

ANNUAL GENERAL MEETING
OXFORD STANDARD CONDOMINIUM CORPORATION NO. 111
September 11, 2017
Best Western Inn & Suites, - 811 Athlone Ave, Woodstock ON

1. CALL TO ORDER:

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

2. QUORUM:

Quorum was obtained with 30 units in attendance and 4 represented by proxy.

- **Introduction of Board & Management:** Don Hall (President/Secretary) introduced the Board of Directors as follows; John Cook (Treasurer), Mike Cullen (Grounds), Dave Servos, Donna Poole Winston Oostenbrug, Jack Bingham and 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 July 25, 2016 minutes be approved as circulated by Doug Goodbun (unit 689) , Seconded by John Kapusta (unit 627). **MOTION CARRIED**

4. BUSINESS ARISING FROM THE MINUTES:

- No business arising brought forward

5. PRESIDENT'S REPORT:

Don Hall presented his report on the past years activities, which included:

- i **Reserve Fund Study:** The RF Study was finalized after several drafts to ensure all common element replacements were addressed.
- ii **Landscaping:** Change in landscaping contractor as Henry down sized his operation. The contract was awarded to Ron Bernath which also included the gardening contractor.
- iii **Water Issues:** Don stated water continued to be one of our biggest enemies. On August 25th, 2016 there were heavy down pours and ensuing flash flooding throughout the city. The 4 units in block "K" (695-701) had water and sewage back up through their sanitary sewers into the basements, with 701 being the worst. This was handled through the homeowner's insurance covered the extensive renovations not included in the standard unit and the most of the clean-up was handled through the operating budget. Lyle Wells headed up a Board Task Force to look into this event to determine what happened, why and what we could do prevent it happening again. This led to the installation of back flow valves in these 4 units which are did their job during the last major rain even on July 13th, 2017.
- iv **Sump Pumps:** Continued our sump pump replacement program
- v **Snow Removal:** While this is always a big unknown factor, we came in under budget

vi **Pool:** Don thanked Doug and his team of volunteers and noted the pool was painted last fall and seems to be holding up well.

vii **Amalgamation:** Having received a “surprise” invoice from Learners for \$13,325.00 we provided full disclosure and a report on our final amalgamation legal costs at last year’s AGM. This invoice has now been paid which should close the amalgamation process.

viii Future plans for 2017-18:

- Projects such as the replacement of eaves trough, fascia & soffit will start this year and phase over 5 years.
- Finish replacement of the street lighting wiring on the south loop
- The northeast sanitary trunk sewer replacement 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. Lyle has agreed to continue in his role as chair of task force and we have started a dialogue with the county in advance of public consultations.
- Examine how we did with our new lawn maintenance & gardening contracts and make necessary improvements to help Ron be more efficient.
- Implementation of a new Owner’s handbook with a complete set of operating policies, rules and standards. Once completed a copy will be distributed.
- Driveways & Sidewalks: At last year’s AGM, we began the process of thinking about and planning for the eventual replacement of the driveways and sidewalks as they are nearing the end of their natural lifespan. This is a huge undertaking and not something to be entered into without a lot of careful consideration. Dave Servos has taken the lead on this project and has prepared an update.

6. PRESENTMENT OF AUDITED STATEMENTS

John Cook presented the audited statements for year ending March 31, 2017 as prepared by Micacchi, Warnick & Co. John noted the corporation ended the fiscal year in a surplus position of \$8,455.00 which included a previous year surplus of \$4,225.00. The reserve fund balance of \$47,843 is lower than the projected balance in the RF Study of \$117,471 as a result of moving the asphalt replacement up a few years. John stated the reserve fund study has been updated to reflect this change.

Q: Has the Board tender the Audit out recently?

A: As Bob Dielman’s firm was no longer going to do condo audits it was necessary to find a replacement on short notice. Lisa was able to arrange for MW & Co to step in quickly at a reasonable price. The Board can look into obtaining quotes for the next fiscal year.

7. APPOINTMENT OF AUDITOR:

MOTION: To appoint Michacchi, Warnick & Co as the Auditor for the next fiscal year. Moved by Bob Kruse (unit 639), Seconded by Joe Piovesan (unit 631). MOTION CARRIED.

8. NEW BUSINESS

1) Driveway & Sidewalk Update - By Dave Servos: (See Attached)

Questions /Comments from the Floor:

The following questions were raised from the floor and answered by the executive

Q: Would there be any savings in narrowing the walkways?

A: We would need to check the municipal bylaws to see if this would be possible.

Comment: An owner suggested looking into using a hard plastic honeycomb application for the driveways as it's supposed to last 50 years. Dave Servos will look into this.

Comment: An owner asked the board to consider keeping the base as is and look and installing a stronger surface as an option to investigate.

Q: How many people provided feedback to the survey?

A: 24 units voted

Q: Can we carry on using the pink colored brick?

A: The pink brick has been discontinued. With Unilock, they can make a custom run if they are discontinued. The pavers we are looking are considered their stock line and should be available. With the multi-color paver it should be more easily blended.

Comment: The steps will need to be replaced as well.

Response: We have currently started to replace steps with a new "chisel" step that would go well with the new pavers.

Q: Could we take out some bricks to investigate how many are deteriorating?

A: It was found that ½ of the bricks were deteriorated and would not be suitable. Other owners agreed that during their repairs the bricks were found to be deteriorated beyond use.

Dave stated that all funding options were being considered and the Board will continue to work on this project and once this has been finalized the board will communicate to owners.

- 2) Changes to the Condo Act:** Lisa informed the owners of the recent changes in the Condo Act. This is the first update in 16 years. Changes referred to as the "Protecting Condominium Owners Act" will include amendments to the Act and the Ontario New Home Warranty Act. Two new Authorities will be established such as:

a) Condo Authority:

- Should offer more affordable access to quicker, accessible and lower cost dispute resolution between corporations and owners by offering self-help tools, casement management and mediation to settle easy-to resolve disputes.
- Change to quorum levels to hold meetings & lower thresholds for passing bylaws to align with quorum.
- Education and awareness for condo owners about their rights and responsibilities, and the basics of condo living and how it differs from other freehold ownership.
- Mandatory education for Board members which will include a 3 hour online course. This will be implemented as of November 1, 2017.

- Changes to the requirements and transparency of communication between the Board and Owners requiring quarterly reports or summaries.
- Registry of all condo corporations in Ontario, including their board names and contact information
- This will be funded by the condo owners by charging \$1/unit/month

b) Management Licensing Authority:

- To govern, set rules, training requirements and a code of ethics for Property Managers
- This will be funded by Property Managers through new licensing fees for both Managers and Management companies.

It was noted that not all changes have been finalized but are expected to be by early 2018. Lisa stated the \$1/unit/month will need to be factored into next year's operating budget.

9. ELECTION OF DIRECTORS (2)

Don stated the corporation's bylaws currently require a minimum of 3 Directors but as of the special owner's meeting on December 4th, 2014 there was an election for 7 Directors. We have 2 scheduled to retire this year (Don Hall and Mike Cullen). We also have 2 Directors (Donna Poole & John Cook), who wish to step down this year. The Board is proposing to reduce the size of the Board to 5. Don and Mike agreed to let their name stand for re-election.

The floor was opened to further nominations. There was a recommendation that the Board form special committees such as a finance or special project committee, which could assist the board.

Nominations from the floor:

Gary Honcoop was nominated however declined. Gary agreed to be on a finance committee should one be established.

With no further nominations, Don Hall and Mike Cullen were elected by acclamation.

2017-18 BOARD OF DIRECTORS

Mike Cullen (until the 2019 AGM)

David Servos (until the 2018 AGM)

Winston Oostenbrug (until the 2018 AGM)

Jack Bingham (until the 2019 AGM)

Don Hall (until the 2020 AGM)

10. OTHER BUSINESS

In closing, Don Hall stated it is a true community effort that contributes to this being a great place to live and thanked the board (retiring & current members), Doug, Sylvia & Dave for looking after the pool, Rick & Jane for looking after the tennis courts, Lisa and her staff for ongoing support and responsiveness. Also recognized were Winston and Dave for investigating the issues with the south drainage system.

11. CLOSING OF MEETING:

MOTION: As there was no further business to discuss Lyle Wells (unit 651), Moved that the meeting be closed, Seconded by Winston Oostenbrug (unit 659). **MOTION CARRIED**