

**WENTWORTH AT THE WILLOWS
CONDOMINIUM CORPORATION
MINUTES OF THE 2020 ANNUAL GENERAL MEETING
May 10, 2021**

MEETING BY PROXY AND BALLOT

PRESENT: A quorum of Wentworth Unitholders participated as indicated by the attached sign-in sheet, verifying the Proxies and Ballots received. In summary:

- 29 Valid Proxies received out of 41 Units = 71%
- 24 Valid Ballots received out of 41 Units = 59%

Board of Directors represented: President, Henry (Ravi) Ravichander; Vice President - Frank Cayabyab; Treasurer - Rhonda McTavish; Secretary - Kirk Ready; Incoming Treasurer - Scott Scissons; Silvana Papagerakis; Jim Newton; Renee Bubrick.

1. Call to Order

The meeting was called to order by the President, Henry (Ravi) Ravichander who noted that a quorum of 25% of "persons or proxies" was attained in accordance with Section 10.4 of the General By-Laws of the Wentworth at the Willows Condominium Corporation. The meeting was held by email Proxy and Ballot to comply with the Public Health Orders of Saskatchewan prohibiting private gatherings due to the COVID-19 Pandemic. Ballots for all motions were circulated with the Notice of the Annual General Meeting.

Motion: That the Annual General Meeting be conducted by Proxy and email. Carried.

2. Appointment of Recording Secretary

The President, Ravi, appointed Kirk Ready as the Recording Secretary.

3. Agenda

Motion: That the Agenda be adopted as circulated. Carried.

4. Introduction of Board Members

President Ravi provided introduction to the Board Members by email sent out to the homeowners with notification of the 2020 Annual General Meeting. The email included a brief biography and position of each member on the Board.

5. Minutes of the 2019 Annual General Meeting (held July 10, 2020)

Motion: That the Minutes of the Annual General Meeting held July 10, 2020 be adopted as circulated. Carried.

6. Treasurer's Reports for the Year Ending December 31, 2020

The Treasurer, Rhonda McTavish, circulated the following documents with the Notice of the Annual General Meeting, for the year ending December 31, 2020:

- Balance Sheet – Operating

- Reserve Fund Statement
- Operating Income and Expense Statement
- Operating and Expense Budget 2021

The Treasurer made specific note of the following Operating Income and Expenditures in 2020:

- Estoppel Fees (\$800.00) – Four (4) estoppel certificates were generated for Units #1, 16, 28 and 35.
- Landscaping (\$3,511.50) – In 2020, Clear Cutt, the landscaping vendor sprayed the hedges twice due to caterpillar infestation.
- Snow Removal & Sanding (\$12,237.75) – This included: January (1 push and 1 sand); February (1 push); and November (3 pushes, 1 sand and 1 big haul). The November snowfall resulted in a \$10,269.00 invoice from JonesE, the snow clearing / hauling vendor.
- Accounting expense (\$582.75) – Twigg & Co., reconciled accounts and set up a Reserve Fund Balance Sheet.
- 2020 Annual Reserve Fund Contribution (\$80,000.00) – An amount of \$30,000.00 was invested in Structured Notes with CIBC through Industrial Alliance Securities Inc. along with an additional \$50,000.00 that matured in 2020. These Structured Notes are low risk and a good return on investments. The Royal Bank GIC interest rate of below 1% does not meet the Reserve Fund Study Recommendations. The decision to identify a better investment vehicle outside of RBC was approved by the Board.

Regarding the Reserve Fund Statement, two major capital expenditures were drawn from the Reserve Fund for a total expenditure of \$44,405.79:

- Fence Repair \$23,381.28
- Slurry Seal \$21,024.51

Unanimous consent was received from the homeowners to dispense a Review of Engagement for the 2020 Financial Statements. A Review Engagement was conducted in 2018 and as a decision by the Board, a review is only required every four (4) years provided there is a unanimous vote annually to dispense the review. The Review Engagement is now expected in 2022.

2020 also showed a slight increase in the number of homeowners paying their condo fees via e-transfer. This works very well and will continue to be offered as a method of payment. As always, residents can pay by cheque as well prior to the due date each year.

The 2021 Budget has been approved by the Board. The only notable item is that a few spindles need to be repaired on the fence.

Motion: That the Treasurer's reports be approved as circulated. Carried.

7. Condominium Property Regulations effect on Financial Statements

This section is to give 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 Regulations provide in s.53.2(3)(b) that with 80% approval of the homeowners an audit can be dispensed with. In s.53.2(3)(d), with the approval of 100% of the homeowners 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 three (3) years and to have an audit in the fourth (4th) year. We received cooperation from 100% of the homeowners to dispense with a review and audit for 2016 – 2019. As a result, we were able to save at least \$5,000.00 each year. The Board thanks all homeowners for their support and cooperation.

The Board decided to have Financial Statements audited in 2018 and 2022. When the Board contacted a Chartered Professional Account (CPA) to conduct the audit, the Board was advised that an audit was an unnecessary expense since the Wentworth at the Willows Condominium Corporation (WWCC) has less than fifty (50) units. Only a Financial Review was recommended. As a result, the Board sought the approval of the homeowners to dispense with an audit which requires 80% approval. The Board is pleased to advise that more than 80% approval was received. The Financial Review for 2018 was conducted and was circulated at the 2018 AGM.

As a result of the WWCC policy and the recommendation of the CPA, in January 2020 the Board thankfully received 100% approval to dispense with the Financial Review for 2020. In 2021, the Board will again be seeking 100% approval to dispense with a Financial Review. In 2022, WWCC will again be seeking 80% approval to dispense with an Audit but will be conducting a Financial Review.

8. Committee Reports for 2020

1) Street Security

Renee Bubnick reported that there were a couple of requests to review the security cameras by homeowners. The security camera system continues to work well and is being maintained by Reed Security.

2) Street Maintenance

Silvana Papagerakis (and Renee Bubnick) reported that in April 2020, two street light bulbs were replaced. Replacing two light bulbs at a time is saving money rather than replacing only one. Since the replacement service is done during the day, the lamp posts are marked with a ribbon to avoid any mistakes and thus ensure the correct replacements. Sommerfeld Electric is used as before. Their service is always prompt and satisfactory. The price has remained the same.

3) Fence Maintenance

Jim Newton reported that during the summer of 2020, Techno Metal Posts were hired by the Board to inspect and determine repairs required to our community's perimeter fence line which had begun to lean in several locations.

A total of thirty-nine (39) metal fence posts were replaced with helical screw posts 10.5 feet deep to straighten and solidify the perimeter fence. The cost for this work was \$495.00 per

helical screw post for a total cost of \$21,428.55 tax included. This was a capital expenditure recommended by the Reserve Fund Study.

After the fence line was initially inspected by Dan Ouellet from Techno Metal Posts and the Board, the Willows Golf Course had an irrigation system break behind homes 21 and 22 that led to heavy ground water saturation and required an addition 6 posts to be replaced. A site meeting was held with Willows General Manager Ron Erickson and two WWCC Board members to show Mr. Erickson the additional damage to fence posts that were not in need of repair prior to the irrigation system break. During the site meeting, The Willows GM was not willing to accept responsibility for the additional damages caused to the fence line from the irrigation system break, even though he had earlier said the Willows experiences about 40 irrigation system breaks per year. Subsequent correspondence has been sent to DREAM General Manager, Brad Zurevinski, including a specific request for DREAM to cover the cost of the six (6) posts that had to be replaced because of the irrigation system break. To date, this situation remains unresolved with DREAM as Mr. Zurevinski has not responded to the last request for compensation.

The perimeter fence also required touch up painting on both inside and outside during the summer of 2020 at a cost of \$1,680.00 in labor and \$272.73 in materials for a total of \$1,952.73,

During the summer of 2021, further attempts will be made to find a contractor that will replace a small number of spindles that are missing and replace a small number of fence toppers that were broken during street snow removal.

4) Snow Clearing / Removal

Ravi Ravichander reported that on January 12, 2020, snow clearing and sanding of the intersections of both entrances was called for. Again, on January 30, snow clearing was called for. On November 10, 2020, after a very heavy snowfall, the Board voted to call in for snow clearing and hauling of all the snow that had been pushed. Clearing and hauling was completed on November 16, 2020. This service, though anticipated to be expensive, was discussed and deemed necessary by the Board. This resulted in an overrun in the snow clearing budget of \$4,737.75 for 2020 as has been shown in the Income and Expense Statement for 2020.

5) Landscaping

Frank Cayabyab reported that, as in previous years, landscaping service in summer/fall 2020 was provided by Clear CUTT Landscaping (Joseph Santiago, (306) 281-9637, www.clearcuttlandscaping.com). Overall, the landscapers did a very good job last year. In early August 2020, Clear Cutt was on-site to spray chemicals to eradicate the caterpillar infestations on the hedges. Initially, it was suspected that the irrigation system (DREAM's responsibility) was faulty in not providing sufficient water to the hedges. Upon closer inspection and confirmed by Clear Cutt Landscaping, there was found to be a growing caterpillar infestation that was likely the main culprit in causing the brownish appearance of the hedges. The spraying was done on August 5, 2020 and appeared to improve the health of the hedges (leaves returned and hedges were greener in September/October). Clear CUTT recommended spraying the hedges in spring/early summer should be repeated to prevent caterpillar reinfestation.

Other Board Members involved in looking after the perimeter fence maintenance noted scratches on the fences near the hedges. This concern was communicated to Clear CUTT indicating that they should be more careful not to scratch the paint on the fences when doing hedge trimming. Joseph Santiago assured us that his workers have exercised extra caution when trimming hedges, usually with one worker holding hedges away from fences while another worker operated the hedge trimmers. He said workers spend extra time while trimming the hedges.

Clear CUTT Landscaping will once again be hired to do the landscaping work for WWCC this summer/fall 2021. Last year, the total landscaping expenditure was \$3,511.50 (up from the previous 2019 expense of \$2,756.25) including the extra cost to spray the hedges once to mitigate caterpillar infestation. A budget of \$4,000.00 for summer/fall 2021 and renewing the contract for Clear Cutt Landscaping was approved by the Board on January 28, 2021.

6) Architectural Standards

Frank Cayabyab reported. The current members of the Architectural Design Committee are: Frank Cayabyab (Unit 33); Silvana Papagerakis (Unit 31); and Renee Bubnick (Unit 13).

The Committee wished to remind all homeowners that exterior renovations, including landscaping, need approval from the Board. This is necessary to maintain the esthetics of the neighborhood. Normally, interior renovations do not require Board approval. However, if there is going to be major interior or exterior renovations that will require the temporary placement of refuse bins on the homeowner's property, the Board will need to be informed. The approval process requires homeowners to fill out an Architectural Design approval request form, which can be downloaded from the Wentworth website (www.wentworthcondocorporation.ca under the "BYLAWS" tab, dropdown button "Architectural Controls"). The homeowner provides a brief overview of the work to be done on the form and any supporting documents (e.g., quotes from vendors, drawings, paint colors, etc.). The Committee then aims to provide approval/feedback to the homeowner within a few days.

All Architectural Design requests in 2020 (and early 2021) have been approved. The requests included replacing roof shingles, updating the backyard landscaping, and doing a major interior renovation that would require a large garbage bin to be temporarily placed on the homeowner's driveway to facilitate the renovation. The Committee also did a site visit and met with a homeowner regarding a request to move a fence from one side of the homeowner's property to the other side. However, the Committee's approval is still pending while awaiting the homeowner to establish firmly the ownership of the fence (homeowner vs. WWCC).

The Committee 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 the roof shingles being replaced are of similar quality and color as the original shingles.

If you are unsure whether approval for exterior or interior home renovation is required, please contact any of the Architectural Design Committee members for clarification. These controls are in place for your own interest.

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

7) Estoppel Certificates

Jim Newton and Ravi Ravichander reported that in 2020, three (3) Estoppel Certificates were requested and issued. These were for: Unit 35 (May 28, 2020); Unit 28 (August 31, 2020); and Unit 16 (October 24, 2020). An Estoppel Certificate was issued for Unit 1 on June 26, 2019 but only invoiced in May 2020. This payment was received on June 3, 2020. The revenue to WWCC is \$200.00 per estoppel certificate issued.

8) Corporate Records Consolidation

Andrea Wacker reported that work continues reviewing, sorting, and filing of corporate record from the past nine years. Significant progress has been made over the last year with the target of completion by June 2021.

As a reminder, the 501Cartwrightinquiries@gmail.com Google Cloud is being utilized to store files and relevant documentation. Google Cloud was chosen as it is an application accessible to multiple Board Members and is a free cloud storage platform for the first 15GB of data storage. It also enables email to be directly stored in the same cloud as the files since the two platforms are linked.

9) Website Coordination

Frank Cayabyab reported that he has been the Website Coordinator since November 2019. He is responsible for updating the contents of the www.wentworthcondocorporation.ca as needed.

Since the last Annual General Meeting, Frank has requested the website host (Melissa Mellor) add the following items to the WWCC website which can be access by all Wentworth's residents:

- a. 2020 Financial records to year-end December 31, 2020: Balance Sheet – Operating; and Operating Income & Expense Statement.
- b. Current 2021 Financial records: Balance Sheet – Operating; Operating Income and Expense Statement approved by the Board in January/February 2021.
- c. Updated Resident Listing of names and email contacts.
- d. Under “General Notices”, a friendly reminder to Wentworth residents that the 2021 condo fees are due January 15, 2021 (with instructions regarding payment methods – cheque or e-transfer).

As a reminder, the website is www.wentworthcondocorporation.ca and can be accessed by any Wentworth resident. If you have forgotten the password for this website, please email 501Cartwrightinquiries@gmail.com. The Unit Holders and contact information were last revised on November 30, 2020.

9. Property Management Companies

Ravi Ravichander reported that WWCC does not have a Property Management Company to manage the Corporation. This might be a definite possibility in the future which would skyrocket condo fees. Not only the Property Management costs would need to be covered in the condo fees, but the costs for general street maintenance, landscape, snow removal and more would likely increase as the Property Managers will suggest their vendors. The Property Managers might allow us to suggest vendors we use

but there is no guarantee the rate that vendors charge the Property Managers would be in alignment with what the vendors currently charge WWCC. So, when a Property Management Company says it will charge us \$1,500 per month (\$18,000 per annum), it is not necessarily the end of it; there still could be extra costs to be covered by increasing the condo fees.

Consequently, Wentworth at the Willows Condominium Corporation, must ask for volunteers to step forward to serve as Board Members.

10. New Boards Members

Ravi Ravichander announced that he was happy to introduce three volunteers who have let their names stand for the three open positions on the Board.

Scott Scissions has agreed to become Treasurer of WWCC to replace Rhonda McTavish. Kirk Ready has agreed to become Secretary to replace Andrea Wacker.

Motion: That Scott Scissions and Kirk Ready be elected to the Board of Directors of Wentworth at the Willows Condominium Corporation. Carried

Fay Gabrielson has agreed to become a member of the Board of Directors to replace Renee Bubrick.

Motion: That Fay Gabrielson be elected to the Board of Directors of Wentworth at the Willows Condominium Corporation effective June 2, 2021. Carried

In accordance with the General By-Laws, 4.4 (a), the Term of Office for Board Members is two (2) years.

11. Acknowledgement of Previous and Current Board Members

Ravi Ravichander acknowledged previous and current Board Members. He noted that over the years, WWCC has had the privilege of working with some amazing Board members. Ravi extended specific thanks to Rhonda McTavish (Treasurer) stepping down at the end of this AGM; Andrea Wacker (Secretary), who resigned effective April 15, 2021; and Renee Bubnick (Board and Committee Member), who is resigning effective June 1, 2021.

Ravi thanked all the current Board members, stating “these folks do a terrific job in tying the community together and keep the condo fees the lowest of anywhere in the City.”

12. New Business

No New Business pending.

13. Adjournment

The President, Ravi Ravichander, extended his thanks to all those that participated in this 2020 Annual General Meeting of Wentworth of the Willows Condominium Corporation by Proxy and Ballot.

Respectfully submitted,

Kirk Ready, Recording Secretary

WENTWORTH AT THE WILLOWS 2021 SIGN-IN PROXY/BALLOT SHEET										
					Ballot Questions					
LAST NAME	UNIT #	PROXY	BALLOT	COMMENTS	1	2	3	4	5	6
	1									
Wayne Grund	2	X	X	Submitted last year's Proxy & Ballot	Y	Y	Y	Y	N/A	
Shirley Asher	3	X	X		Y	Y	Y	Y	Y	Y
Bob Miller	4	X	X		Y	Y	Y	Y	Y	Y
	5									
	6									
Charles Nguyen	7	X	X		Y	Y	Y	Y	Y	Y
Ravi Ravichander	8	X	X		Y	Y	Y	Y	Y	Y
Alpna Krishnaswamy	9	X	X	Rec'd paper -> scanned	Y	Y	Y	Y	Y	Y
Peter Lau	10	X	X	Rec'd paper -> scanned	Y	Y	Y	Y	Y	Y
	11									
Yufeng Wang	12	X	X		Y	Y	Y	Y	Y	Y
Rob & Renee Bubnick	13	X	X	Rec'd paper -> scanned	Y	Y	Y	Y	Y	Y
Chris Mpofu & Colleen McBride	14	X	X		Y	Y	Y	Y	Y	Y
Kirk Ready & Heather Shouse	15	X	X		Y	Y	Y	Y	Y	Y
Larry & Gail Ollenberger	16	X	X	Rec'd paper -> scanned	Y	Y	Y	Y	Y	Y
Andrew & Marilyn Baetz	17	X	X		Y	Y	Y	Y	Y	Y
Brant & Roseanne Regush	18	X	X		Y	Y	Y	Y	Y	Y
	19									
Fay & Neil Gabrielson	20	X	X		Y	Y	Y	Y	Y	Y
Kirsten Logan	21	X	X	Submitted last year's Proxy & Ballot	Y	Y	Y	Y	N/A	
Jim Newton	22	X	X	Submitted last year's Proxy & Ballot	Y	Y	Y	Y	N/A	
Judy & Jeff Lehne	23	X	X	Submitted last year's Proxy	Y	Y	Y	Y	Y	Y
Les & Rhonda McTavish	24	X	X		Y	Y	Y	Y	Y	Y
Michelle & Terry Loraas	25	X	X	Rec'd paper -> scanned	Y	Y	Y	Y	Y	Y
Randy & Celeste Greenwald	26	X	X		Y	Y	Y	Y	Y	Y
	27									
	28									
Andrea Wacker	29	X	X		Y	Y	Y	Y	Y	Y
Henry Butt	30	X	X		Y	Y	Y	Y	Y	Y
	31									
Naomi Plain	32	X	X		Y	Y	Y	Y	Y	Y
	33									
Zhihan Feng	34	X	X	Rec'd paper last year's -> scanned	Y	Y	Y	Y	N/A	
Les & Jenice Arnelien	35	X	X		Y	Y	Y	Y	Y	Y
	36									
Bonnie Lloyd-Gitzel	37	X	X	Rec'd last year's dated 2021 - accepted	Y	Y	Y	Y	N/A	
Arnie & Charlene Wudrick	38	X	X		Y	Y	Y	Y	Y	Y
	39									
Betty Mann	40	X	X	Rec'd paper -> scanned	Y	Y	Y	Y	Y	Y
Ken & Karen Willms	41	X	X		Y	Y	Y	Y	Y	Y
TOTAL VALID		29	24		29	29	29	29	24	24
TOTAL	41	29	29		29	29	29	29	29	24

WENTWORTH AT THE WILLOWS
CONDOMINIUM CORPORATION
2020 ANNUAL GENERAL MEETING
HELD ON MAY 10, 2021
PROXY

I AM A HOMEOWNER AT WENTWORTH AT THE Willows Condominium Corporation (hereinafter referred to as the Corporation) and I agree to the holding of the Annual General Meeting, 2020 to be held by way of attendance by proxy.

I agree that this document shall serve as my proxy pursuant to bylaw 11.6 and s.41.1 of The Condominium Property Act for the purpose of my virtual attendance at the Annual General Meeting of the Corporation to be held on **May 10, 2021 at 8-501 Cartwright Street, Saskatoon, commencing at 7:00 p.m.** I also agree that my email ballot shall be counted as necessary for the motions required to be passed at the Annual General Meeting.

This proxy shall expire on or before August 31, 2021.

Name: _____

Unit #: _____

Email: _____

Date: _____

Signature_____

Please complete and sign this Proxy and complete the Ballot and return the scanned documents by email to the Board at 501Cartwrightinquiries@gmail.com for tabulation **before May 5, 2021.**

**WENTWORTH AT THE WILLOWS
CONDOMINIUM CORPORATION
2020 ANNUAL GENERAL MEETING
Held on May 10, 2021
BALLOT**

UNIT NUMBER: _____

1. On the Motion to conduct the Meeting by proxy and email:

Yes _____ No _____

2. On the Motion to adopt the Agenda:

Yes _____ No _____

3. On the Motion to adopt the Minutes of the Meeting held July 10, 2020:

Yes _____ No _____

4. On the Motion to adopt the Treasurer's Report:

Yes _____ No _____

5. On the Motion to elect Scott Scissons and Kirk Ready to the Board of Directors of Wentworth at the Willows Condominium Corporation:

Yes _____ No _____

6. On the Motion to elect Fay Gabrielson to the Board of Directors of Wentworth at the Willows Condominium Corporation on June 2, 2021:

Yes _____ No _____