

**ESSEX CONDOMINIUM CORPORATION #3**  
**P.O BOX 27063 7720 Tecumseh Road East, Windsor, On. N8T 3N5**  
**Telephone 519-945-1473**  
**MINUTES OF THE BOARD OF DIRECTORS MEETING**  
**HELD MONDAY FEBRUARY 22nd, 2016**

**Present:** Sheri Delacretaz, Dorothy Loscher, Brenda Ritchie, Jack Forcett, Mary Wiseman, Ray Gorissen, Inga Vassilieva, Moe Gagner, and Joe Mazzotta,

**Regrets:** Shelley Stieler

The meeting was called to order at: 6:30 pm.

**Auditors - Delegation-** Gordon Lee and Associates attended the meeting to review the audited financial statement. Gordon Lee answered all questions regarding transfers between accounts, and the statement was reviewed in detail. The transfer owing to the community center reserve fund account will remain as owing, until the transfer is made between accounts. The transfer owing from the operating account to the reserve fund account is being decreased slowly. Motion by Ray Gorissen to approve the audited financial statement in final form as presented, seconded by Inga Vassilieva, all in favour, the motion was approved.

**Financial Reports -** Joe Mazzotta reviewed the monthly financial report for January, 2016. Motion to approve the report by Ray Gorissen, seconded by Inga Vassilieva, all in favour, the motion was approved.

**Minutes of Previous Board Meeting - January 18th, 2016 -** Motion to approve the minutes as presented by Ray Gorissen, seconded by Mary Wiseman, all in favour, the motion was approved. Minutes to be posted on the website will have owner information redacted for privacy reasons.

**Reports -** Moe Gagner reviewed his report as presented to the Board of Directors.

- Joe Mazzotta reviewed his report as presented to the Board of Directors.

- Jack Forcett presented the Community Centre report. Construction has been started, it will be a 10 week project. Change room renovations will not occur at this time, new signs are required.

**New Business:**

- Transfers from Operating Fund Account. Motion to transfer funds from the operating account to the community centre reserve fund account as per the auditor's adjustment noted in the audited financial statement (\$29,837), by Inga Vassilieva, seconded by Brenda Ritchie, all in favour, the motion was approved.
- Reserve Fund Study Update - The reserve fund study will be updated to reflect expenses incurred for the insulation project, so the balance of the reserve fund will be represented more accurately. A Form 15 will be sent out with the annual meeting documents once completed. Motion to proceed by Ray Gorissen, seconded by Inga Vassilieva, all in favour, the motion was approved.
- The Annual General meeting date has to be moved to April 18<sup>th</sup>, 2016, in order to obtain the reserve fund study update information and auditors report.
- The audit search has been completed by Andrea Thielk, we will ask that she forward the information to the auditor.
- The resident and owner of Unit 2644 Vine Court will be advised that their snow plow equipment is not permitted on the property as per the regulations of the Corporation.

- Small amounts showing as owing on the financial statement that date back to past years will be adjusted, these relate to late fees and items that can't be collected. A charge on unit 2643 for Mark Abramson will be reversed in the amount of \$47.25 as per the written request received from Mr. Abramson. Motion to approve the adjustments by Sheri Delacretaz, seconded by Mary Wiseman, all in favour, the motion was approved.
- Ray Gorissen suggested a change to the guest parking arrangement within his parking lot. This can be looked at in the future.
- Sheri Delacretaz will use the Corporation's computer and it will remain in use with the Board of Directors.
- The petty cash for Board of Directors will be reviewed and adjusted as needed in the future.

The meeting was closed at 8:15 pm. The next meeting to be held Monday March 21st, 2016.