board members requesting them to send any corporate records they may have still on their personal computers. Once all information is received it will need to be reviewed, sorted and filed in the appropriate folders. We are anticipating the folder to be completed and fully functional sometime in quarter four of this year.

- **Website Coordination (Frank Cayabyab)**

Frank Cayabyab took over as Website Coordinator as of November 25, 2019. He is responsible for updating the contents of our website as needed. He contacted the website host (Melissa Mellor) on April 25, 2020 to add the following items to our condo website (wentworthcondocorporation.ca) for residents to access:

1. 2019 Financial records
2. Revised 2019 Reserve Fund Study
3. Annual General Meeting Agenda and AGM Minutes for 2017 and 2018
4. Revised Budget for 2020
5. Update the contact information for website coordinator (Frank Cayabyab, email fcayabyab@yahoo.com)

6. Updated Resident Listing (names and email contacts)
7. Postponed 2019 AGM to a later date (to be determined)

On May 28, the following items were sent to Melissa for more website updates:

1. Updated Resident List (change contact info for house 22)
2. Added 2019 Reserve Fund Report
3. Updated approved 2020 Budget

9. Condo Board (Ravi Ravichander)

We do not have a **Property Management Company** to administer our condo corp. This definitely might be a possibility in the future which would skyrocket condo fees and it's not just the Property Management fee that goes up, it could also be the fees for general street maintenance, landscape, snow removal or more. Property Managers will suggest vendors they use and will allow us to also suggest vendors we use but there is no guarantee the rate that vendors charge the Property Managers would be in alignment with what they currently charge us. So, when we say a Management Company may charge us \$1,500 per month (\$18,000 per annum) that's not necessarily the end of it, there still could be extra fees due to what I just mentioned. So, we have always asked for volunteers to step forward to be Board members and I'm very happy to announce we have had a couple of volunteers who came forward for the one open position.

10. New Board Members

The bylaws provide that the Board may appoint a person to fill a vacancy until the next Annual Meeting. We have had to fill a vacancy with the departure of Kirsten Logan from the board.

Our bylaws state that the terms should be for a period of two years which will terminate upon the completion of the 2021 AGM which will be in 2022. A ballot has been attached for each homeowner to vote on Renee's nomination to the Board. The completed ballot should be emailed to the Board at 501Cartwrightinquiries@gmail.com.

11. Acknowledgement of previous Board members

Over the years we have had the privilege of working with some amazing Board members, I especially want to thank Kirsten Logan for her hard work over the last six years and often the entire Board has leaned on Kirsten for her expertise and knowledge, so let's give her a big hand.

Additionally, we certainly need to thank all the current Board members. These ladies and gentlemen do a terrific job in tying the community together and keeping the condo fees the lowest of anywhere in the city. Let's give them a big hand too.

12. Adjourn

I would like to thank everyone for attending the 2019 Annual General Meeting this evening.

WENTWORTH 2019 AGM - SIGN IN SHEET			
LAST NAME	PROXY	BALLOT	
Plain	x	x	
McTavish	x	x	
Wacker	x	x	
Mann	x	x	
Bubnick	x	x	
Butt	x	x	
Krishnaswamy	x	x	
Ready/Shouse	x	x	
Miller	x	x	
Logan / Popescol	x	x	
Wudrick	x	x	
Ravichander	x	x	
Sharpe	x	x	
Greenwald	x	x	
Grund	not submitted	x	
Lau	not submitted	x	
McBride	x	x	
Baetz	x	x	
Gitzel	x	x	
Cayabyab	x	x	
Wang	not submitted	x	
Gabrielson	not submitted	not submitted	Note: email sent without attachments as did not know how to fill out form
Total Valid	18	20	
Total	21	21	