



SOUTHKEYS LANDING HOMEOWNERS MEETING
Wednesday, January 27, 2010 7:00 p.m.
Jim Durrell Arena

MINUTES of MEETING

CALL TO ORDER: At 7PM by Acting President Wayne Reid.

PRESIDENT'S WELCOME AND OPENING REMARKS: By Wayne Reid, who thanked all for attending and wishing more homeowners turned out. Wayne announced his resignation, pending election of a new President. He talked about the importance of this meeting to elect a new Committee for SKL and called for homeowners to step up and take a more active part in the affairs of South Keys Landing

VERIFICATION OF QUORUM: Thirty-Nine (39) members, including proxies were in attendance. Forty-three (43) members were needed for quorum.

DECLARATION OF CONFLICTS OF INTEREST: None declared

APPROVAL OF THE AGENDA: Motion to approve by Angele Lavallee and seconded by Rachel Ladoucer

APPROVAL OF MINUTES FROM THE NOVEMBER 12, 2008 HOMEOWNERS MEETING: Motion to approve by Angele and seconded by Ron Gravelle

PRESIDENT'S REPORT

Completion of Egress & Legal Expenses Incurred: Reimbursement of some legal expenses stemming from the settlement of the access issue.

Election of New Executive: As tabled during the Annual General Meeting November 12, 2008, the President has signed off on all outstanding items related to South Keys Landing business. He is no longer living in South Keys and will resign his position as President pending election of a new executive. A new Committee will be elected consisting of the President, Vice-President, Treasurer, Secretary and Three (3) Members-at-Large.

TREASURER'S REPORT

Final 2009 Budget: Vote by membership to approve carried over to the next SKL Homeowners Meeting due to lack of quorum.

Proposed 2010 Budget: Vote by membership to approve carried over to the next SKL Homeowners Meeting due to lack of quorum.

Verified Financial Statements for 2008: Report on the Audit and Verified Financial Statements (AVFS) for 2008 was presented by Stephen Saslove, CPA. It was of the opinion that the Co-tenancy was not exposed to significant interest rate, currency or credit risks arising from its financial instruments and the carrying amount of the financial instruments approximate their fair value. Financial instruments include cash (bank indebtedness), investments, accounts receivable and accounts payable.

A question from the floor centered on the difference between the Operating Fund and the Replacement Reserve Fund, which was explained by Stephen: The Operating Fund reports the contributions from owners and shared cost reimbursements with other parties and expenditure related to the operation and administration of the common elements. The Replacement Reserve Fund reports the contributions from owners and expenditures for major repair and replacement costs of the common elements and assets. Minor repairs and replacements are charged to the operating fund. A statement of cash flows had not been included since it was determined that it did not provide additional meaningful information. All cash and investments held in both the Operating Fund and Replacement Reserve Fund were fully disclosed by SKL along with the Statements of the Operating Fund and Replacement Reserve Fund. There were no objections, concerns or issues regarding the AVFS from the floor. There was a motion from Roman Mukerjee to accept the 2008 AVFS and it was seconded by Mike Murray. The SKL books for 2009 were assigned to Stephen for review and a report on the 2009 Audit and Verified Financial Statements will be presented at the next AGM later in 2010.

Bookkeeping Proposal was not presented by Stephen since he had already tabled it at the last meeting in November 2008. A formal proposal is on hand. He did explain in layman's terms, that the necessity to assign South Keys Landing's financial records to a professional organization should be considered because of the growing complexity of SKL's financial matters. For example, SKL's investments are growing and sooner than later, the Co Tenancy will be challenged by tax issues related to investment income. There is still the issue of SKL's

status either as a business entity or a non-profit organization. Having professional expertise handle these issues will mitigate any potential challenges by Canada Revenue Agency.

BUSINESS TO BE CARRIED OVER TO NEXT GENERAL MEETING IN 2010

Taxes: Common property tax bills issued by the City of Ottawa. Debbie Billinger from Nelligan O'Brien Payne will lead the discussion and next steps, pending her availability

Registration as a Non-Profit Organization: Registering SKL as a non-profit organization. Debbie Billinger will lead the discussion and next steps, pending her availability

New Park Equipment: SKL is adding more park equipment – there are more children in the community and they need to have fun and exercise when they are out and about with Mom. We will be purchasing and installing equipment in the next couple of months. Members will be briefed.

Speed Bumps: Will be installed in the next few months. Members will be briefed.

ANNOUNCEMENTS

Stormceptor: A reminder to all residents that toxic chemicals are not to be disposed of down the sewer grates. This action has very grave implications and will result in large fines from the Ministry of the Environment.

There was a call for SKL members to throw their names in the hat for positions on the new SKL Committee. The Treasurer commented on the need for new faces to step up. Most of the grunt work has been done and the times are changing. We need professional people to take care of SKL. Business is getting more complex and the time demands needed typically cannot fit into the schedules of most homeowners. It's a wonder why no one steps up to volunteer for these positions. Duties of the elected Executive would have an entirely different focus and essentially function as a steering committee. They would centre more on guidance and approval of issues, concerns and recommendations identified by a certified professional property management company that will be contracted in the near future. (Note: expenses related to the hiring of a property management company are an eligible expense as defined in the Agreement and does not require a vote by membership).

It was pointed out by the Treasurer that the advantages of using a property management company are numerous. Anything to do with the operation of the Co Tenancy would be handled by the professional group selected. This would include enforcement of the Co-Tenancy Agreement, By-Laws, Rules and Regulations (as directed by the Committee), issuance of work orders, inspection of scheduled maintenance, provision of 24 hour emergency services 7 days per week, response to complaints and requests of owners and occupants (in relation to common elements), preparing tenders and contracts, providing assistance and advice to the Committee, preparing the annual budget, conducting bi-weekly walk-through inspections, attending GA meetings and maintenance and repairs on the property. The management company would also handle all the accounting duties including maintaining records of all financial transactions, collect fees, supply monthly statements, collect arrears, pay all Co-Tenancy bills, assist with audit requirements, manage the Reserve Fund investments and install a Pre-Authorized payment system for fees. All administrative functions would also be carried out by the group. All of this would be done without raising the monthly fee (for now). Cost would be roughly the equivalent of services rendered by the security company that SKL contracted two years ago. After outlining what the duties of an elected committee might entail, there was a lot of interest by members to step up for various positions.

Nominations

Andrew Bene nominated Andrew Wittig for Treasurer

Rachel Ladoucer and Del Shelp nominated Angele Lavallee for Vice President

Allan Trepanier nominated Joe Heche for Secretary

Andrew Bene nominated Charles Mayenga as a Member-at Large

Sanjay Kanhere nominated Amy Zhang as Member-at-Large

Ron Gravelle nominated Jessica Edge as Member-at-Large

Carol Murray nominated Michael Murray as Treasurer

Mike Murray nominated Joseph Downey as President

Sherwin Waldman nominated by his proxy, Andre Bene as Vice President

Elections will take place at the next General Meeting scheduled for Wednesday March 24, 2010 at Jim Durrell Arena. Susan Dubreuil volunteered to help out in distributing the meeting notice and related documentation to the membership, including the proxy form for those members unable to attend.

MOTION TO ADJOURN the meeting by Joseph Downey and seconded by Wayne Reid