

**Twin Brooks Condominium Corporation Annual General Meeting  
October 2, 2025  
The Church of the Ascension, Mt. Pearl, NL**

**Board Members Present:** Dawn Pollard, President; Darryl Howell, Vice-President; Harvey Hunt, Treasurer; Rob McLachlan, Secretary; Barb Howlett, Director, Karen Bursey, Director and Linda Cashin, Director.

**Ex Officio:** Doreen and Len Bennick, TOSS Property Management.

**Call Meeting to Order**

1. Dawn Pollard, President called the meeting to order at 2:35 pm.

**Quorum and Opening Remarks**

2. Karen Bursey and Doreen Bennick presided at the welcoming table and recorded the names of owners who registered for the AGM and proxies from owners who could not attend. The President was informed that sufficient owners were present and proxies submitted to constitute a quorum.

3. The President welcomed everyone to the meeting and introduced those seated at the head table. She thanked the Board of Directors and TOSS Property Management for their hard work and dedication over the past year.

4. Significant work continues on the aging buildings, the most noteworthy of which is the replacement of roofs. Major work such as this will continue over the next several years and remain at a relatively high rate for the foreseeable future.

5. Both Karen Bursey and Rob McLachlan will be completing their terms and departing this year; therefore, there is a need to fill two vacancies on the Board.

**Review and Approval of minutes of AGM 2024**

6. The minutes from the 9 October, 2024 AGM were included in the premeeting package distributed to all owners. Barb Hussey pointed out errors in paragraph 10 of the minutes with regard to the execution of the lawn care contract. The minutes will be corrected and a new version posted to the Twin Brooks website. It was moved by Russ Tiller and seconded by Patricia Morrissey that the corrected version of the minutes be approved. Motion carried.

**Auditors' Report for 2024**

7. Valerie Newhook of Noseworthy Chapman presented the 2024 audited report and noted that there were no concerns. It was moved by Jim Wyse and seconded by Susan Vardy that the

auditors' report be accepted as presented. Motion carried.

8. A discussion followed regarding investments and how best to achieve the optimum return. It was also pointed out that Twin Brooks has to plan these investments to ensure that cash is available to meet our large Reserve Fund expenditures that will occur over the next few years.

### **Appointment of Auditors for 2025**

9. It was moved by Jim Tulk and seconded by Arch Kennedy that Twin Brooks Condominium Corporation retain Noseworthy Chapman as auditors for the financial year 2025. Motion carried.

### **Budget Presentation for 2026**

10. The President presented the Budget for 2026. There were only minor changes to the previous year's budget and the revised operating costs had no effect on fees. The minimal increase to the monthly condominium fees for 2026 is a result of the Reserve Fund contribution as delineated in the Reserve Fund Study of 2022. This is derived by the application of a conservative average inflation rate of 2%.

11. A question arose as to why the accounting fee charged by the Auditor had increased by nearly 30% or \$ 1,500. The President will contact the Auditor to request an explanation. If deemed necessary, Beverly Rose volunteered to investigate the cost of an alternate auditor.

12. A discussion followed with regard to the cost of painting. The cost includes both materials and labour. As well, all contractors are required to be licensed and insured.

### **Reserve Fund 2022 Update**

13. Rob McLachlan presented a brief update on the implementation of the RFS 2022. Roof and exterior door replacements will constitute the major expenditures for 2026.

### **Roofing Project Schedule**

14. Rob McLachlan summarized the information in the relevant briefing note that was included in the AGM package. The remaining 15 buildings (45 units) will be completed over the next two years. The estimated costs are tracking closely to those forecasted by the RFS 2022.

### **By-law Update**

15. Three owners have volunteered to participate in the By-law review committee. If other owners are interested in joining this effort, they should submit their names to <twinbrooksnl@gmail.com>. After their next meeting in November, the Board will advise the volunteers on how to proceed with the review. In the meantime, the Secretary will prepare a digital version of the By-law and distribute it as necessary.

## **Nominations and Election**

16. Two vacancies exist on the Board of Directors. Jim Wyse and Beverly Rose were appointed to be election scrutineers. As the Presiding Officer, Barb Howlett called for nominations three times. Cyril Tobin, Barb Hussey and Beverly Rose were nominated. Beverly Rose declined the nomination. It was moved by Jim Wyse and seconded by Beverly rose that nominations close. Motion carried.

17. Cyril Tobin and Barb Hussey acceded to the Board without objection.

## **Closing Remarks and Adjournment**

18. The President thanked all owners for attending, particularly those who are new to the community, and for their active participation in discussions. She reminded all that major work will be undertaken over the next year and this will necessitate that a number of contractors be on site. In order for them to effectively complete their work, they must not be interfered with. The only persons that should be dealing with the contractors are the Property Manager or those who have been designated as coordinators for specific contracted work.

19. The President encourage all to take particular interest in keeping themselves and our community safe. Fire prevention is a priority and owners must ensure all of the fitted detection and alarm systems are up to date and functional.

20. The President adjourned the meeting at 4:14 pm.