ANNUAL GENERAL MEETING
OXFORD STANDARD CONDOMINIUM CORPORATION NO. 111
September 26, 2022
By Zoom

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1. CALL TO ORDER/PROOF OF QUORUM

- The meeting was called to order at 7:20 p.m. by Don Hall
- Quorum was obtained with a total of 29 units (19 units in attendance and 10 represented by proxy)

2. APPOINTMENT OF RECORDING SECRETARY: Lisa Ring was appointed Recording Secretary.

3. INTRODUCTION OF BOARD MEMBERS: Don introduced the current board ;

- Treasurer: Garry Honcoop
- Directors: George McKnight, Sandra Crozier and Brad Vollmershausen
- President: Don Hall

4. MINUTES:

MOTION: Moved that the minutes of the September 29, 2021 minutes be approved as circulated by Lyle Wells (unit 651), Seconded by Murray Farrell (unit 699) ***MOTION CARRIED***

5. PRESIDENT'S REPORT:

Don Hall presented his President's report on the past year's activities, which included the following;

Business Arising From the Minutes & President's Report:

i. **COVID:** The pandemic continued to be a factor in 2021-2022….primarily in the first half of the fiscal year. Complying with government guidelines created challenges for the Board around public gatherings and the use of the pool. We got through that with everyone's cooperation and the use of the pool sign up system (which we didn't need this past season). Our previous AGM (September 2021) was a virtual one while this year we have transitioned back to the standard in person format.

ii. **Country Trunk Sewer Project:** Early in the fiscal year (April 2021) final grading and drainage issues were addressed, new trees planted and sod laid. We finally concluded this major undertaking within our complex…although we have a bit of warranty work to conclude. The city has agreed to replace the trees.

iii. **Re-tendering landscaping services:** We had decided, given it had been 5 years, that it would be prudent to re-tender our landscaping services. Brad led us through a process that was concluded in January this year. The results were communicated to all owners at that time. It was noted that it was the first year for James and Elements and both have been doing a great job.

iv. **Siding Project Update:**

- Units 683 to 701 were completed in 2021
- Units 663 to 673 completed in 2022
- We are currently $10,000 under our planned expense.
- We have $38,945 in Inventory. There have been a few price increases since material has been purchased saving considerable money – little to buy until fall 2023.
- Units 675 to 681 will be completed this fall
- Units 615 to 641 in 2023 and 643 to 661 in 2024

v. Tree Removal and Replacement:

- We have approximately 195 trees on our property
- To address either dead (or dying), undesirable (Norway Maples) or nuisance trees we continue our ongoing process of taking out and replacing several trees a year

vi. New Standards:

- The siding project prompted us to update our door colour standard (with owner input) and also
- Lead us to develop a new standard for exterior unit lighting.
- We also decided it was time to tackle the confusion around gardens…those the condo corp. was responsible for and those owners had taken responsibility for. This led to a new garden standard and documented schematics for each unit. A huge undertaking.

vii. Rogers Bulk Agreement:

- The Board took this on starting in October 2021, surveyed owners in January/February of this year. Don acknowledged there have been issues with transferring accounts over to the bulk service account but they are working to resolve the problems as quickly as possible.

viii. Updated owner handbook and new website:

- Those new standards further prompted us to update our owner handbook (which Garry stated are being complied and should be ready within the next month) and continue our work on the new Lakeview Estates website. Dennis Vollmershausen was commended for a job well done. The Board will continue to update the site.

ix. Property Management Evaluation:

- As of April 1st this year Lisa has been our property manager for 7 years.
- Those of us who were around in the Larlyn days will recall a steady rotation of property managers so we are very appreciative of the stability we get in our current situation.
- We are very happy with our relationship with Lisa and her performance but decided we should regularly take the time to do a formal evaluation to keep the channels of communication and ensure expectations were being met. We did this in March 2022 and will continue to do this annually.

x. Communications:

- We counted 34 “Owner Updates” that went out in the last fiscal year.
- We are going to continue to push these out on a “as needed” basis but we will also be archiving them on the new website so that you can go back and read any that you’d like

xi. Approvals to alter the Common Area:

- We are very pleased that owners have by and large made the transition to "asking for permission" vs. "begging for forgiveness". This makes all of our lives much easier.
- Also gives us a chance to evaluate our various standards and rules.
- We decided to track these requests and in 2021-22 we had a total of 17 requests for approval to alter or add to the common elements. 15 were approved and 2 were denied.

6. PRESENTMENT OF AUDITED STATEMENTS

Garry Honcoop presented the audited statements for year ending March 31, 2022 as prepared by Micacchi, Warnick & Co. The audit presented a clean opinion. Garry noted the corporation ended the fiscal year with an operating surplus of $11,292.00. The reserve fund balance at the end of $145,174.00 was lower than the balance projected in the reserve fund study of $178,335.00 as siding materials were purchased ahead of time . It was noted that the shortfall will be taken into account when the next study is conducted in the 2024 fiscal year.

MOTION: To appoint Michacchi, Warnick & Co as the Auditor for the 2022 fiscal year. Moved by Garry Honcoop (unit 681), Seconded by David Balfour (unit 631) ***MOTION CARRIED.***

Q: Are all driveway repairs completed
A: We are working on getting someone to do the remaining repairs. Accent Paving has been back to do the initial warranty work as well as additional work required after Ontario Hydro work was done. There are some discrepancies in the billing which have not been resolved yet, which is reflected in the balance sheet under accrued liabilities.

7. NEW BUSINESS

i. **2022-23 Priorities**

- Continuation of the siding replacement project. On Wednesday, James will start doing the back units. Average cost per unit is $10,000.00. Behind all units there is an additional ½" panel of insulation.
- Continuation of our ongoing tree removal and replacement project. To date we have removed 11 trees and replaced 6. James Smith under the guidance of Dan Major trimmed many of the trees.
- Development of a new owner communication format so that any Director, or Lisa, can send out updates based on the subject matter. Communications do not need to come from the President.

APPOINTMENT OF DIRECTORS:

Our current Board situation is:

- Don Hall – current term expires as of this AGM. Don is allowing his name to stand for another 3 year term until 2025.
- Brad Vollmershausen - until the 2023 AGM
- George McKnight until the 2023 AGM
- Garry Honcoop – until the 2024 AGM
- Sandra Crozier until the 2024 AGM

The Floor was opened for nominations. With no nominations received Dennis Vollmershausen (Unit 653) moved to close nominations, Seconded by George McKnight (Unit 657). ***MOTION CARRIED***.

With owners' support we can acclaim Don Hall to the Board for a 3 year term.

OTHER BUSINESS/DISCUSSION

- **Western Boundary Fence:** General discussion was held on the viability of installing a western boundary fence. Several owners expressed their views on the matter and whether or not they felt a fence would resolve the issues. Concerns of increased foot traffic, dog walkers, liability, security were all discussed. The Board is happy to pursue the project if there is enough support to do something. Dennis Vollmershausen recommended the Board put out a formal survey. Board to discuss at the next board meeting.
- **Columns:** The Board will be looking into options for the front porch columns. Jim Chalkley does not feel painting them is an option so the board will look into capping them vs replacing them.
- **Keys:** Owner asked if the Board was required to maintain keys for each unit. The Declaration does state the corporation has the right to access and should have a key to each unit. Don stated the board has not kept keys for many years.

MOTION TO CLOSE MEETING

Don thanked the Board of Directors and Property Manager for their work over the year.

Dennis Vollmershausen thanked the board for all they do for the community.

MOTION: As there was no further business to discuss Lyle Wells (unit 651) moved the meeting be closed at 8:26 pm, Seconded by David Balfour (unit 631). ***MOTION CARRIED.***

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NINE

mw&co.

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PERIODIC INFORMATION

CERTIFICATE

7.

Lakeview Estates Siding Project

September 27, 2021 AGM Meeting Update

Lakeview Estates Siding Project

September 27, 2021 AGM Meeting Update

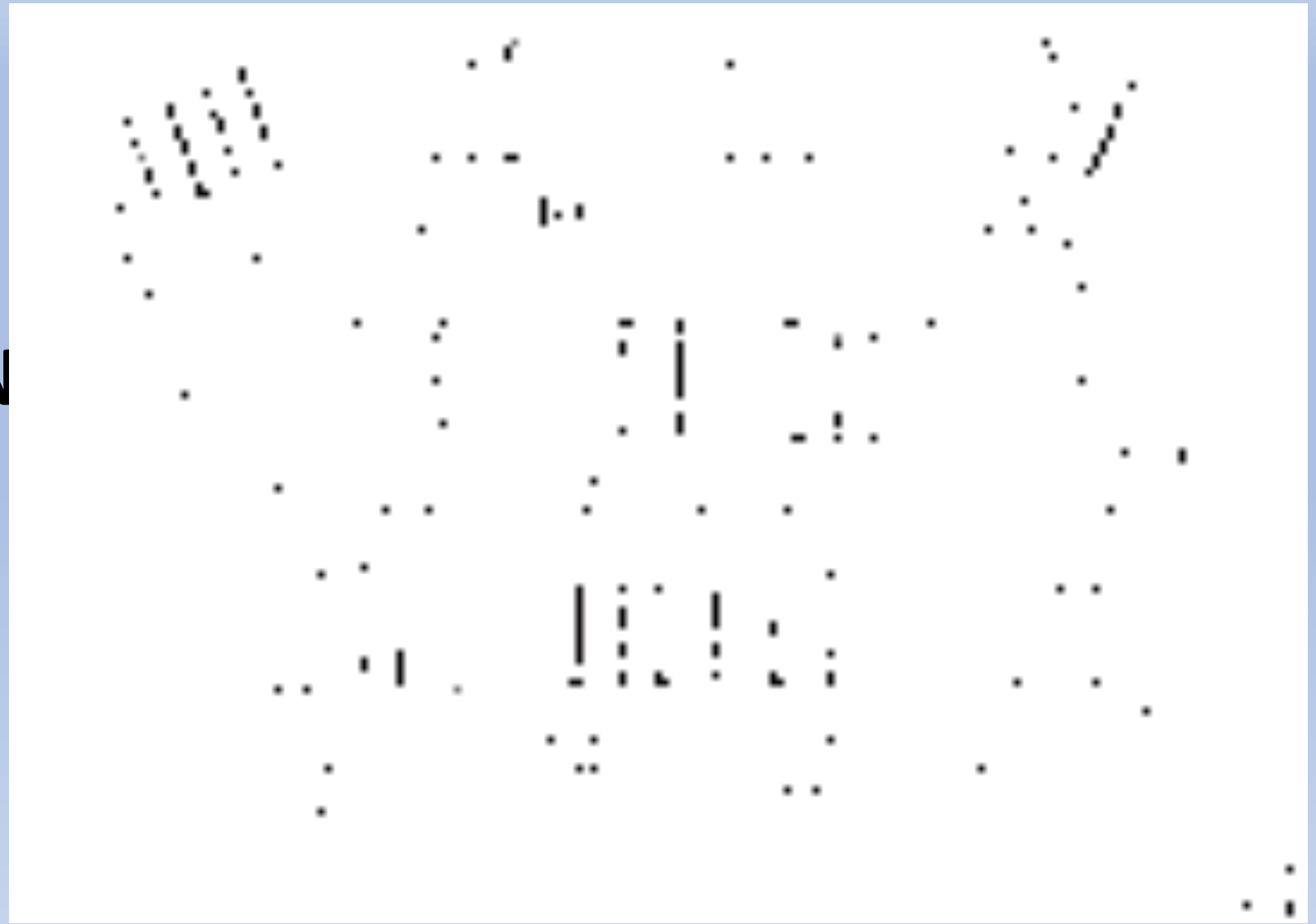
Goal for today

- Communicate the Plan
- Provide the Financial status
- Communicate some of the improvements

Lakeview Estates Siding Project

September 27, 2021 AGM Meeting Update

4 YEAR COMPLETION PLAN



Lakeview Estates Siding Project

September 27, 2021 AGM Meeting Update

SUPPLIER'S QUOTE vs RESERVE FUND

ENTIRE PROJECT

Supplier Quote = $444,000

Reserve Fund Amount = $439,565

$ 4,435

Selected Supplier – J. A. Smith Inc. (James Smith)

Lakeview Estates Siding Project

September 27, 2021 AGM Meeting Update

BLOCK "J" IS 99% COMPLETE

(Weather stripping on Garage Doors to complete)

COST SUMMARY

QUOTE - $67,235

ACTUAL COST - $63,322

VARIANCE - $ 3,912

Lakeview Estates Siding Project

September 27, 2021 AGM Meeting Update

Approximate Cost/Unit

Remove old Aluminum and Vinyl	$ 800
Daily Cleanup and removal of waste	$ 350
Add Insulation	$ 950
Garage Door - Trim/Molding and paint	$ 400
Cap Lentils – Windows and doors	$ 200
Vinyl – Installed	$ 3,600
Aluminum (Eaves, Soffits, Etc.) Installed	$ 4,000
Credit for Aluminum Scrap	-$ 300
TOTAL (Per Unit)	$ 10,000

Lakeview Estates Siding Project

September 27, 2021 AGM Meeting Update

COST CONTROL – Advance Purchases

- To Mitigate cost increases, we have purchased or secured pricing for all Aluminum, Vinyl and Insulation material for Year one and Year two
- 10 percent increase avoided
- $ 60,393 Spent in advance

Block H,I and K material Purchased in advance stored in James Smith's Shop and insured with lakeview estates

Lakeview Estates Siding Project

September 27, 2021 AGM Meeting Update

Improvements

- 1” INSULATION installed under all siding
- Provides an added R value of 7.5

Lakeview Estates Siding Project

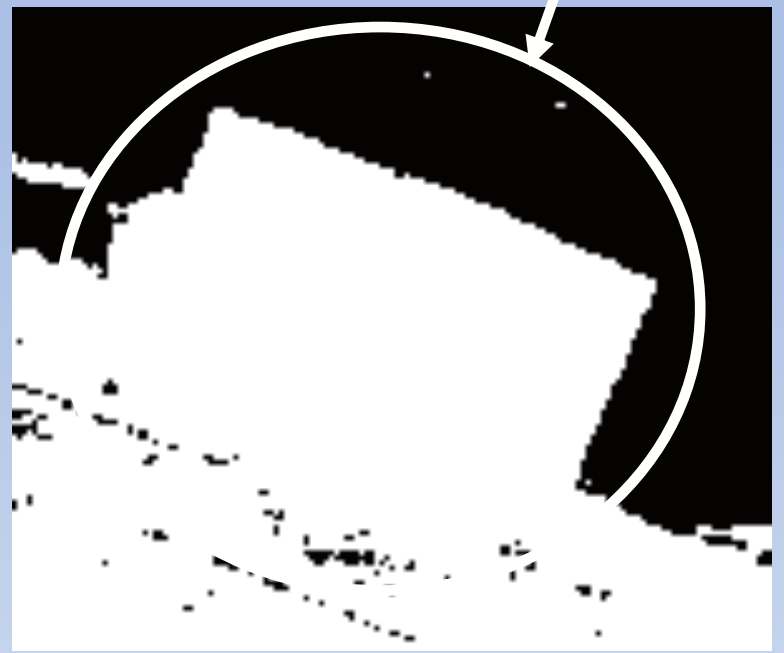
September 27, 2021 AGM Meeting Update

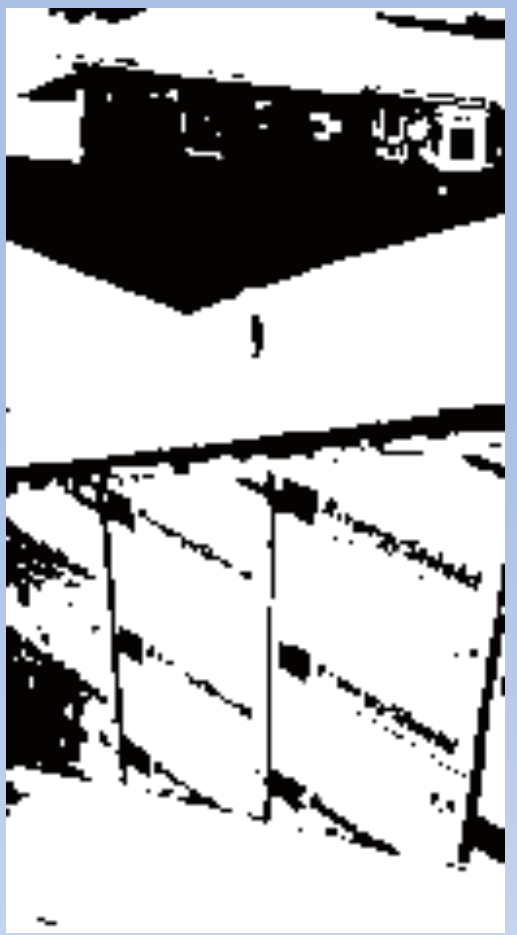
Improvements – Roof Flashing Repairs

- Gaps found between flashing at the bottom of a 2nd storey wall and under the shingles

CURRENT – Gap in Flashing could allow water to enter your home

New –Flashing added to cover the gap



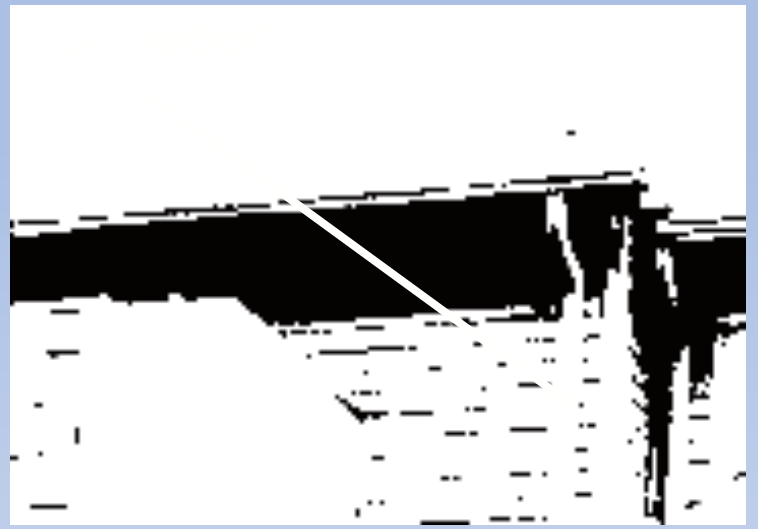


Lakeview Estates Siding Project

September 27, 2021 AGM Meeting Update

Improvements

- Added extra downspouts on two long eaves trough runs the back side of two each set of two, two story units
  -Will stop overflow of eaves troughs



Lakeview Estates Siding Project

September 27, 2021 AGM Meeting Update

Improvements

- Bathroom vents are now vented through the soffit
- Previously the vent pipe was laying above the soffit

Lakeview Estates Siding Project

September 27, 2021 AGM Meeting Update

Improvements

- 1-1/2” Aluminum capped trim around all windows and doors (That are surrounded by siding)

CURRENT

NEW

-NOTE: No impact on the future cost to replace windows

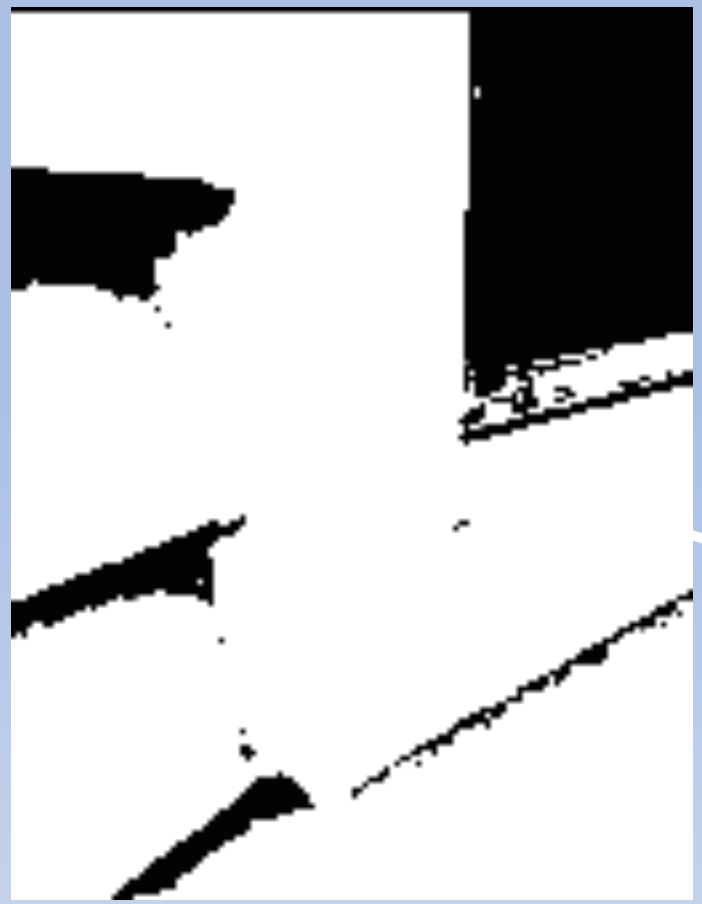
Lakeview Estates Siding Project

September 27, 2021 AGM Meeting Update

Improvements

- J TRIM around capped frames vs Caulking around Window

CURRENT



J Trim
Vs
Caulking

NEW

Lakeview Estates Siding Project

September 27, 2021 AGM Meeting Update

Improvements

- Replaced all Receptacle Boxes on upper deck of two story units
- Replaced Light Fixture Boxes

Lakeview Estates Siding Project

September 27, 2021 AGM Meeting Update

Improvements

- Replace **two story Unit CHIMNEYS** with galvanized chimneys.
  - Will reduce potential leaking and improve appearance
- **NOTE: Chimneys can be completely removed if all fireplaces are direct vented**

CURRENT

Inside the box

NOTE: Not part of original quote

NEW

Lakeview Estates Siding Project

September 27, 2021 AGM Meeting Update

Improvements

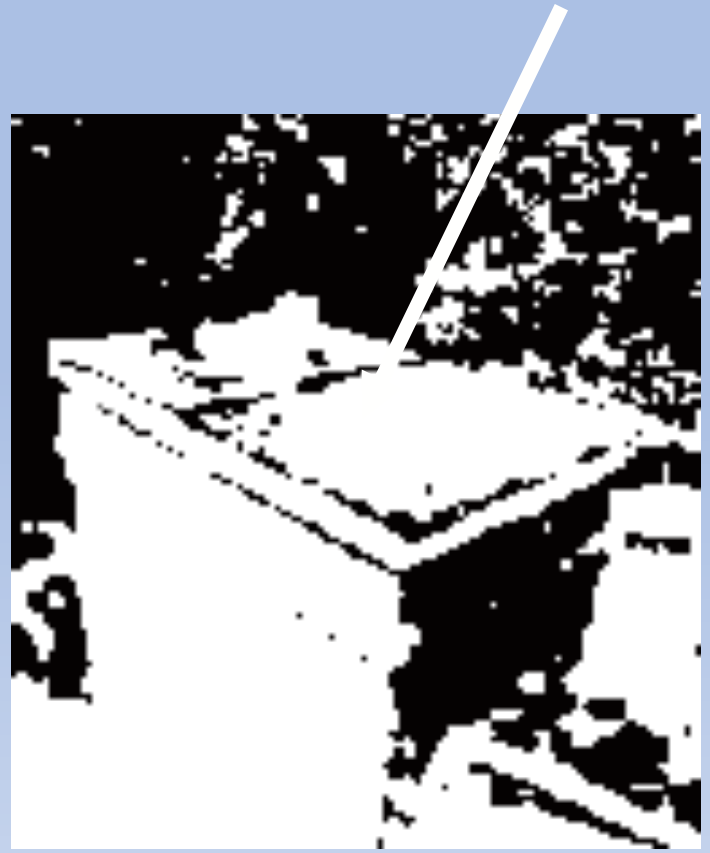
- Brick Chimneys on CURRENT one Story and Loft units
- Currently Covered ONLY with a formed piece of Galvanized Metal

Lakeview Estates Siding Project

September 27, 2021 AGM Meeting Update

Improvements

- Brick Chimneys NEW - Weather protection and cosmetic improvement
- 3/8 Plywood supported with 2x6, Waterproof Sealer, Galvanized cap . and Storm colored trim



Lakeview Estates Siding Project

September 27, 2021 AGM Meeting Update

Improvements

- Add extra eaves trough and down spouts on all 4 dormers
  - Will stop water from pouring onto decks

-

CURRENT – water runs out of upper eaves trough onto roof and on to deck.
Eaves Trough previously added on it's side to deflect

NEW – Down spout from upper eaves trough to new lower eaves trough.

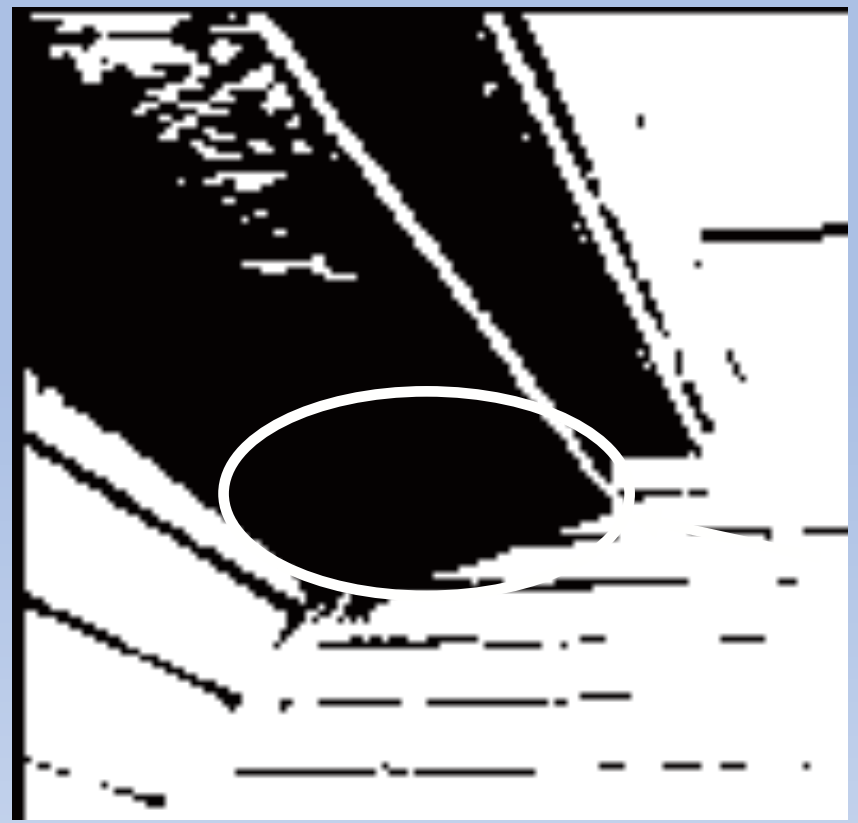
Lakeview Estates Siding Project

September 27, 2021 AGM Meeting Update

Improvements –Pest control

Reinforced Soffit on Dormers

-Will stop animals from entering



Raccoons push soffit up to enter Dormer

2 x 6 installed to stop entry

Lakeview Estates Siding Project

September 27, 2021 AGM Meeting Update

Improvements - Eavestrough Support

CURRENT –
Exposed Nails

NEW –
Hidden Anchor

Lakeview Estates Siding Project

September 27, 2021 AGM Meeting Update

Improvements – No Joints in Eavestroughs

-All Eavestroughs are rolled to length on Site

CURRENT – two Lengths of Eaves trough Joined with Rivets

NEW – No Joints

Lakeview Estates Siding Project

September 27, 2021 AGM Meeting Update

Improvements - Double garage door Sinking at centre

Lakeview Estates Siding Project

September 27, 2021 AGM Meeting Update

Improvements – Capped Lentils on top of all windows and doors under Brick

CURRENT – Exposed Angle Iron Rusts and needs repainting every few years

NEW – Angle Iron is capped with coloured Aluminum and sealed
NO MORE PAINTING

NOTE: Not part of original quote

Lakeview Estates Siding Project

September 27, 2021 AGM Meeting Update

Improvements

- All eaves trough that drain into an underground pipe have a DOWN SPOUT GUARD installed to stop leaves etc. from clogging the underground pipe

Lakeview Estates Siding Project

September 27, 2021 AGM Meeting Update

Improvements – Leak Prevention

- All Eavestrough Corners and outlets sprayed (Inside) with a leak sealant

Lakeview Estates Siding Project

September 27, 2021 AGM Meeting Update

Summary

$440,000 investment over 4 Years

~ $10,000/Owner

Plan to be on or under budget

More Insulation

Cosmetics Improved

Future Maintenance costs Reduced

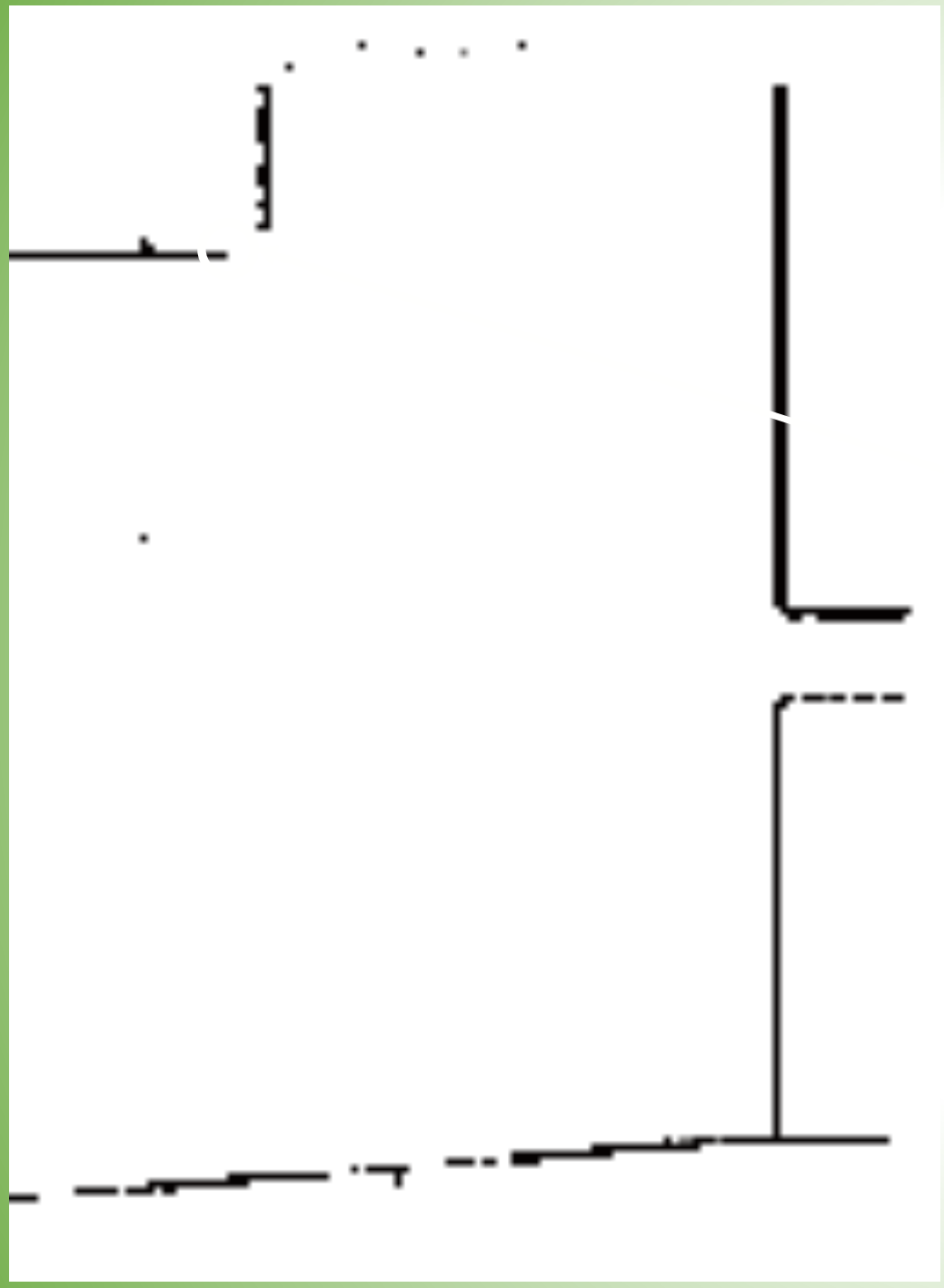
Lakeview Estates

Western Barrier Discussion

Lakeview Estates

Western Barrier Discussion

- **Goal for Today**
  - Understand the location of the Barrier
  - Concern over an agreement with the city
  - Discuss why a Barrier is being considered
  - Pros and Cons of a Barrier
  - Communicate some options and their cost
  - Communicate the “Condominium Act” Rules associated with this expense



Lakeview Estates –Western Barrier

WHERE is the property line

-514 Ft of Property Line on west side

-South West Corner of Property is at corner of Wooden Fence on South side of property (Not the Galvanized chain link Fence line)

Lakeview Estates

City of Woodstock/ Lakeview Estates Agreement

- Agreement between THE CITY OF WOODSTOCK and LAKEVIEW ESTATES ????

  "Lakeview Estates will provide access to the easement on our west side and cut the grass in return the city of Woodstock will pick up our garbage"

- The Bylaw office has reviewed this. They could find no record of this agreement

Lakeview Estates

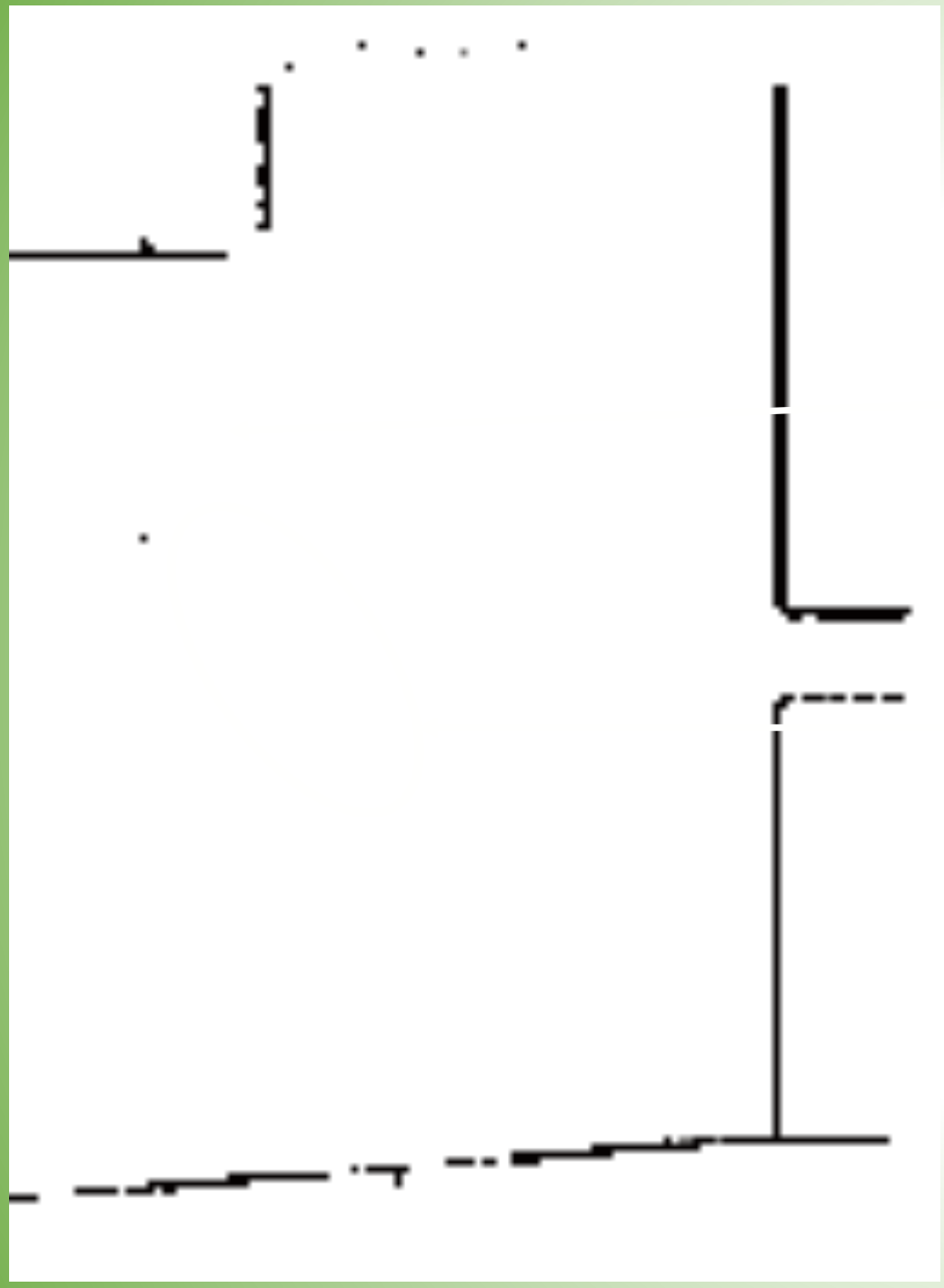
Western Barrier Discussion – WHY

- The Increased Foot Traffic through our properties has caused concern to some owners

Lakeview Estates

Western Barrier Discussion – PROS

- **Eliminate Increased Foot Traffic**
  - Privacy
  - Security
  - Safety
  - Liability



Lakeview Estates –Western Barrier

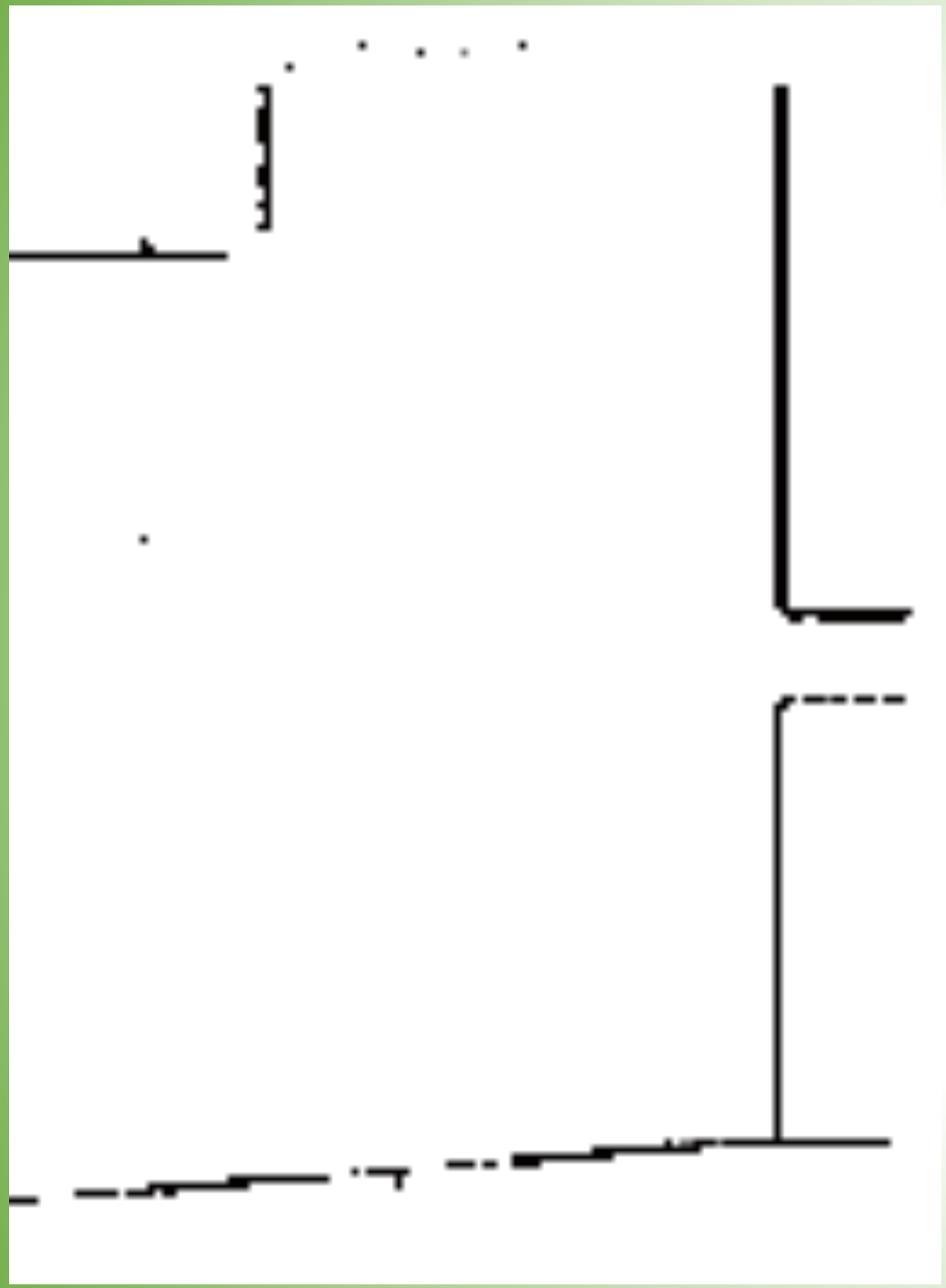
CONS

-Barrier is very Close to Unit 14
(20 feet from West wall)

-Barrier is very close to the west end of our driveway
Will create Snow Removal Issues
-Reduces Storage space
-May cause us to haul snow away
-$150/truckload
` -Could use parking spaces for snow

-Cost of the Barrier

Lakeview Estates –Western Barrier



Lakeview Estates - Barrier Discussion

-OPTIONS

-NO Barrier – use signage

-Galvanized Fence

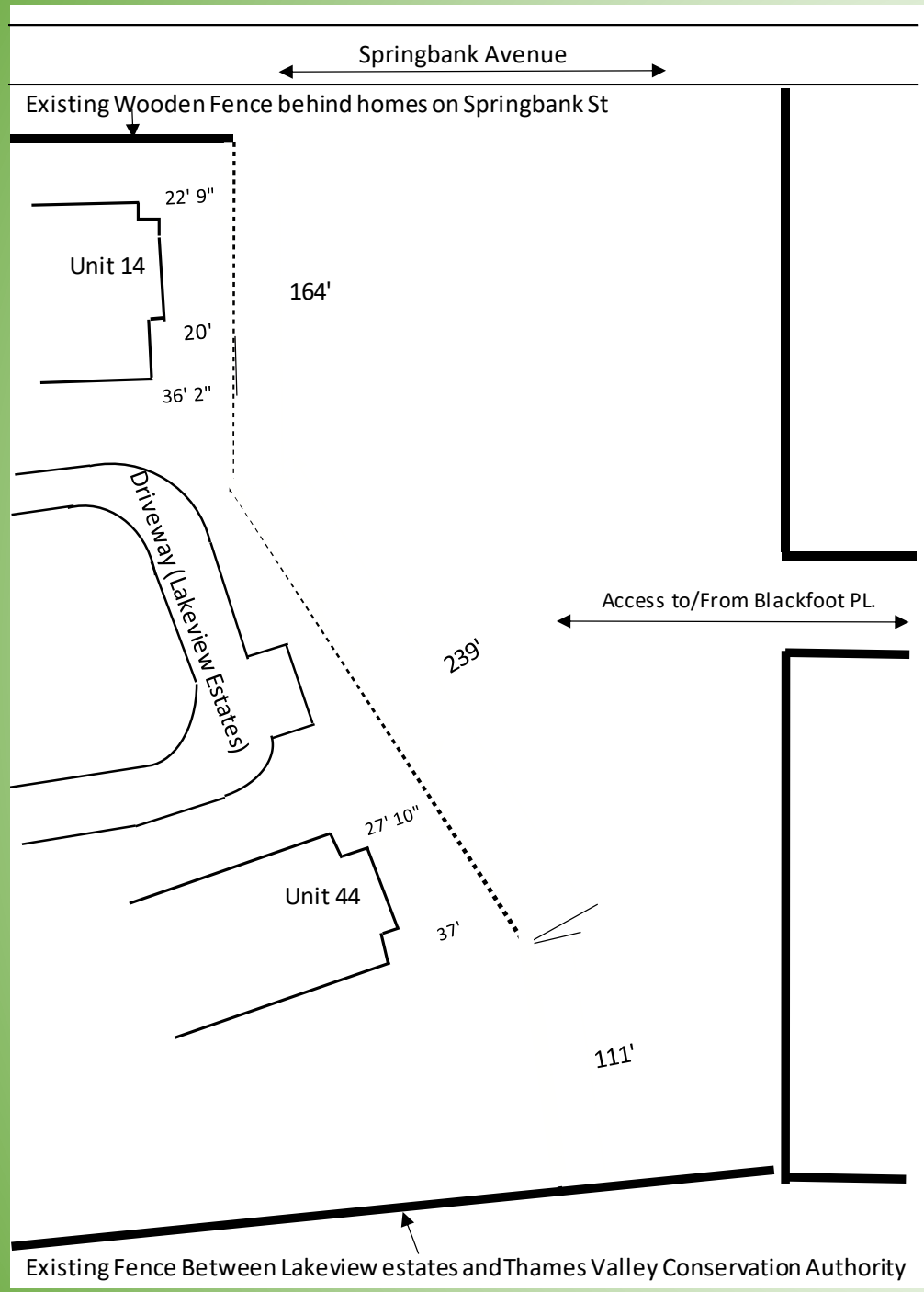
-Black Chain link Fence

-Black Wrought Iron Fence

-Mix of Barrier types

-Barrier on part of Property line

NOTE: All Fences proposed are 4 feet high



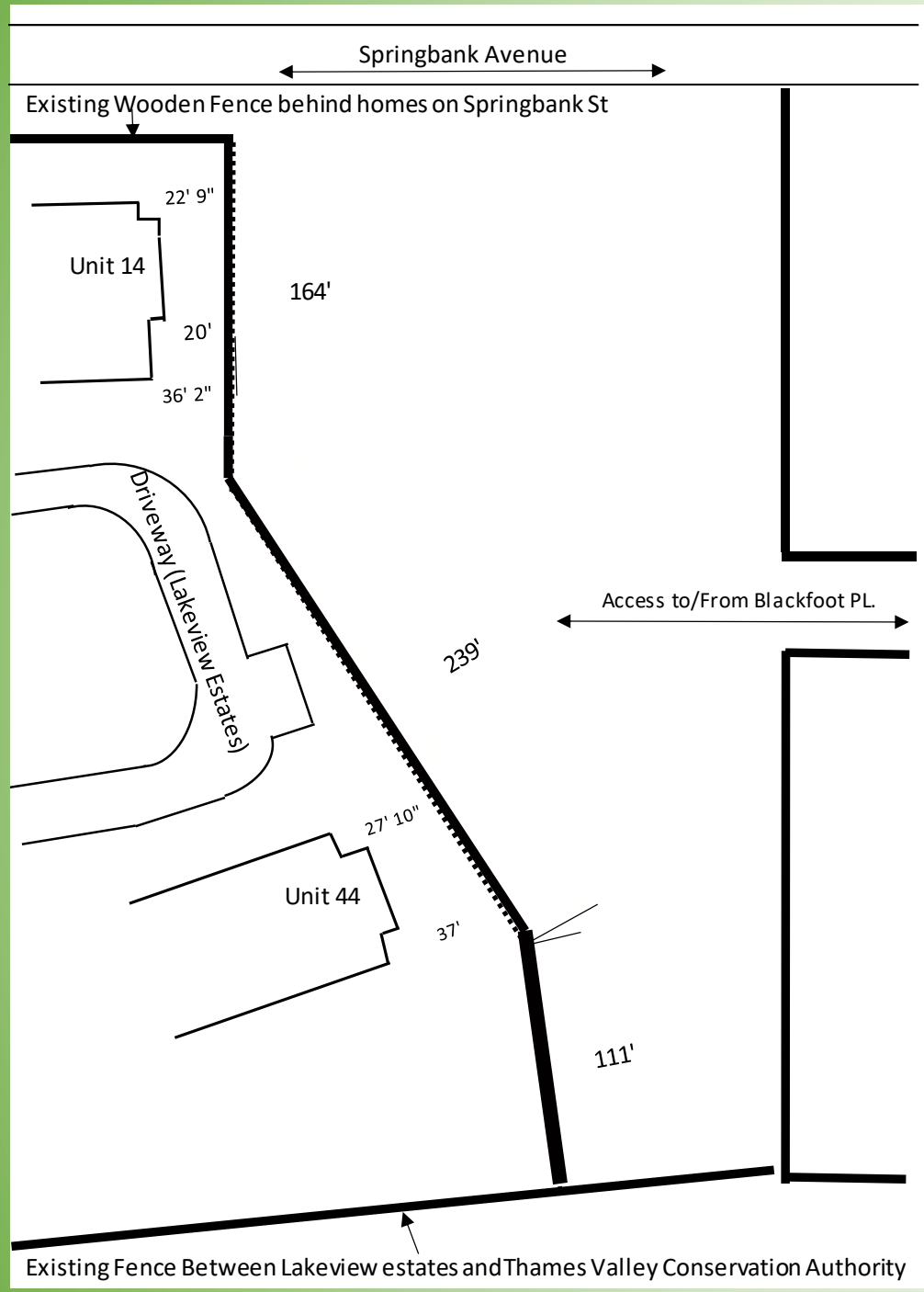
Lakeview Estates

Barrier Discussion

-Galvanized Chain Link – entire 514 ft

-COST = $12,000

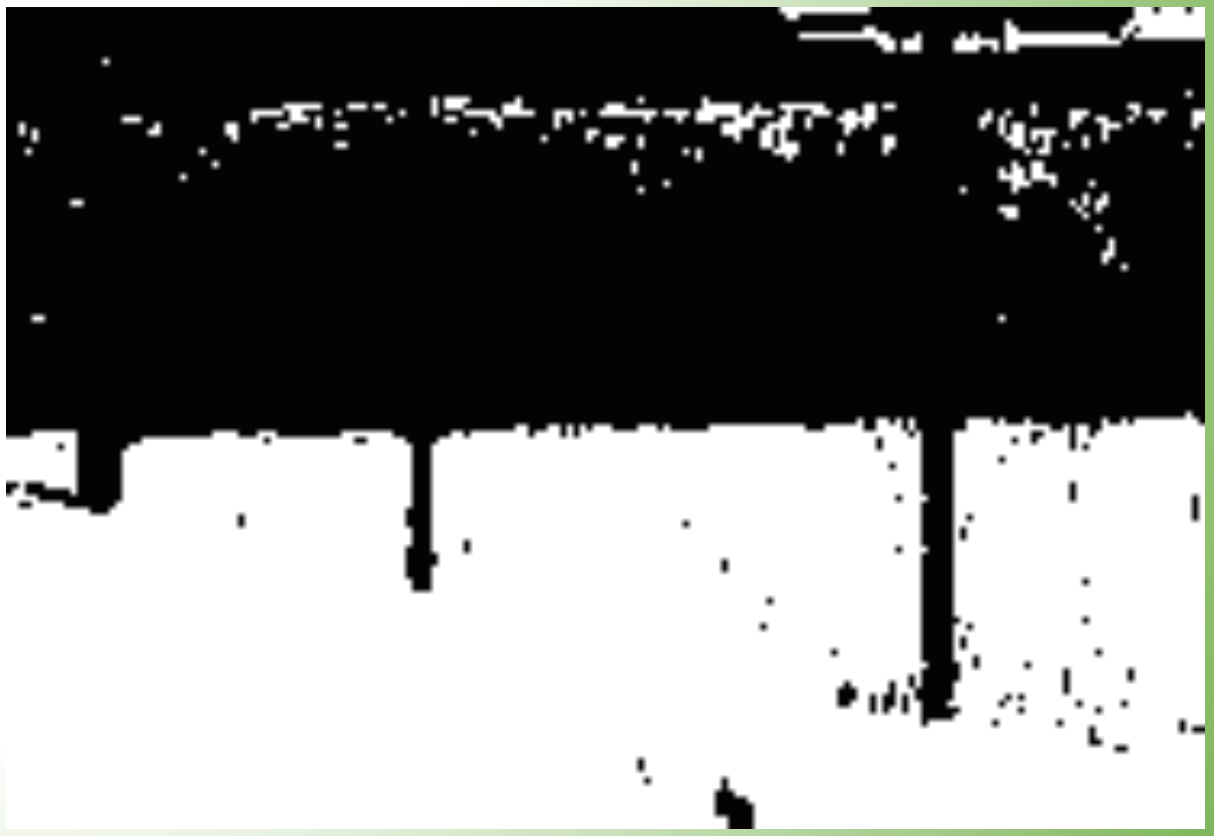
-Similar to the fence on our North Property Line

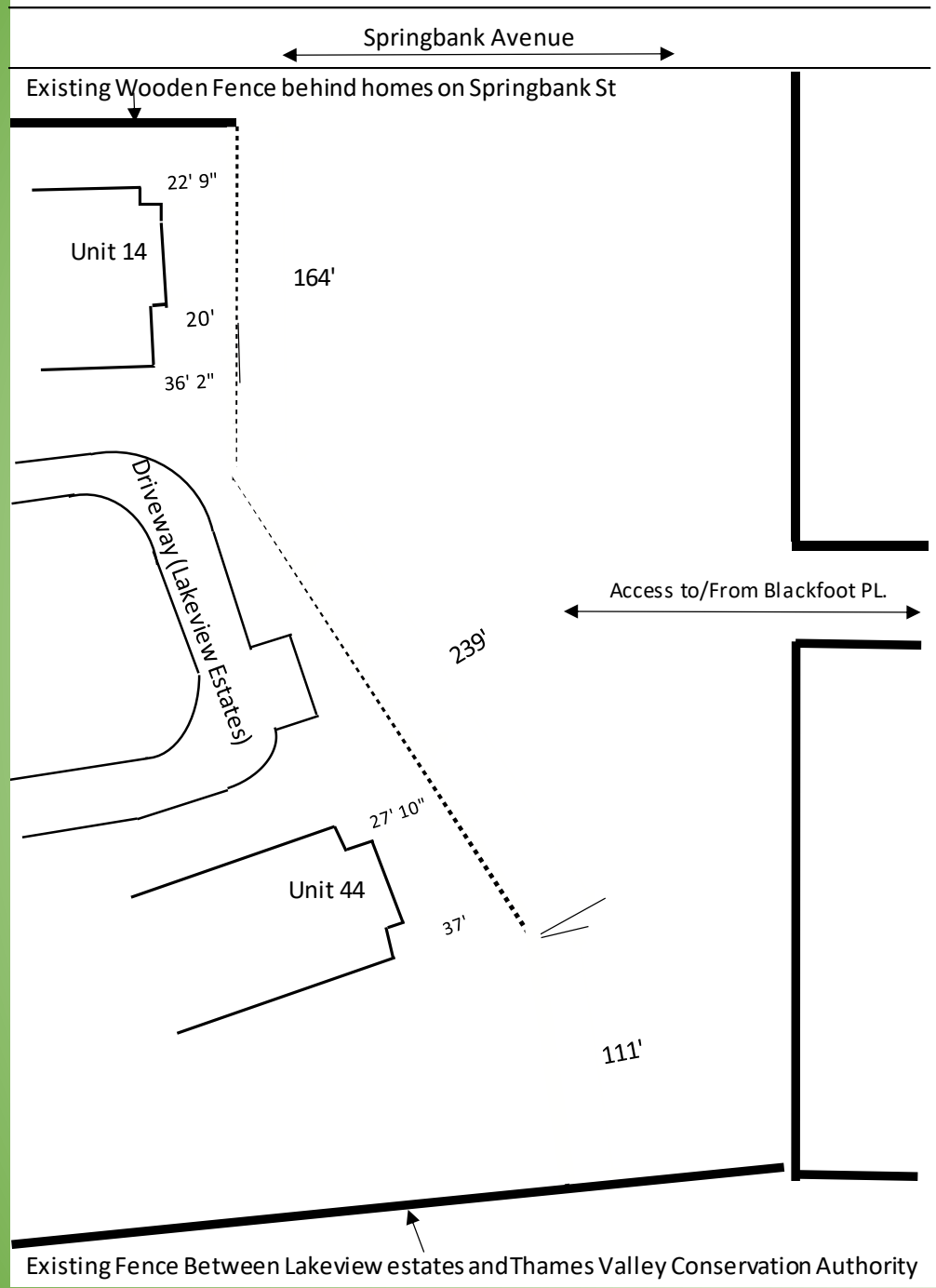


Lakeview Estates Barrier Discussion

-Black Chain Link – entire 514 ft

-COST = $14,000



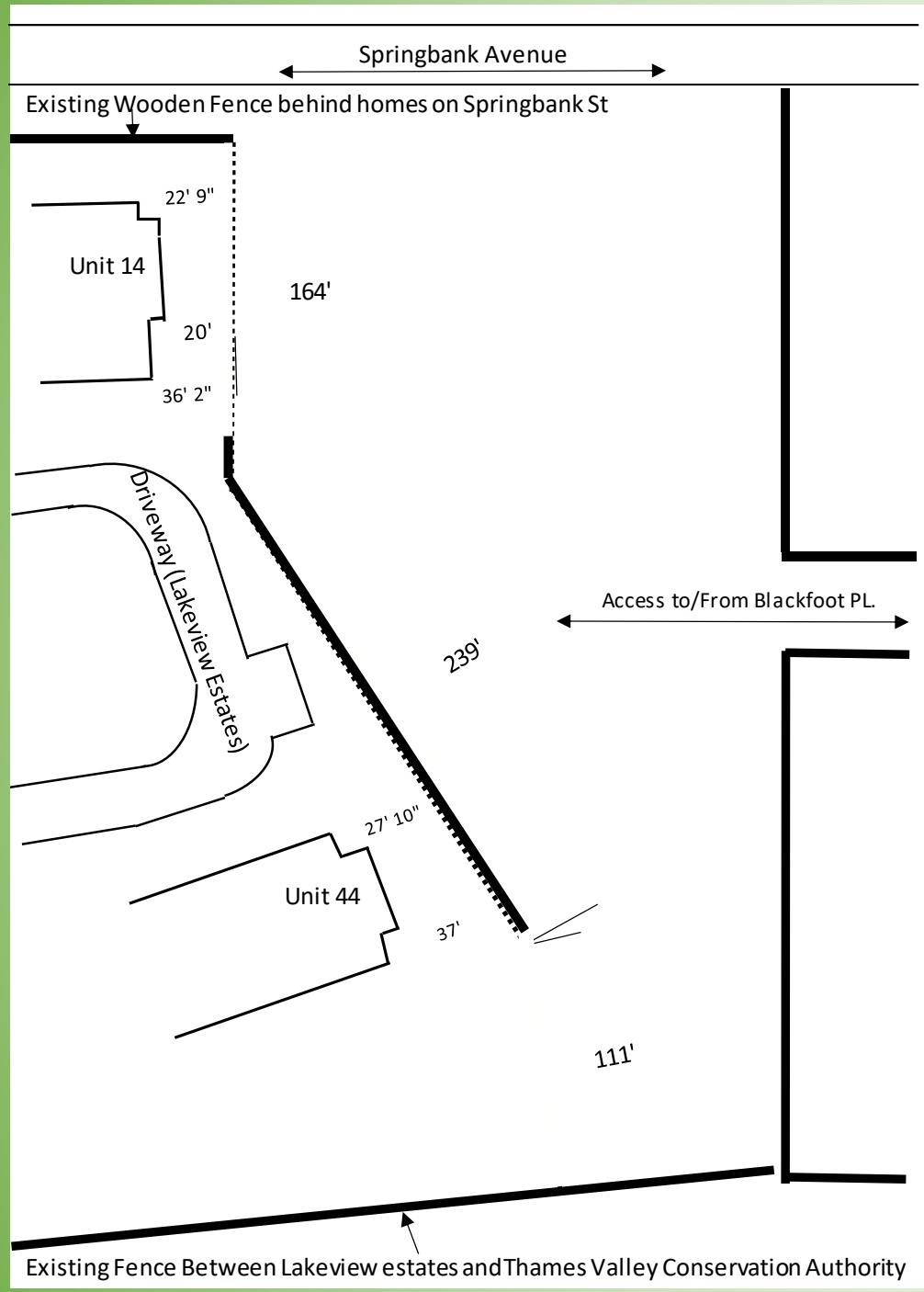


Lakeview Estates -Barrier Discussion

-Wrought Iron or Aluminum Fence

-COST = up to $32,000

-Recently installed at Condo's on Munnoch St.



Lakeview Estates

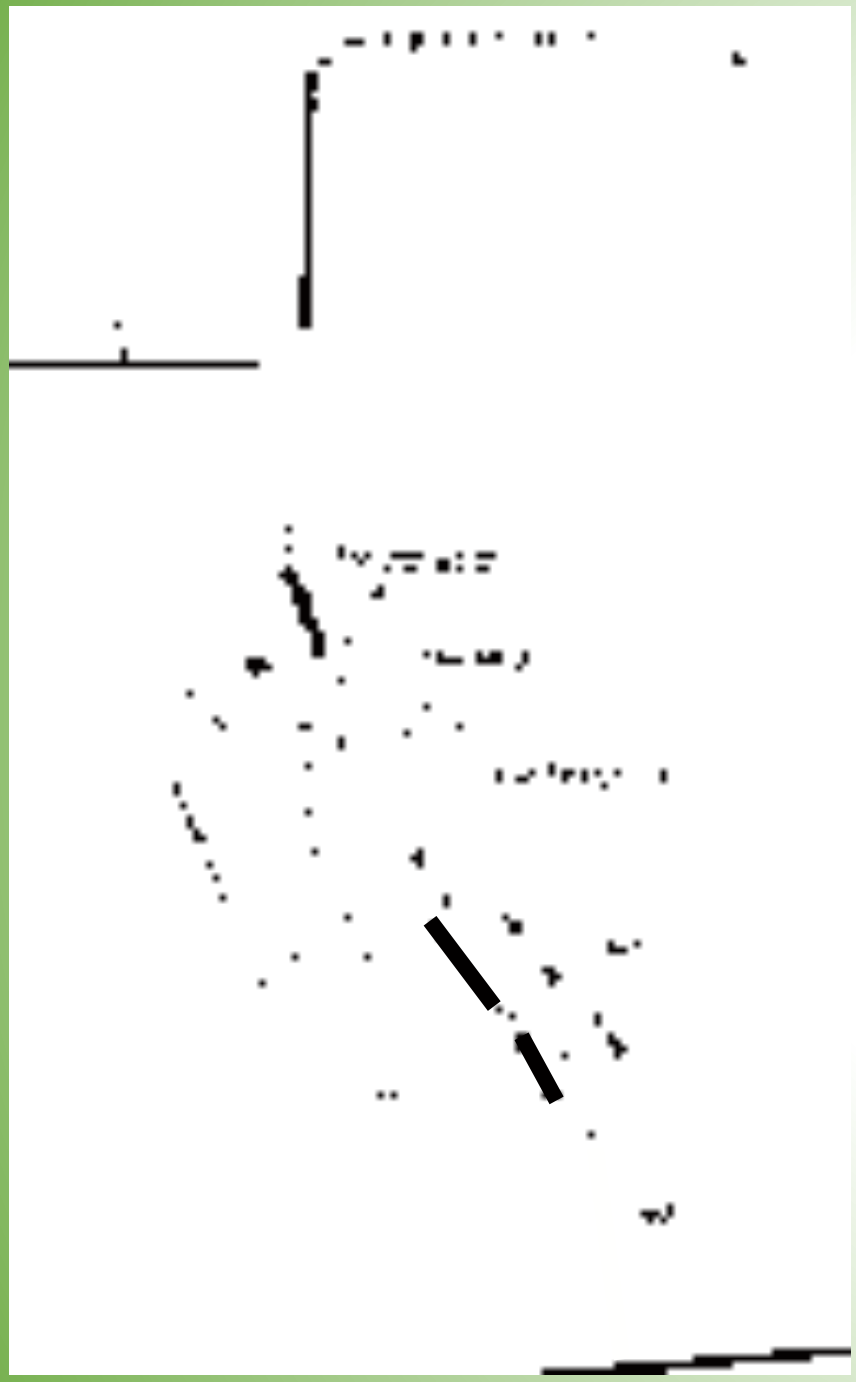
Barrier Discussion

-Galvanized Chain Link – 111 ft

-Black Chain Link -250 ft

-No Barrier -153 ft

-COST = $8,500 ($200/Unit)



Lakeview Estates

Barrier Discussion

-Galvanized Fence

-Black Chain Link - 75 ft

-Increase size of Rock Filled Drainage Systems

-Add Trees or Hedge

-COST = $10,000

Lakeview Estates - Western Barrier Discussion

CONDOMINIUM ACT REQUIREMENTS

The WESTERN BARRIER is not an owner approved expense

The Following Rules apply

1) For an expense less than $1,000

- *The board can approve the expense*

2) If the cost of the project is more than $1,000, but less than $23,349 (10% of the annual budgeted common expenses)

- *Notice is required to be given to owners;*
- *But the change is only submitted to a vote if requisitioned by the owners of at least 15% (7) of the registered units;*
- *Should the change be submitted to a vote through a requisition, the change can be implemented if at least 50% of the owners **participating** at the meeting vote in favor of it.*

3) If the cost of the change is more than $23,349 (10% of the annual budgeted common expenses)

- *This is what we refer to as a "substantial change";*
- *Notice is required to be given to owners;*
- *The change must be submitted to an automatic vote;*
- *The change can only be implemented if the owners of at least 66 2/3 % of the units vote in favor of it.*

Lakeview Estates - Western Barrier Discussion

-Summary

AS IS - NO Barrier – use signage	Minimal Cost
Black Wrought Iron	$32,000
Black Chain link	$14,000
Galvanized Fence	$12,000
Hedge or Trees, Rocks / Partial Black Chain Link and Galvanized Chain Link at rear	$ 10,000
Combinations of above	??

NOTE: All Fences proposed are 4 feet high

Lakeview Estates - Western Barrier

OPEN DISCUSSION