

**ANNUAL GENERAL MEETING MINUTES  
NIAGARA NORTH CONDOMINIUM CORPORATION NO. 13  
GRANTHAM LIONS CLUB, 732 NIAGARA ST., ST. CATHARINES ON  
DECEMBER 11<sup>TH</sup>, 2024**

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**CALL TO ORDER**

Meaghan Taylor from Shabri Properties called the meeting to order.

**APPONTMENT OF CHAIRPERSON**

With the consent of the meeting Meaghan Taylor of Shabri Properties agreed to Chair the meeting

**APPOINTMENT OF SECRETARY**

Meaghan Taylor appointed Wanda DiMarco of Shabri Properties as recording secretary for the Meeting.

**APPOINTMENT OF SCRUTINEERS**

Meaghan Taylor indicated that she and Wanda DiMarco 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 November 25<sup>th</sup>, 2024, in accordance with the *Condominium Act*.

**SCRUTINEERS' REPORT**

The scrutineers reported that there were 24 units represented in person, 16 units represented by proxy, therefore a total of 32% 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**

Meaghan Taylor indicated that the Minutes of the annual general meeting held on July 18<sup>th</sup>, 2023, were previously sent to all registered unit owners in accordance with the *Condominium Act*.

It was moved by Petronella Schwarz, seconded by Miguel San Jose, that the Minutes of the previous Annual General Meeting held on July 18<sup>th</sup>, 2024, be accepted as circulated. **CARRIED.**

**FINANCIAL REVIEW**

Braeden Richards of Bridgman & Durksen presented the Audited Financial Statements for the year ending December 31<sup>st</sup>, 2023, and answered all questions.

**APPOINTMENT OF AUDITORS**

Meaghan Taylor indicated that Corporation requires an Audit as there are more than 25 units making up the Corporation and indicated that Bridgman & Durksen had completed the recent Financial Statements.

It was moved by Stephanie Lyons, seconded by Alessandro Zamai, that the Board appoint the auditor for the fiscal year ending December 31<sup>st</sup>, 2024. **CARRIED.**

## **PRESIDENTS REPORT**

Unfortunately, Rene Zamai was not in attendance at the meeting; Meaghan Taylor provided the owners with the following report.

### 2023

There were minor repairs to individual units that included garage door panels, unit windows and door replacements and foundation work due to basement leaks.

The main project was Phase 1 of the fence replacement project and there was also some tree planting within the community.

A new Superintendent was hired early spring.

### 2024

The final phase of the watermain replacement was completed and Phase 2 of the fence replacement project began late fall.

## **ELECTION OF DIRECTORS**

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

- |                   |   |
|-------------------|---|
| ➤ Vacant Position | - With two years remaining in term          |
| ➤ Peter Teminski  | - Has one year remaining in term            |
| ➤ Jane Gordon     | - Resigned, with one year remaining in term |
| ➤ Rene Zamai      | - Term is up as of this meeting             |
| ➤ Janet Jakobsen  | - Term is up as of this meeting             |

It would therefore be necessary to elect four individuals to the Board of Directors two for a three-year term, one for a two-year term and one for a one-year term.

The following individuals submitted their names for election and completed the disclosure form.

- Alessandro Zamai
- Petronella Schwarz
- Janet Jakobsen
- Amber McInerney

Meaghan Taylor asked all candidates if they would like to introduce themselves.

Janet Jakobsen – Has been on the Board for 6 years and enjoys living in the community and is looking forward to working with the new members of the Board.

Petronella Schwarz – Has lived in the community for over 20 years and is looking forward to contributing to the Corporation's needs.

Amber McInerney – Has lived in the community for approximately 4 years and is looking forward to making positive contributions.

Alessandro Zamai - Previously served on the Board for 2 terms and currently leases his unit but is very conscious of maintaining good tenants and supporting the community.

Meaghan Taylor congratulated all four candidates on their election to the Board of Directors by acclamation. A meeting date will be set early in the new year.

## **GENERAL DISCUSSION**

Meaghan Taylor opened the floor for discussion and asked that any unit specific concerns be sent to her via email.

A discussion was had regarding the most recent budget and why the Board decided on a 5% increase.

Meaghan Taylor explained that due to inflation, a number of line items increased. These include utilities, insurance and the contributions to the Reserve Fund were also substantial. The Reserve Fund contributions are mandatory per the Condominium Act and are determined by an engineer. The engineer evaluates the Corporation's capital assets and sets a timeline for their repair/replacement with an anticipated cost.

Janet Jakobsen added that water usage has increased due to increases in unit occupancy. When the Board notices a spike in usage, notices are sent to that particular block asking that they check for leaks. There were some unexpected damages to the property, from outside patrons, and these repairs had to be completed and were not budgeted for. Also, in the past the fee increases were kept at a minimum and with rising costs, the Board has to act in the best interest of the Corporation and not willingly fall into a deficit position. Peter Teminski added that the cost of salt is extra and is not included in the grounds maintenance contract. Salt charges are per application and due to the number of slip and fall claims, contractors apply more salt to offset any liability.

Stephanie Lyons inquired why the Corporation's website could not be utilized to inform the owners of the reasoning behind increases so they better understand the Board's decisions.

Janet Jakobsen explained that the website was an expense and due to the lack of traffic to the site, it was decided to disband the site. In the past, newsletters were prepared and distributed to the residents and if someone wanted to volunteer to start up a newsletter again, that would be appreciated.

Petronella Schwarz inquired about the legal fees incurred when dealing with absentee landlords and their tenants.

Meaghan Taylor explained that these costs fall into the Professional fees category and sometimes can be charged back to the unit owner.

Ed Graca inquired about the cost of the Corporation's insurance.

Meaghan Taylor noted that the cost of insurance is approximately \$53,000.00. The Corporation insures their capital assets. All owners should have their own insurance for their units. The cost of insurance increases about 10% annually.

Janet Jakobsen added that due to the number of properties managed by Shabri, they get a bulk discount and this is a good reason to be managed by a larger company.

Mark Clifford inquired if anything can be affixed to the exterior of the unit.

Meaghan Taylor explained that nothing is permitted to be affixed to the exterior of the unit and if it seen to send an email to Shabri directly.

Mr. Clifford also asked about the state of the asphalt.

Peter Teminski noted that some of the areas in question are the responsibility of the City and will continue to follow up with them.

Janet Jakobsen noted that the asphalt is in the forecast for future replacement and asked that Mr. Clifford provide his contact information as he can consult with the Board on this matter.

Amber McInerney inquired about the duties of the Superintendent.

Meaghan Taylor explained that the Superintendent is the eyes and ears at the property and reports to Shabri on a weekly basis. The Superintendent should not be interfering in owner disputes or rule enforcement. That is the job of the Property Manager. It was noted that all owners should be diligent in reporting matters of concern to the office.

Katharine Noonan inquired if owners could contact the Superintendent directly.

Meaghan Taylor explained that owners should always call Shabri first. The phone is answered 24/7 for emergencies.

Stephanie Lyons noted that she is not confident that her call will be answered and this is based on past experiences.

Meaghan Taylor asked that if she experiences issues in receiving a call back, that she report it, via email, immediately so it can be addressed.

Amber McInerney inquired about line painting and the installation of parking lot signage.

Meaghan Taylor noted that these items can be addressed with the Board during the spring walk around.

Anthony Heynen inquired who was responsible for the installation of insulation within the unit.

Meaghan Taylor noted that this is the responsibility of the unit owner.

Petronella Schwarz inquired what can be done about the large item garbage often left out.

Meaghan Taylor explained that, if the owner is known, a phone call or letter is sent to the owner for the item removal.

Naveen Kumar asked if he could install a man door from inside his garage into his unit.

Janet Jakobsen confirmed that he was able to do so.

## **ADJOURNMENT**

There being no further business the Chair adjourned the meeting.