

**ANNUAL GENERAL MEETING**  
**OXFORD STANDARD CONDOMINIUM CORPORATION NO. 111**  
**July 25, 2016**  
*Best Western Inn & Suites*  
*811 Athlone Ave, Woodstock ON*

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**1. CALL TO ORDER:**

The meeting was called to order at 7:00 p.m. by Don Hall.

**2. QUORUM:**

Quorum was obtained with 26 units in attendance and 5 represented by proxy.

- **Introduction of Board & Management:** The Chairman, Don Hall introduced the Board of Directors as follows; Doug Goodbun (Treasurer), Rick Coad (Secretary). Cabinet Positions Mike Cullen (Grounds), Donna Poole (Infrastructure), Winston Oostenbrug (Buildings), Dave Servos (Pool) and Rick Coad (Tennis Courts). Management Present: Lisa Ring – NPM Inc.
- **Appointment of Recording Secretary:** Lisa Ring was appointed Recording Secretary.

**3. APPROVAL OF THE PRIOR YEAR MINUTES**

**MOTION:** Moved that the minutes of the June 29, 2015 minutes be approved as circulated by Rick Coad – Unit 643, Seconded by Joe Piovesan -Unit 631. **MOTION CARRIED**

**4. BUSINESS ARISING FROM THE MINUTES:**

No business arising from the minutes.

**5. PRESIDENT'S REPORT:**

Don Hall gave his report on the past years activities by the Board , which included highlights from the previous fiscal year, final amalgamation update, insurance claim at 683, future plans for 2016-17 and amended rules & regulations. Further reports were made regarding road re-surfacing, driveway and sidewalk discussion which were addressed by David Servos. (see attached President's Report)

**QUESTIONS / COMMENTS**

**RE: ADDITIONAL LEGAL EXPENSES**

Q: Would it be possible to take the additional fees charged before a Judge?

A: Don stated the Board felt all avenues were taken to ensure the additional fees billed were accurate and while it exceeded the initial estimate significantly it was a lesson learned but the Board did not feel pursuing litigation was warranted.

Q: Were there any surprises with the survey?

A: Don stated only with the loft units, but this was addressed at the lawyer's expense.

Angela Piovesan thanked the Board for all their hard work during the amalgamation process.

**RE: INSURANCE CLAIM – UNIT # 683 REPORT**

Q: Was it possible to get a discount for a group policy with the corporation's insurance provider but still have the option of not going with them?

A: Lisa stated that in many cases, owners will get a discount if they use the same provider as the corporation's insurance provider and advised owners to contact Atrens Council for a quote.

**RE: FUTURE PLANS 2016-17 REPORT**

Comment: It was noted that we are well mulched, but poorly grassed. Consideration should be given for additional fertilizing, aeration, over-seeding and possible improvements to some of the common gardens.

A: Don stated that aeration is done and we do currently fertilize twice per season. It was noted that there seems to be minimal soil and a lack of rain and or watering does not help.

Q: Would it be possible to replace salt for ice melt, which is more environmentally friendly?

A: The Board can look into this for next year.

Q: Could the Board look into installing an irrigation system or allow owners to install their own systems?

A: Don stated the Board will also discuss this.

**RE: ROADWAY RE-SURFACING REPORT**

Dave Servos stated that the total project came in at \$131,337 which was \$20,000 below the projected cost in the reserve fund study and completed 2 years early. There were some additional expenses due to repairs around catch basins and soft areas but overall the project went as projected.

Q: Should there be a stop sign for pedestrian crossing on the sidewalk.

A: Don stated this could be discussed at a future Board meeting.

**6. PRESENTMENT OF AUDITED STATEMENTS**

Doug Goodbun presented the audited statements for year ending March 31, 2016. Doug advised owners that as Bob Dieleman sold his company and the new company did not do audits, it was necessary to find a replacement at the last minute. In that regard, Micacchi, Warnick & Co was asked to perform the audit. This last minute change resulted in a delay in the AGM.

Doug noted the corporation ended the fiscal year in a deficit position of(- \$6, 352) as a result of the additional legal fees, however with s prior year surplus and significant savings in snow removal and insurance, the year ended in an overall surplus of \$4,225.

**QUESTIONS**

Q: Last year the Board stated they were going to market the audit, was this done?

A: Don stated that we didn't but could do it this year as a change was necessary.

Q: Did we have to borrow for the roadway?

A: Doug stated that was not necessary nor will it be necessary to levy an assessment. By August there will be sufficient funds to cover the cost. The road was done 2 years early at a reduced cost which will help with future cash flow when the reserve fund study is updated this year

Q: How much do we need to let the reserve fund grow:

A: Doug stated as much as is required to adequately fund future expenditures as determined through our reserve fund study.

Q: Are we staying with the same Engineering Firm to do the study and is the Board happy with them?

A: Don stated the Board will look at the next study very carefully to ensure planned expenses are reasonable and in the appropriate time frame. For this next one we will stay with our existing firm as it's an off-site study. However, should the Board feel a change is necessary, it would make more sense to change when there was an on-site inspection required.

Comment: For transparency purposes, owners should be shown an estimate of costs for the fiscal year and future years

A: Don stated Form 15 is a summary of the reserve fund study, which was sent out to all owners.

## **7. APPOINTMENT OF AUDITOR**

**MOTION:** To appoint Micacchi, Warnick & Co as the Auditor for the fiscal year ending March 31, 2017  
. Moved by Winston Oostenbrug- Unit 659, Seconded by John Kapusta - Unit 627 **MOTION CARRIED**

## **8. NEW BUSINESS:**

- i Driveways & Sidewalks: David presented various options and projected costs for resurfacing the driveways and sidewalks using existing interlock pavers, concrete, stamped concrete, pavement. (See attached report). The Board will be looking at all these options at the next board meeting and Dave will obtain samples for people to view more closely.
- ii Amended Rules & Regulations: Don stated that the Board updated the rules and regulations and revised the format to make it easier to read. A copy was attached to the meeting package. The process for adopting the amended rules is to send them out to all owners for a period of 30 days to allow for any comments or feedback.

Q: What were the major amendments?

A: Don stated mostly it was wording and with parking

Q: Are there provisions for the number of pets you can have?

A: Doug stated it is based on the city bylaw but would look back in older rules to see if it was included in them.

## **9. ELECTION OF DIRECTORS (2)**

Don announced that Doug Goodbun and Rick Coad were retiring from their terms on the board and thanked them immensely for their service to the community. It was noted while 5 board members were sufficient, however the Board would prefer to maintain a 7 Director Board. Prior

to the meeting John Cook and Jack Bingham allowed their name to stand for election for a 3 year term.

The floor was opened to further nominations. With no further nominations, John Cook and Jack Bingham were elected by acclamation.

### **2016-17 BOARD OF DIRECTORS**

- Mike Cullen ( until the 2017 AGM)
- Don Hall ( until the 2017 AGM)
- David Servos ( until the 2018 AGM)
- Donna Poole ( until the 2018 AGM)
- Winston Oostenbrug ( until the 2018 AGM)
- Jack Bingham ( until the 2019 AGM)
- John Cook ( until the 2019 AGM)

### **10. OTHER BUSINESS**

- Absolution of Management Trust:  
**MOTION:** That all acts, contracts, by-laws, proceedings, appointments, elections and payments enacted, made, done and taken by the Directors, Officers since the last Annual Meeting referred to in written resolution of the Board of Directors or in the Annual Reports of the corporation or connected therewith are hereby approved and confirmed.  
Moved by John Kapusta Unit 627, Seconded by Rick Coad Unit 643. **MOTION CARRIED**
- Doug Goodbun said they would be repainting the pool soon and will post a notice.

### **11. MOTION TO CLOSE MEETING**

Don stated it is a true community effort that contributes to this being a great place to live and thanked the retiring Board members, incoming Board members, Mike Cullen for all his work in the landscaping portfolio, Doug, Sylvia and Dave for looking after the pool, Rick and Jane for taking care of the tennis courts, Jim for his efforts in ongoing weed control and. Lisa Ring and her staff for their ongoing support and responsiveness.

**MOTION:** As there was no further business to discuss, the meeting was closed .Moved by Winston Oostenbrug Unit 659, Seconded by Dave Servos Unit 697. **MOTION CARRIED**