



**Shabri Properties Limited**  
P.O. Box 877, 87 Lake St.,  
St. Catharines, ON L2R 6Z4

August 16<sup>th</sup>, 2018

To All Unit Owners:

**RE: NNCC No. 13 – Information Certificate Update (ICU)**

For your records and information, we are enclosing a copy of the Information Certificate Update.

Also enclosed are the Minutes of the Annual General Meeting held on June 13<sup>th</sup>, 2018. Please keep these for your records.

The enclosed ICU form is being sent to you in accordance with the new amendments to the *Condominium Act, 1998*. These certificates help to ensure new owners receive up to date information about their Condominium Corporation.

Yours truly,

SHABRI PROPERTIES LIMITED

Stella Burton, *Administrative Assistant*

/sb  
encl

#### Instruction

This PDF form can be filled out electronically and then saved or printed. When filled out electronically, the form is dynamic – for example, text boxes will expand as you enter information, and checking certain boxes may cause items to appear or disappear as necessary. The blank form can also be printed in full, and then filled out in hard copy. If you are filling out the form in hard copy and you need more space, you may enclose additional sheets of paper with the form.

Condominium corporation's name:  
Niagara North Condominium Corporation No. 13

Date (yyyy/mm/dd)  
2018/08/16

1. Change in Address for Service of the Corporation

2. Change in the Directors or Officers of the Corporation, or the Address for Service of any of the Directors or Officers of the Corporation

Names of Directors and Officers or Names of Former Directors and Officers	Position/Title or Former Position/Title	Change (Instruction: Please describe the change. For any new director or officer, please add that person's address for service.)
i. Ted Oorsprong	<input type="checkbox"/> Director <input checked="" type="checkbox"/> Officer Title President	Unit 73
ii. Peter Teminski	<input type="checkbox"/> Director <input checked="" type="checkbox"/> Officer Title Vice President	Unit 39
iii. Alisha Vos	<input type="checkbox"/> Director <input checked="" type="checkbox"/> Officer Title Secretary/Treasurer	Unit 34
iv. Rene Zamai	<input checked="" type="checkbox"/> Director <input type="checkbox"/> Officer	Unit 71
v. Alessandro Zamai	<input checked="" type="checkbox"/> Director <input type="checkbox"/> Officer	Unit 89

3. Change in Condominium Manager, Management Provider, or any other Person Responsible for Management of the Property, or an Address for Service of the Condominium Manager, Management provider, or any other Person Responsible for Management of the Property

4. Change in Mailing Address or Email Address/Other Method of Electronic Communication for Receiving Records Requests and Delivering Records

- 5. Change in the Corporation's Deductibles for each Insurance Policy or the Maximum Amount that could be added to an Owner's common expenses under s. 105 (2) of the *Condominium Act, 1998* or as a result of a by-law passed under s. 56 (1) (i) of the Act.
- 6. Termination of Insurance
- 7. Vacancies on the Board and No Quorum
- 8. Other Information Required by the Corporation's By-Laws

**ANNUAL GENERAL MEETING MINUTES  
NIAGARA NORTH CONDOMINIUM CORPORATION NO. 13  
THE BEST WESTERN, 2 NORTH SERVICE ROAD, ST CATHARINES  
JUNE 13<sup>TH</sup>, 2018**

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**CALL TO ORDER**

Neil Wachs from Shabri Properties called the meeting to order.

**APPOINTMENT OF CHAIRPERSON**

With the consent of the meeting Neil Wachs of Shabri Properties agreed to Chair the meeting

**APPOINTMENT OF SECRETARY**

Neil Wachs appointed Stella Burton of Shabri Properties as recording secretary for the Meeting.

**APPOINTMENT OF SCRUTINEERS**

Neil Wachs indicated that he and Stella Burton would act as scrutineers for the meeting.

**NOTICE CALLING MEETING**

The Notice calling the Annual General Meeting was sent to all registered unit owners on May 25<sup>th</sup>, 2018 in accordance with the *Condominium Act*.

**SCRUTINEERS' REPORT**

The scrutineers reported that there were 39 units represented in person, 0 units represented by proxy, therefore a total of 31% of the units were represented at the meeting. As the *Condominium Act* states that the required quorum for a general meeting is 25%, there therefore was a quorum.

**APPROVAL OF PREVIOUS MINUTES**

Neil Wachs indicated that the Minutes of the annual general meeting held on July 27<sup>th</sup>, 2017 were previously sent to all registered unit owners in accordance with the *Condominium Act*.

It was moved by Karen Sarkisian, seconded by Michael Boyle that the Minutes of the previous Annual General Meeting held on July 27<sup>th</sup>, 2017 be accepted as circulated. **CARRIED.**

**FINANCIAL REVIEW**

Randy Momot of Grant Thornton presented the Audited Financial Statements for the year ending December 31<sup>st</sup>, 2017. He reported that the Corporation is in good financial standing and the reserve fund balance exceeds what was recommended by the Engineer. There was a surplus left in the operating budget that was used up by the utilities. Mr. Momot asked if there were any questions regarding the financial statements.

Miguel San Jose asked who the superintendent was and what her responsibilities are. Neil Wachs indicated that Sherri Harrison was the Corporations superintendent and she is responsible for the day to day happenings around the property. She is available on site to assist the contractors, she helps co-ordinate work orders, delivers notices and newsletters, answers questions and deals with unit owner complaints and most recently was available at 2:00 a.m. to assist the police with the recent break in at the property. She has become a valuable liaison for the owners, Board and Shabri.

Miguel San Jose asked what the professional fees and administration costs covered. Randy Momot explained this was the cost to perform a year-end audit of the Corporations finances.

Neil Wachs explained that the administrative costs cover mailings, administration costs for preparing notices, letters, reports and newsletters and the venue for the annual general meetings. This information can be found on your budget letter.

## **PRESIDENT'S REPORT**

Here are the highlights from the past year and upcoming projects.

### **Improving Communication:**

- As promised by Alisha, a community newsletter sent out in April; next issue coming this month. Newsletters will be sent out as needed (every 2 - 3 months).
- Coming soon: a website which will contain our Corporation's by-laws and rules, as well as an archive of newsletters. Our hope is to make this documentation accessible to current and future residents (no surprises for those who are new to the complex).

### **Landscaping:**

- New landscapers, SB Haulage, have taken over the property maintenance contract. We know there have been some bumps along the way, but we hope that the notice sent out requesting residents to indicate whether or not they want their backyards cut and front gardens weeded will help. If you have not yet submitted your completed form, please do so asap.
- A Weed & Feed program should be underway very soon.
- The trees planted by the city along the boulevard of Cushman Road are doing very well.
- Sherri and a few other residents have been busy planting bulbs and plants in our front garden. We would like to remind our residents that the plants on common elements and front yards are not theirs to take. It is evident that some plants have been removed from the front garden and some residents have reported plants taken out of their gardens.
- The Board is working on a master landscaping plan to remove dying and problematic trees, and add new trees, shrubs and gardens. This plan will be completed over the next 3 years.

### **Water mains:**

- Complete! We see improvements to our water bill.

### **Upcoming property repairs:**

- repair asphalt, repaint roadway signs, new three-way stop after main entrance comes to a T, children at play signs
- new back lights for all units;
- new wood decks for certain units;
- new back doors for units with bottom floor walkouts where required;
- replace rotted garage door frames/sand and paint all others;
- repair parging where required;
- repair chain link fences around playground & perimeter of property (increase height of perimeter fence behind playground to match)
- getting quotes to reseal windows and doors on main floor

Looking into (long-term planning): new lamp posts and LED fixtures; front step and patio stone repairs; front doors with side window replacements and basement window replacements.

## **GENERAL DISCUSSION**

Janet Jakobsen asked if all of the projects mentioned will be completed this year. Neil Wachs indicated that most of the projects should be completed this year but some may have to be scheduled later.

Matthew Sander asked if the asphalt at the entrance was City property and if they would be paying for the cost of that area. Ted Oorsprong stated that it was not City property although the Board did attempt to see if the City would pay for that area and the ravine as well.

Karen Sarkisian asked what would be done about the gardens at units who have not kept their maintenance up. Ted Oorsprong responded that they are working on a plan and this was the reason for the landscaping notices that Alisha Vos recently put out to homeowners. SB Haulage has agreed to include the gardens in their contract.

Karen Sarkisian asked about the wood fence posts and if they were completed. Alisha Vos noted that she and Sherri have been making note of the posts and gates that need repair. The posts along the ravine have not yet been assessed but will be soon.

Matthew Sanders recommended Bolt Decks for the Board to obtain quotes from for work on the deck replacements and asked whose responsibility it was to trim back trees from the unit.

Neil Wachs indicated it is the Corporations responsibility and the landscapers will trim up to 15 feet. If the trimming required is higher than that they Board can look into arborists. Neil Wachs suggested that Mr. Sanders email him with specific concerns so that when the trees are reviewed in the next month or so he can make note of it.

Michael Boyle asked if there would be any work done on the front steps. Ted Oorsprong indicated that the Board has considered several options pointing out that unit 8 is the best example of a plan for the front steps that have reached the end of their life span. The Board is looking into poured concrete however this will be a 2 to 3 year project as the original concrete steps will need to be removed. They are looking into possibly expanding the front steps to allow a small seating area and remove the garden in the middle to create a barrier between the units. Once the Board has made a decision on the best option the owners will be notified.

Karen Sarkisian asked if the storm doors are supposed to be white because some in the complex are not. Alisha Vos indicated that they should be and the Board will be sending notices reminding owners that they must keep the cohesive look of the complex when replacing such items.

Ted Oorsprong added that the front door sidelights is another project the Board is working on and when this happens the front doors would be replaced at the same time.

Michael Boyle wanted clarification on the smoking rule and wondered how the 30 meter rule would come into effect if owners are allowed to smoke on their front porches. Alisha Vos indicated that the 30 meter rule was a misprint and will have that edited in the near future.

Michael Boyle also asked if the grandfathered rule only applied to owners. Neil Wachs stated it would be for all residents currently residing in the unit they are in now.

Rene Zamai ended the general discussion by thanking everyone for coming to the meeting and stated he really appreciates everyone making the time us and wanted it noted that the Board thanks Sherri Harrison for all she does for the community.

#### **ELECTION OF DIRECTORS**

Neil Wachs outlined the requirements under the *Condominium Act* and the By-laws to be a Director of a Condominium Corporation and indicated that:

- Alisha Vos & Alessandro Zamai - Have two years remaining in term
- Ted Oorsprong & Peter Teminski - Have one year remaining in term
- Rene Zamai - Term is up as of this meeting

It would therefore be necessary to elect one individual to the Board of Directors for a three-year term.

Rene Zamai has notified the Corporation of his intention to run for election and completed his disclosure statement.

The floor was opened for nominations. With none forthcoming, nominations were closed on a motion by Michael Boyle, seconded by Miguel San Jose. **CARRIED.**

Neil Wachs congratulated Rene Zamai on his re-election to the Board of Directors.

**APPOINTMENT OF AUDITORS**

Neil Wachs indicated that Corporation requires an Audit as there are more than 25 units making up the Corporation and indicated that Randy Momot had completed the recent Financial Statements.

It was moved by Michael Boyle, seconded by Karen Sarkisian that Randy Momot be appointed auditor for the fiscal year ending December 31<sup>st</sup>, 2018. **CARRIED.**

**ADJOURNMENT**

There being no further business the meeting was adjourned on a motion by Michael Boyle.

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