

**Essex Condominium Corporation #3**  
**P. O. Box 27063, 7720 Tecumseh Rd. E. Windsor, ON N8T 3N5**  
**Telephone/Fax (519) 945-1473**  
**Webpage: [www.essexcondo3.com](http://www.essexcondo3.com)**

Board of Directors Meeting  
Monday, July 20, 2009  
Minutes

The meeting was called to order by Sheri Delacretaz at 6:37 PM after a brief explanation of Board matters and reading materials was made to new Board members.

In Attendance

Sheri Delacretaz, Dorothy Loscher, Jack Forcett, Inga Vassilieva, Shelley Stieler, Aimee Mills, Tom Birkner, Debbie Deschamps, Madan Tandon, Pat Muscedere, Bookkeeper, Bob Penketh, Property Manager, Joy Penketh, Secretary

Regrets

Moe Gagner, Tessie Poberezny

Financial Report

Financials for June, 2009 were presented and discussed in detail.

*Dorothy Loscher moved to approve the June, 2009 financial report. Aimee Mills seconded the motion. All in Favour. CARRIED.*

Discussion was held regarding where we stand at the moment compared to the actual budget for 2009. On many items we are over budget or broke even but on others we are considerably under so they even themselves out and we are not over budget for the year to date. The Board discussed what still has to be accomplished this year for the Reserve Fund and there are only two major items – sewers and pavement that have to be dealt with.

The Board discussed the proposed budget for 2009/2010 and decided, due to the state of the economy, not to increase the common fees, however, it should be noted that the costs to the Corporation starting in January of 2010 will increase by 8% because of the new blended tax proposed by the government. The Board was in agreement that the budget should remain unchanged for the coming year and a motion was requested.

*Aimee Mills moved that the budget stay the same as it was last year with no increase in common fees due to the state of the economy. The motion was seconded by Dorothy Loscher. All in Favour. CARRIED.*

A letter will be sent to all unit owners stating that, because costs are going to increase due to the new tax, it will be imperative that people make every effort to maintain their own personal property as well as keep the areas around the trash bins and the common areas clean so the Corporation can avoid spending extra money to have a company come around to clear the area regularly. If we all work at this we will not be faced with increasing the fees due to extra expense for outside help.

With respect to the home-owners renovation tax credit, the Corporation will be preparing a letter to individual home owners with copies of the invoices that have been paid by the Corporation for repairs and replacements in the Common Areas. These letters will set out the dollar amount allocated to that home-owner's unit. The Board feels this letter and its attachments should be sufficient evidence of expenses that can be claimed under the renovation tax credit being allowed for 2009.

Cheques were submitted for signature and there being no further financial business to be discussed, Pat Muscedere left the meeting.

Minutes

Minutes from the June 15<sup>th</sup> meeting were presented and discussed. These were minimal in nature due to an abbreviated meeting that followed the Annual General Meeting.

*Shelley Stieler moved to approve the minutes of June 15, 2009 as presented. Seconded by Inga Vassilieva. All in Favour. CARRIED.*

### Business Arising from Minutes and Unfinished Business

Work on the caulking is progressing as planned. The entire Complex will be finished in August. The parking lot standards have been reinforced where necessary. Now that Essex County Maintenance's compressor has been shipped they will commence with the ice-blasting of the parking bumpers shortly. A student from a temporary agency will be hired to paint the unit numbers on allotted parking spaces and perhaps be available for some weeding and planting once that job has been completed.

The Property Management and Secretarial contracts were presented and discussed. Bob Penketh's contract has a clause that states it can be renewed under the same terms and conditions if mutually agreed.

*Jack Forcett moved to renew the Property Management contract and Inga Vassilieva seconded the motion. All in Favour. CARRIED.*

Joy Penketh will be stepping down as secretary as of December 31, 2009 and Shelley Stieler has agreed to take on the position. Consequently, Joy's contract is only until December 31<sup>st</sup>. The Board has agreed and as there are no other changes Sheri Delacretaz signed the Secretarial contract.

When Joy's contract is finished it was decided to eliminate the land line and replace the phone with two cell phones – one for Shelley and one for Bob – with voice mail on each and the ability to talk to each other without charge. It was suggested that the Corporation look into deals with either Fido or Telus. Shelley will begin shadowing Joy whenever possible and files, fax machines, printers and computers, etc. will change hands at the beginning of the year.

### Reports

Bob Penketh's management report was not presented due to a computer glitch but was Emailed to Board members after the meeting. Sheri Delacretaz discussed the situation at the Community Center and brought the new Board members up to speed with the ongoing legal situation. The proposed budget was discussed and generally approved. A motion was requested.

*Joy Penketh moved to approve the community centre budget and Inga Vassilieva seconded the motion. All in Favour. CARRIED.*

A letter of approval will be sent to the Community Centre Association.

Joy Penketh's garden report was submitted.

### New Business & Correspondence

A discussion as to whether or not an election was necessary was held by the Board members. It was felt that, in the interest of convenience, the signing authorities remain unchanged. There was total agreement regarding signatories. As Joy Penketh will be stepping down as Secretary and Shelley Stieler will be taking on that job the decision was made for the two of them to just switch positions.

*Jack Forcett moved to approve this selection of officials. Dorothy Loscher seconded the motion. All in Favour. CARRIED.*

This change results in the following:

Sheri Delacretaz – President (signing authority) 945-5886  
Joy Penketh – Vice President 944-7753  
Shelley Stieler – Secretary (signing authority) 974-4487  
Tessie Poberezny – Treasurer (signing authority) 974-4430  
Robert Penketh – Prop. Mgr. (signing authority) 944-7753  
Tom Birkner – Director 974-0944

Dorothy Loscher – Director 945-8733  
Jack Forcett – Director 974-3025  
Moe Gagner – Director 948-6309  
Madan Tandon – Alternate Director 944-8173  
Aimee Mills – Director  
Debbie Deschamps – Alternate Director 944-3935

**Your Board members can be reached at their phone numbers for emergency matters only.** All other matters are to be reported to the Corporation phone number or to the cell phone number once it becomes available.

The cell phone number will be posted on the website when it is operational. We will be posting photos from time to time as well.

### Adjournment

There being no further business to discuss the meeting was adjourned at 9:25 PM

### Notice of Next Meeting

The next meeting will be held Monday, August 17<sup>th</sup>, 2009, at Roseville Community Centre

Respectfully submitted by: Joy Penketh, Secretary