

**ANNUAL GENERAL MEETING**  
**OXFORD STANDARD CONDOMINIUM CORPORATION NO. 111**  
**July 30, 2018**  
*Holiday Inn & Suites*  
**510 Norwich Ave, Woodstock ON**

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**1. CALL TO ORDER:**

The meeting was called to order at 7:05 p.m. by Don Hall.

**2. QUORUM:**

Quorum was obtained with a total of 29 units (26 units in attendance and 3 represented by proxy

- **Introduction of Board & Management:** Don Hall introduced the Board and Management
- **Appointment of Recording Secretary:** Lisa Ring was appointed Recording Secretary.

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

**MOTION:** Moved that the minutes of the September 11, 2017 minutes be approved as circulated by Rick Coad (unit 643) , Seconded by Doug Goodbun (unit 689). ***MOTION CARRIED***

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

- **Sump Pumps:** Question raised whether all pumps have been replaced. Lisa stated that most had been replaced and the remainder should be done this year.

**5. PRESIDENT'S REPORT:**

Don Hall presented his report on the past year's activities, which included:

- ✓ **Driveways/Sidewalk Replacement:**  
task force deliberations and report leading up to May 2018 all owners' meeting and decisions made.
- ✓ **Lawn Maintenance and Gardening:**  
to be sure we were getting good value for our money Mike Cullen lead us through a re-tendering process on a new, combined grass cutting and gardening contract over the winter. We received 4 quotes ranging from \$15,820 to \$46,330 and as you know we ended up staying with Ron at \$36,702.
- ✓ **Water and drainage issues continues to consume our time, money and patience:**  
It seems that when it rains these days it's a sideways, torrential downpour. This happened at least twice last summer resulting in water in basements through basement wall cracks, clogged eaves troughs and plugged window wells.  
We scoped the south drain, power flushed it, dug up and repaired other problem areas and re-scoped it. Thanks Dave and Winston for managing that process.

Completely rebuilt the chimney at #643 (Coad) to successfully address an ongoing water leakage issue.

- ✓ **Instituted a Board Officer position as a means of bringing additional people on to the Board:**  
Paul Gillen and Garry Honcoop joined the Board after the last AGM as Officers and held executive positions as Secretary and Treasurer respectively. They have been a great addition to the Board. Officer positions are a good introduction to the workings of the Board.
- ✓ **Eaves Trough/Fascia/Soffit Replacement:**  
Back on track last summer with the completion of Blocks A and C. Thanks to Winston for managing this project on behalf of the Board.
- ✓ **Completed re-wiring of the street lights on the south loop**

## **6. PRESENTMENT OF AUDITED STATEMENTS**

Garry Honcoop presented the audited statements for year ending March 31, 2018 as prepared by Micacchi, Warnick & Co. The audit presented a clean opinion. Garry noted the corporation ended the fiscal year in a surplus position of \$21,039.00 which included a previous year surplus of \$8,455.00. The reserve fund balance of \$48,301 compared to the projected balance in the updated Reserve Fund Study of April 1, 2018 resulting in a surplus position of \$9,167.00.

**MOTION:** To appoint Michacchi, Warnick & Co as the Auditor for the 2019 fiscal year. Moved by Rick Coad (unit 643), Seconded by John Cook (unit 641). ***MOTION CARRIED.***

## **NEW BUSINESS / PRESIDENT'S REPORT**

- ✓ Eaves trough, fascia and soffit Replacement: This project is on hold this year pending completion of the driveway/sidewalk replacement project. Considering combining this work with siding replacement and moving it down the calendar a year or two.
- ✓ The "Northeast Sanitary Trunk Sewer Replacement": This project has the potential to have a huge impact on us in terms of addressing our flooding issues in Block K and also on the destruction of our property during the construction phase. We will continue to monitor this and engage with the County Project Engineer.
- ✓ Driveway & Sidewalk Replacement: Obviously the successful completion of our approved Driveway/Sidewalk Replacement Project is a top priority for us. Success will be measured in terms of quality, timing, costing, drainage issues addressed and corrected. Our payment terms with Accent include a 10% "hold back" at the end of the contract which we will pay when completely satisfied with the job.

Q: Will they be running conduit for later as previously discussed?

R: Dave Servos stated that they are running it on the side of the driveways to hook up with the light posts.

Q: Will they wash off the sand and put back steps?

R: David Servos stated they would.

- ✓ Rules & Standards: We hope this is the year we find time to complete our draft operating policies, rules and standards.
- ✓ Water/Drainage Issues: We will undoubtedly spend additional resources on tackling water issues on the property

Q: Will the board implement a preventative maintenance program for eavestrough cleaning?

R: Don Hall stated the eaves will be cleaned twice per year by James. The drains will be checked on a regular basis going forward.

- ✓ Window Cleaning: Has been deferred to next year after driveways are completed.

## 7. ELECTION OF DIRECTORS (2)

There were 4 positions subject to an election; 2 (2-year terms) and 2 (3-year terms). The current board was made up of 5 Directors and 2 Officers.

- David Servos\* (until the 2018 AGM)
- Winston Oostenbrug (until the 2018 AGM)
- Mike Cullen (until the 2019 AGM)
- Jack Bingham (until the 2019 AGM)
- Don Hall (until the 2019 AGM)
  
- Paul Gillen\* (Officer)
- Garry Honcoop\* (Officer)
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David, Paul and Garry have notified the Board in writing prior to the notice of meeting of their intention to be a candidate for a Director position. The floor was opened for further nominations.

## NOMINATIONS FROM THE FLOOR

- 1) Angela Piovesan (Unit 631) nominated Winston Oostenbrug (Unit 659) - nomination accepted.

**MOTION:** With no further nominations from the floor, Jack Bingham (Unit 657) moved that nominations be closed, seconded by Jack Kapusta (Unit 627). **MOTION CARRIED.**

## 2018-19 BOARD OF DIRECTORS

- Mike Cullen (until the 2019 AGM)
- Jack Bingham (until the 2019 AGM)
- David Servos (until the 2020 AGM)
- Winston Oostenbrug (until the 2020 AGM)
- Don Hall (until the 2020 AGM)
- Garry Honcoop (until the 2021 AGM)
- Paul Gillen (until the 2021 AGM)

## 2) OTHER BUSINESS

Q: Doug Goodbun asked if there was a strategy for investments.

R: Lisa Ring stated that reserve funds will be invested in line with the reserve fund study and assessments received for the driveways will be placed in short term deposits or GIC's .

Q: Are we on plan for driveways?

R: Dan is hopeful if weather improves, he will get back on track, however block K may have to wait to the spring. This may be better if the sewer trunk line is done at that time.

C: Doug Goodbun thanked the board for doing a great job this year with so many projects.

## 3) MOTION TO CLOSE MEETING

**MOTION:** As there was no further business to discuss John Cook (unit 641), Moved that the meeting be closed, Seconded by Gary Everett (unit 617). **MOTION CARRIED**