

ANNUAL GENERAL MEETING
OXFORD STANDARD CONDOMINIUM CORPORATION NO. 111
September 9, 2019
Quality Inn & Suites
580 Bruin Blvd, Woodstock, ON

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 30 units (27 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 July 30, 2018 minutes be approved as circulated by Rick Coad (unit 643), Seconded by Gary Everett (unit 617) **MOTION CARRIED**

4. BUSINESS ARISING FROM THE MINUTES:

Don highlighted work that was done last year stating that water and drainage issues continue to consume our time, money and patience and the first phase of the driveway replacements. Questions were raised from the floor as follows;

Q: Will the board investigate issues with driveway heaving?

R: Dave Servos- This has been done for the 1st year and they have found other areas which have been addressed. Dave has recorded all deficiencies that have been identified. Accent has a 5 year workmanship warranty which included annual inspections and maintenance in the spring. There is a lifetime warranty on the stone.

Q: Where are we storing the bricks from the pool house?

R: Don Hall – They may be used in other areas but they will be gone by this winter.

Q: What is the status of the railings?

R: Don Hall - They are in progress due to be done soon

5. PRESIDENT'S REPORT:

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

✓ **Eaves-trough, Soffit & Fascia & Siding Replacement Program:**

Siding replacement is in the reserve fund so we are going to start the process by developing a tender document to request quotes from qualified contractors to take this project on. Winston Oostenbrug has agreed to manage this phase of the project on behalf of the Board.

Depending on quotes, siding selection etc. we anticipate the project to be initiated in the spring of 2020 with 2 month's work, a break in the hot weather season, and completion in the fall of 2020. A total of 4 month's work.

Q: Has the board factored in an allowance for salvage in the overall budget?

R: The board will definitely look at this.

Q: Does all the siding need to be replaced?

R: There are definitely many areas that need to be replaced and it would be appropriate to address this at the same time as the rest of the building envelope. If we are unable to do all the siding due to budget restrictions, we will carry on with the eaves-trough replacements.

C: An owner expressed gratitude for getting their leaking eaves-trough repairs quickly as it is a safety hazard. The replacement program is a priority and feels it should all be addressed.

R: Don Hall- At this time I'm not exactly sure of the exact number of units but all lofts have been completed and the backs of A & B block.

Q: Have you considered installing gutter guards:

R: No this has not been considered

✓ **Northeast Sanitary Trunk Sewer Replacement:**

- This County of Oxford project, which may have significant impacts on our community, is still pending.
- An Environmental Assessment has been initiated
- The Board has registered as an affected stakeholder and we have been invited to a pre-public meeting with the County Engineers and the Design Engineers on September 17th Lyle Wells continues to participate with the Board as our own Civil Engineering consultant.
- We will continue to advocate for as little disruption as possible while also resolving sewage backflow potential and keep owners, particularly on the north side, up to date as appropriate.

✓ **Legal action against the Board and OSCC#111:**

- We are in the midst of dealing with a Small Claims Court action. After receiving legal advice followed by ongoing discussions with an owner, the Board was served on July 12, 2019 with a notice of claim filed in Small Claims Court.
- The claim is to recover expenses for repairs to the unit's finished basement following water infiltration in 2017 and 2018. The water issues have been resolved.
- We have turned this over to our corporation's insurance carrier and they have assigned legal counsel.
- Because this is in the court system and we are scheduled for a settlement conference hosted by the Superior Court on September 24, 2019 we are not able to provide more details at this time.
- Lisa advised owners to check their insurance coverage to ensure the corporation's deductible is included. The insurance certificate provided in the periodic information certificate shows the deductibles.

✓ **Non-compliant windows:**

- We are also dealing with a difficult scenario where non-compliant windows (colour) have been installed.
- Easiest approach would be to ignore this and let it go but we feel that is unfair and disrespectful to the other 43 owners.
- We will continue to work with the parties to resolve this unfortunate situation.
- In the meantime remind owners, once again, that you must request Board approval **before** making any changes to the outside of your unit (such as gardens, window and/or door replacement, awnings, holes required in walls for vents etc.) or indoors where you are making structural changes such as removing or altering walls. The old adage of “better to beg for forgiveness than get permission” just doesn’t work. If in doubt....ask. Using email we can generally turn Board approvals around very quickly.

✓ **Approvals process:**

- Further to our plans to simplify and streamline the approvals we are instituting:
- A new owner’s handbook of rules and standards to help maintain a level of consistency and provide guidance to owners.
- Implementation of an “Approvals” form that is available from Lisa Ring. This form is to be completed to request approval for any changes and will capture the necessary approval signatures. It will be filed in the unit file for disclosure to new owners at the time of sale via the Status Certificate.
- Under consideration by the Board would be a home inspection, by one or two Board members, before the Status Certificate is finalized. The inspection would focus solely on

Q: Should all requests go to Lisa?

R: Yes, this is the correct procedure and is noted in the Owner’s Handbook.

C: An owner stated the Board has a responsibility as well to make sure owners are aware of the process. There are several renovations starting and the board should meet with these owners and new owners to go over this.

C: Bylaws and Rules could be put on a website for all to access

Don stated that consideration has been given to form a “welcome committee” whose purpose would be to meet with new owners to go over the Owner’s Handbook and answer any questions they may have.

6. PRESENTMENT OF AUDITED STATEMENTS

Garry Honcoop presented the audited statements for year ending March 31, 2019 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 \$125,680 however this reflected the owner’s assessment and partial driveway replacements. The actual surplus without this was \$5,476. With the prior year surpluses of \$21,039.00 the corporation ended the year with an overall surplus of \$26,515.00 \$26,500.00. The Balance in the reserve fund was \$104,050 which exceeded the projected balance as per the reserve fund study of \$72,573.00.

MOTION: To appoint Michacchi, Warnick & Co as the Auditor for the 2020fiscal year. Moved by Garry Honcoop (unit 681), Seconded by Murray Farrell (unit 699) **MOTION CARRIED.**

Q: I see many condos with fees much higher and wonder if our fees are too low and if we are keeping them artificially low?

R: There are many factors involved in setting fees, which make it difficult to compare condo fees from one condo to another. This condo does not include windows, doors (including garage doors) as common elements. These are major expenditures which do not need to be factored into the reserve fund replacement plan unlike most condos.

NEW BUSINESS

There was no new business on the agenda.

OTHER BUSINESS/DISCUSSION

Q: Are board meetings posted?

R: No they have not been

Q: Garry Honcoop asked if anyone would be interested in serving on the welcome committee.

Sandra Crozier, Rick Coad and Sue Gillen volunteered to form the committee.

Doug Goodbun thanked everyone on the Board for their service.

1) MOTION TO CLOSE MEETING

MOTION: As there was no further business to discuss Lyle Wells (unit 651) at 8:11 pm, seconded by Mike Cullen (unit 649). **MOTION CARRIED.**