Annual General Meeting

September 26

2024

Oxford Standard Condominium Corporation No. 111

Owner's Meeting Package

NEIGHBOURHOOD PROPERTY MANAGEMENT INC.

"Serving Condominium Communities Since 1991"

110 Holcroft Street West, Ingersoll, ON N5C 2B8 (519) 485-1594 npm@rogers.com

September 10, 2024

NOTICE TO ALL OWNERS
Oxford Standard Condominium Corporation No. 111
615 -701 Lansdowne Ave,
Woodstock, ON
N4T 1J9

RE: ANNUAL GENERAL MEETING

Dear Owners:

Enclosed please find your Annual General Meeting notice for **September 26, 2024 at 7:00 pm.** This meeting will be held at the **Maranatha Church, 735 Frontenac Crescent, Woodstock, ON N4V 0B1.** Please see attached map.

Included in the package are the following documents;

i. AGM Notice of Meeting
ii. Agenda
iii. Minutes from the September 27, 2023 AGM
iv. Audited financial statements for the March 31, 2024 fiscal year
v. Proposed Amendment to the Declaration
vi. Smoke Alarm/Carbon Monoxide Detector Verification Form
vii. Proxy Form
viii. Periodic Information Certificate & Memorandum of Insurance

ELECTION
There are 2 positions subject to an election as Sandra Crozier & Garry Honcoop's terms will be completed.

We encourage you to attend the meeting as the AGM is your opportunity to ask any questions you may have about the condominium. Should you not be able to attend, we kindly ask that you participate by proxy to ensure we obtain quorum. Without quorum the meeting will need to be re-scheduled at an additional cost to the corporation.

PROXY FORMS

Please note that the amended Condominium Act now permits owners to allow their Proxy holder to vote on their behalf in the election of Directors. However, the owner must sign or initial to provide their consent throughout the form on the right hand side of document. Don't forget to include the name of who you are appointing as your Proxy at the top of page 2 and initial on the right hand side. Please review the proxy form carefully and if you have any questions please don't hesitate to contact me. Proxies may be emailed to the Management office at npm@rogers.com, deliver to a Board Member or have your Proxy Holder bring it to the meeting.

We look forward to seeing you on September 26, 2024

Sincerely,

NEIGHBOURHOOD PROPERTY MANAGEMENT INC.
On behalf of the Board of Directors – OSCC# 111

Lisa Ring R.C.M.
Registered Condominium Manager
npm@rogers.com
(519) 485-1594

Google Maps

615 Lansdowne Ave, Woodstock, ON N4T 1J9 to 735 Frontenac Crescent, Woodstock, ON N4V 0B1

Drive 7.8 km, 12 min

Map data ©2024 Google 1 km

via Lansdowne Ave — 12 min
Fastest route now, avoids road closure on Springbank Ave — 7.8 km

via Lansdowne Ave and Springbank Ave — 12 min
7.6 km

via Lansdowne Ave and Alice St — 13 min
7.9 km

Explore nearby 735 Frontenac Crescent

Restaurants Hotels Gas stations Parking Lots More

Ontario Ministry of Government and Consumer Services

Notice of Meeting of Owners

Information about an upcoming meeting of owners

Instruction

This PDF form can be filled out electronically and then saved or printed. When filled out electronically, the form is dynamic – for example, text boxes will expand as you enter information, and checking certain boxes may cause items to appear or disappear as necessary. The blank form can also be printed in full, and then filled out in hard copy. If you are filling out the form in hard copy and you need more space, you may enclose additional sheets of paper with the form.

General Meeting Information

Condominium corporation's name
OXFORD STANDARD CONDOMINIUM CORPORATION NO. 111

Section 1. Date and Time of the Meeting
Thursday, September 26, 2024 at 7:00 PM (Registration - 6:30 p.m.)

Section 2. Place of the meeting
Maranatha Church 735 Frontenac Crescent, Woodstock, ON N4V 0B1

Section 3. The nature of the business to be presented at the meeting is (a meeting agenda may be included with this form)

Annual General Meeting of Owners

Section 4. Please describe below the quorum needed for any part of this meeting:

25% = 11 Units

The reference to "units" here does not include units that are intended for parking, storage purposes, or for the purpose of providing space for services or facilities or mechanical installations, unless all of the units in the corporation are those kinds of units. Only owners that are entitled to vote at the meeting and are either present at the meeting or represented by proxy can count towards quorum. If this is a pre-turnover meeting under s. 42(6) of the *Condominium Act, 1998*, please see s. 42(10) of the Act to determine who counts towards the quorum.

Section 5. A by-law of the corporation authorizes methods of being present at the meeting, in addition to attending in person or by proxy (e.g., by phone or online):

☐ Yes ☑ No

The methods of being present are ▼

In Person or By Proxy

Section 6. A by-law of the corporation authorizes voting methods, in addition to voting by a show of hands, by ballot, by proxy (e.g., by phone or online):

☐ Yes ☑ No

The methods of voting are ▼

By ballot, show of hands or by proxy

Section 7. If you wish to be present at the meeting by proxy (for purposes of quorum) or to vote on any matters by proxy, you must use the mandatory proxy form. The form is available on the Government of Ontario website. It may also be available from your corporation.

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Section 8. Please check any of the following that apply to the upcoming meeting:

Section 8.A

☑ This is an annual general meeting.

A copy of the corporation's financial statements and the auditor's report (if any) are included with this notice.

Section 8.B

☑ This is a meeting to elect one or more directors (including a meeting requisitioned under s. 46 of the *Condominium Act, 1998* that may include the election of one or more directors).

The number of positions on the board that are or could be the subject of an election at the meeting, and the term or remaining term of each position, are ▼

There are 2 positions both for a 3 year term.

Instruction for person filling out this form: If this is a meeting to elect one or more directors under s. 46 of the *Condominium Act, 1998* (either to fill a vacancy on the board, or following the removal of any directors), please enter the maximum number of positions on the board that could be the subject of an election at the meeting.

The number of positions that are or could be the subject of an election at the meeting and that are reserved for voting by owners of owner-occupied units is ▼

~

Total number of positions on the board is ▼

5

Candidates

These are the names and addresses of each individual who has notified the board in writing of their intention to be a candidate by the specified deadline:

Name of Candidate	**Address of Candidate**	**Position** (select one or both if applicable)	
Sandra Crozier	669 Lansdowne Ave, Woodstock, ON	☑ Candidate for position for which all owners may vote	☐ Candidate for position reserved for voting by owners of owner-occupied units
Garry Honcoop	681 Lansdowne Ave, Woodstock, ON	☑ Candidate for position for which all owners may vote	☐ Candidate for position reserved for voting by owners of owner-occupied units

A copy of any disclosure statements and information provided by the candidates is included with this notice.

Note: For information about disclosure obligations and qualifications, see s. 29(1) of the *Condominium Act, 1998* and s. 11.6 of Ontario Regulation 48/01 under the *Condominium Act, 1998*, copies of which are included with this notice.

Section 8.C

☑ This is a meeting to remove or appoint an auditor.

The name of the auditor proposed to be removed and the reasons for removal:

Name of Auditor(s)	**Reasons for removal**

Name of Auditor(s)	Reasons for removal

A copy of any written representations made by the auditor who is proposed to be removed are included with this notice.

The candidates for auditor whose information was provided before the specified deadline are:

Name of Auditor(s)	Address (Street Address, Postal Code, Telephone Number)

Section 8.D

☐ This meeting was requisitioned by owners under s. 46 of the *Condominium Act, 1998.*

Section 8.E

☐ This is a meeting for the purpose of considering an addition, alteration, improvement to the common elements, a change in the assets of the corporation, or a change in the service of the corporation, or for the purpose of considering the installation of an electric vehicle charging system to be carried out in accordance with s. 24.3 (5) of Ontario Regulation 48/01 made under the *Condominium Act, 1998.*

Section 8.F

☑ This is a meeting to discuss proposed changes to the declaration, description, by-laws, rules or any agreements.

A copy of all proposed changes to the declaration, description, by-laws, rules or agreements that are to be discussed at the meeting are included with this notice.

Section 8.G

☐ This is a meeting relating to amalgamation under s. 120 of the *Condominium Act, 1998.*

Section 9.

☐ Additional material (including any record of the corporation) in a submission from owners, made by the deadline specified in the preliminary notice, is being included with this notice.

Section 10.

☐ A by-law of the corporation requires that additional material be included with this notice.

Note for common elements condominium corporations: If your corporation is a common elements condominium corporation, all references in this form to "unit(s)" should be read as references to "common interest(s) in the corporation," and all references to "unit owner(s)" should be read as references to "the owner(s) of a common interest in the corporation".

Section 11.

Optional: Additional material that is not required by a by-law of the corporation is included with this notice.

Dated this 10 (day of month) day of SEPTEMBER (month), 2024 (year).

NEIGHBOURHOOD PROPERTY MANAGEMENT INC.

"Serving condominium communities since 1991"

NOTICE OF ANNUAL GENERAL MEETING
SEPTEMBER 26, 2024
7:00 PM
Registration (6:45 PM)

AGENDA

1. Call the Meeting to Order
2. Proof of Notice & Quorum
3. Approval of Minutes of Owner's Meeting (September 27, 2023)
4. Business Arising From the Minutes
5. Audited Financial Statements (Year Ending March 31, 2024)
6. Appointment of Auditor
7. New Business
    i. President's Report
    ii. Proposed Declaration Amendment
8. Election of Directors (2 positions open on the board)
9. Other Business or Discussion
10. Close of Meeting

110 Holcroft Street West, Ingersoll ON N5C 2B8
Telephone & Fax: (519)) 485-1594 Email: npm@rogers.com

ANNUAL GENERAL MEETING
OXFORD STANDARD CONDOMINIUM CORPORATION NO. 111
September 27, 2023
South Gate Centre

1. **CALL TO ORDER/PROOF OF QUORUM**
   - The meeting was called to order at 7:00 p.m. by George McKnight
   - Quorum was obtained with a total of 29 units (24 units in attendance and 5 represented by proxy)

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

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

   - Treasurer: Garry Honcoop
   - Secretary: Don Hall
   - Vice President: Sandra Crozier
   - Director: Brad Vollmershausen
   - President: George McKnight

4. **MINUTES:**
   MOTION: To approve the minutes from the September 26, 2022 minutes as amended to reflect the meeting was chaired by George McKnight not Don Hall. Moved by John Harvey (Unit 661), Seconded by Bob Kruze (Unit 639) ***MOTION CARRIED***

5. **BUSINESS ARISING FROM THE MINUTES:**
   George McKnight addressed business arising from the minutes and reported on the past year's activities as follows;

   i. **County Trunk Sewer Project:** This project has now been completed. A few trees originally planted during the project were replaced.

   ii. **Landscaping & Lawn Maintenance:** The current contract for garden maintenance is Element Landscaping since March 2022. The current lawn care contract is with James Smith since March 2022. The next contract tender will take place for the 2025 season.

   Questions/Comments Raised regarding Landscaping;
   - Gardens are getting a little shabby/old in areas, some trees have been mulched but not all lacks consistency. George stated that pine trees no but smaller trees should have mulch. The contract stipulates a set quantity but it will be reviewed with the contractor.

   - Concerns about the use of a power edger and getting close to hitting the Roger's cable was raised. This will be addressed with the contractor and can look into other options available.

- Concerns that gardens were not being weeded "before" mulching as a result weeds grow up in a couple of days after mulching. What are the specifications in this regard? The board will review the contract and standards in place and make any changes as necessary.

iii. **Owner's Handbook & Website:**

- New standards created in 2021/22 were added to the handbook and distributed in January 2023.
- OSCC 111 Website was released to all owners on Sept 20/22 which contained all handbook information as well as historical financials & current budgets, AGM information, Declaration, Bylaws, Rogers Bulk Agreement, Insurance responsibilities for Owners and a current resident list. Thanks given to Garry Honcoop for providing the overhead drone photos.

iv. **Siding Project:** George reported the project has been going very well and to date 28 units were completed (683 to 701, 663 to 673, 615 to 621 and 627 to 633). Units 623, 625 & 635 to 641 are planned to be completed the fall of 2023 and the pool building and 643 to 661 to be completed in 2024.

Siding Project Costs:

- Labour prices are fixed for the entire project
- Material prices have risen 40 to 50% since 2021
- 95% of the material used to date was purchased in 2021
- Cost / Unit to date = $9,263 or $259,370.
- Cost of the remaining 16 units is estimated to be $12,000.00. This is a conservative estimate and will take us over the plan in our reserve fund by approx. $6,000.00.

v. **Tree Removal and Replacement:**

- There are roughly 195 trees on site.
- 3 red maples on front lawns and 3 large pine trees were removed (2 at the west end and one at 649).
- Many trees were pruned / trimmed to increase longevity of the trees and to keep limbs away from homes.

vi. **Rogers Bulk Agreement:**

- Survey issued on February 22, 2022 received a strong level of interest
- A special owner's meeting was held on July 14, 2022 which 42 of 44 were in favour of the agreement
- Hardware and service changes started Sept 15, 2022
- Condo fees were increased by $54.00/month on October 1, 2022.
- There were several hiccups in the beginning but stable now

vii. **Approvals to Alter Common Area:**

- Definition of Common Area per our declaration (all of the property, except the units).

- George reminded owners that per the declaration, any modifications to the common area requires approval from the board. All requests submitted last year were approved. Appreciation given to all for following the proper procedure by submitting a written application. George reminded owners that If they have made changes and have not issued a request for approval, to do so now.

viii. Western Boundary Fence:

- Survey was completed in November of 2022
- 40 of 44 owners responded
- 50% were not in favor of a boundary or fence. If an official vote were held, 66.7% of owners would need to support a proposal in order to proceed. Therefore no further action has been taken although future discussion is likely.

6. PRESENTMENT OF AUDITED STATEMENTS

Garry Honcoop presented the audited statements for year ending March 31, 2023 as prepared by Micacchi, Warnick & Co. The audit presented a clean opinion.

MOTION: To appoint Michacchi, Warnick & Co as the Auditor for the 2024 fiscal year. Moved by Garry Honcoop (unit 681), Seconded by Deb Hostettler (Unit 693). ***MOTION CARRIED.***

7. NEW BUSINESS

i. **2022-23 Activity**

- There were two significate underground hydro issues in 2022/23 resulting in the loss of power. One was at unit 633 and the other was in the pool room. Power from Ontario Hydro's junction boxes to owner's panels are the condominium's responsibility. Each junction box serves 3 to 6 homes.
- One main water shutoff was repaired. Shut offs are 6' below grade and located between the inside water shut off and the main water line.
- There were 2 retaining walls replaced. One behind unit 675 and one behind / between units 667 & 669.
- Pool: A new supplier was hired to do regular checks and volunteers Maria Benjamin, Sheila Belfour, Ron Langlois, Rick and Jane Coad provided their services. A thank you to all volunteers.
- Paving Stones: Several warranty repairs and a few other minor repairs were completed. The contractor issued us a very large invoice for the non warranty work completed and the board did not agree with the amount. The Board negotiated to a fair price but at the same time agreed that there would be no further warranty.

ii. **2023-24 Priorities:**

- **Snow Removal:** The board will be reviewing methods to reduce lawn damage

- **Reserve Fund Study Update:** A Class 3 Study (based on no site visit) by a third party will be completed this year. Major projects over the next five years are
  - Complete the siding project

- Remove and replace large trees creating a risk to our buildings
- Improve drainage and landscaping at the Southeast corner of the property
- Maintenance of the Pool and Tennis Courts

APPOINTMENT OF DIRECTORS:

Our current Board situation is:

- George McKnight: Expires as of this AGM
- Brad Vollmershausen: Expires as of this AGM
- Garry Honcoop: Expires 2024 AGM
- Sandra Crozier: Expires 2024 AGM
- Don Hall – Expires 2025 AGM.

Candidates Standing for Open Positions:

- David Balfour
- George McKnight let his name stand for re-election.

MOTION: The Floor was opened for nominations. With no further nominations received Sheila Douglas (Unit 697) moved to close nominations from the Floor, Seconded by Carol Anne Cullen (Unit 649). ***MOTION CARRIED***.

With owners' support David Balfour and George McKnight were elected by acclamation for a 3 year term. The officer's positions will be determined at the first board meeting.

OTHER BUSINESS/DISCUSSION:

The Floor was opened for questions/comments

- Owner requested that their sump pump be inspected
- The base around a light standard is missing. The Board will follow up with James on this as it has been brought to his attention.
- Can the board look at the front porch columns to see what can be done with them
- Visitor Parking: Can the board follow up with owners who are parking in visitors and James who parks his equipment reducing parking.
- Is it possible to have the sidewalks cleared earlier this winter and could he use less salt. George stated due to liability, James has to use salt / de-icers to ensure the property is safe. George stated they can speak with James to see if this is possible.

ADJOURNMENT:

George 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 8:10 p.m. ***MOTION CARRIED.***

Form 1
Condominium Act, 1998

AMENDMENT TO DECLARATION OR DESCRIPTION
(under section 107 of the *Condominium Act, 1998*)

Oxford Standard Condominium Corporation No. 111 (known as the "Corporation") amends, as set out in the attached Schedule:

its Declaration registered as in Instrument No. CO125106

We certify that the amendment to the Declaration/Description that is set out in the attached Schedule complies with the requirements of section 107 of the *Condominium Act, 1998*.

DATED this day of , 2024.

OXFORD STANDARD CONDOMINIUM
CORPORATION NO. 111

Per:_____
Name:
Position: President
(signature and name in print)

Per:_____
Name:
Position: Secretary
(signature and name in print)

We have the authority to bind the Corporation.

AMENDMENT TO DECLARATION
(under section 107 of the *Condominium Act, 1998*)

The Declaration of Oxford Standard Condominium Corporation No. 111, registered as CO125106 on the 5th day of November, 2014, is hereby amended as follows:

1. The Declaration shall be amended by deleting Paragraphs 5.1(b), (c) and (d) of Article 5: Maintenance and Repairs and replacing them with the following:

5.1 Maintenance and Repairs

Each Owner shall maintain the Owner's Unit, and those parts of the Common Elements hereinafter specified and, subject to the provisions of this Declaration and Section 123 of the Act, each Owner shall repair that Owner's Unit, including improvements, after damage, all at the Owner's expense. The determination of what constitutes an improvement shall be made by reference to the description of a standard unit for the class of unit to which the Unit belongs as set out in a by-law of the Board made under Section 56(1)(h) of the Act, if such by-law has been passed, or as set out in a schedule delivered pursuant to Section 43(5)(h) of the Act. Without limiting the generality of the foregoing and for greater clarity, each Owner shall:

...

(b) maintain, clean, repair and replace doors (including screens) which provide the means of ingress and egress from the Owner's Unit and repair damage to those doors;

(c) maintain, clean, repair and replace all windows, including frames and screens; contiguous to the Owner's Unit, and the Owner shall be responsible for the costs to repair the damage to such windows;

(d) save and except as provided by the Condominium Corporation, to clean, maintain, repair and replace the following exclusive use Common Elements appurtenant to the Unit, including any betterments and improvements thereto (unless previously agreed to in writing by the Board), to a safe and reasonable standard, as would be expected of a reasonable and responsible Owner and the Owner shall be responsible for the costs incurred by the Corporation to repair or replace damage or to clean such exclusive use Common Elements caused by the omissions or negligence of the Owner or an Owner's Guest:

A - Rear Deck/Patio Area
C - Air Conditioners
D - Front Courtyard Area
E - Porch

For the sake of clarification, Owners shall not be responsible to clean, maintain, repair and replace the exclusive use Common Element driveways; however, the Owner shall be responsible for the costs incurred by the Corporation to repair or replace damage or to clean the driveways caused by the omissions or negligence of the Owner or an Owner's Guest.

2. The Declaration shall be amended by deleting Paragraphs 5.2 of Article 5: Maintenance and Repairs and replacing it with the following:

5.2 Common Elements

Save and except for the obligations of the Owners as set out in Paragraph 5.1 above, the Corporation shall maintain, clean, repair and replace the Common Elements, including the exclusive use Common Element driveways, and excluding those portions thereof which the Owners have an obligation to maintain, clean, repair and replace.

3. Except as specifically provided for above, the Declaration and any previous amendment to the original Declaration remains in full force and unamended.

4. In the event of a conflict between the provisions of this Amended Declaration and the *Condominium Act, 1998*, the provisions of this Amended Declaration shall be deemed to be consistent with the Act. In the event of a conflict between the provisions of this Amended Declaration and the original Declaration or any previous amendment to the original Declaration, or any other By-law or Rule of the Corporation, the provisions of this Amendd Declaration shall govern.

As of the ____ day of _____, 2024, the Owners of at least ninety percent (90%) of the Units of the Corporation have consented in writing to the foregoing Amendment to Declaration.

OXFORD STANDARD CONDOMINIUM
CORPORATION NO. 111

Per:_____
Name:
Position: President
(signature and name in print)

Per:_____
Name:
Position: Secretary
(signature and name in print)

We have the authority to bind the Corporation.

Lakeview Estates (OSCC#111) Window and Door Replacement

Proposal to Amend our Declaration

Background:

- Since inception in 1989, (both before and after amalgamation), the Condominium Corporation has operated on the basis that the repair, maintenance and replacement of windows and exterior doors is an owner responsibility.

- Our "Maintenance Rules" have clearly stated this since inception of the corporation and it follows some owners will have replaced some, or all of their windows and/or doors at their own expense in accordance with the rules.

- When we switched providers for our latest Reserve Fund Study (RFS) to EXP Services Inc., while reviewing the previous RFS, they asked Lisa Ring about the responsibility for the replacement of windows and doors. Their view was the maintenance rules (replacement was owner's responsibility) did not align with the corporations declaration.

- Lisa raised this with the **new** Board **in 2023,** prompting us to contact our lawyer (Matthew Wilson, who handled our amalgamation in 2013-2014) for his opinion and guidance.

- Even though the language in Article 5 "Maintenance and Repairs" sections 5.1(b) and (c), pertaining to doors and windows, does not contain the actual word "replace", Mr. Wilson opined that a strong argument could be made that the act of repairing something, restoring it to a sound, operable state, may ultimately include replacing it. As such, he felt our current and past practices are not necessarily inconsistent with the declaration. He indicated we could continue to operate as we always have, but with the clear understanding the corporation could be exposed to a legal challenge based on whereby an owner argues the corporation is responsible for the replacement of windows and doors. No one can predict how such a legal challenge may end. Mr. Wilson also indicated amending the declaration might be the most appropriate way to rectify the matter.

- The Board sought a second legal opinion, from Kristi Sargeant-Kerr, a specialist in condo law from Scott Petrie LLP, a legal firm Lisa has dealt with.

A review of our declaration by Ms. Sargeant –Kerr resulted in a somewhat different opinion than Mr. Wilson. In addition to the window and doors, she also noted there was a variance between the declaration and the rules regarding responsibility for driveways... Her specific opinion on both is below:

1. Section 5.1 (b) and (c) and 5.2 of the declaration hold that **it is the owner's responsibility to maintain and repair the windows and exterior doors, but the corporation is responsible to replace them.**

- The opinion also addressed **exclusive use common elements which includes, rear decks/patio areas, driveways, air conditioners front court yards and porches.**

2. It holds that **owners are responsible to maintain, repair and replace the exclusive use common elements described above.**

Based on the declaration as worded, it says **that each owner is responsible to repair, maintain and replace their driveway as an exclusive use common element.** Under our rules the corporation has been providing for this instead of the owners individually.

If the corporation adheres to this opinion, the financial and administrative implications are significant. The reserve fund would need to be topped up yearly going forward to allow for the replacement of windows and exterior doors. The initial estimate is conservatively in the $1,000,000 range or about $20,000 per owner. The complexities associated with future window/door issues and deciding when a window or door should be repaired at the owner's expense or replaced at corporation's expense.

Furthermore, individual owners would be required to maintain, repair and replace their driveways. This could lead to driveways not being properly maintained, requiring the corporation to remedy at the owners expense.

None of this is very appealing.

RECOMMENDATION:

The board, after considering all the foregoing information, and legal advice from Ms. Sargeant – Kerr, has determined the best course of action to clarify and regularize matters is to amend the declaration as follows:

1. **To maintain the status quo, amend sections 5.1(b) and (c) of Article 5 of the declaration to reflect owner's will repair, maintain and replace windows and exterior doors.**

2. **To maintain the status quo, amend the declaration to accurately reflect the Corporation is responsible for repair, maintenance and replacement of the driveway.**

3. **With respect to decks, courtyards, porches, air conditioners the status quo accurately reflects the responsibilities as set in the declaration and no changes are required.**

Based on the above, at their March 2024 meeting the board asked the law firm to prepare a draft amendment to the **declaration** and at the May 27, 2024 **meeting,** the board agreed to put this item to the owners for review and approval.

The legal costs to complete this relatively simple amendment are estimated to be $5300 to register the declaration in the Land Registry office.

STEPS TO COMPLETE AMENDMENTS TO DECLARATION:

The amended declaration must be presented at a properly called all owners meeting.....such as an AGM. At that meeting, or after, 90% of all 44 owners must consent in writing to the proposed amendments.

Be aware that should we be unable to attain the necessary 90% consent from the owners, the corporation will have no choice but to enforce the interpretation of the declaration as discussed above under the Petrie law firm opinion above.

Attachments:

- Copy of the current declaration related to Maintenance of Windows and Doors
- Copy of the proposed amendment

OXFORD STANDARD CONDOMINIUM CORPORATION NO. 111

615 – 701 Lansdowne Ave, Woodstock, Ontario

IMPORTANT NOTICE TO ALL OWNERS/RESIDENTS

SMOKE ALARMS

Due September 26, 2024

As you are aware, there must be a working smoke alarm on each level of your unit and must also have a carbon monoxide detector within the unit. The Condominium Corporation *requires assurances from all owners that the proper installation of these devices has taken place, and that the devices are in working condition.*

You should also be aware that there are fines for noncompliance under Part 1 of the Provincial Offenses Act as it relates to the Ontario Fire Code, which mandates that smoke alarms shall be maintained in operating condition by the owner and be replaced within the expiry date shown on the unit. Tenants of rental properties and owners are equally responsible in that once smoke alarms are installed, should the batteries be removed or the alarm tampered with, the Fire Department may, upon inspection, issue fines(s). Therefore, should you rent your unit out, it does not release you from this responsibility and you must take necessary steps above in the same manner.

Regardless of whether your devices are hard wired or battery operated, they need to be tested. It is also recommended that they be cleaned regularly for optimum use.

Please find attached a form smoke alarm/carbon monoxide detector verification form. We kindly as that you complete and return to Neighbourhood Property Management prior to September 26, 2024. Completed forms may be mailed to our office at 110 Holcroft Street West, Ingersoll, ON N5C 2B8, or emailed to npm@rogers.com.

If you have any questions, please do not hesitate to contact us.

OXFORD STANDARD CONDOMINIUM CORPORATION NO. 111
By its Authorized Agent
NEIGHBOURHOOD PROPERTY MANAGEMENT INC.

Lisa Ring RCM
Property Manager

OXFORD STANDARD CONDOMINIUM CORPORATION NO. 111

615 – 701 Lansdowne Ave, Woodstock, Ontario

2024
Smoke/Carbon Monoxide Detector
Verification Form

Dear Owner/Occupant,

It is essential to the safety and wellbeing of all residents that you have the required smoke/carbon monoxide devices installed within your unit and that you test them on a regular basis. You should have a smoke detector on each level of your unit ensuring one is located outside your sleeping area. Your carbon monoxide detector should also be located outside your sleeping area.

The Corporation requires assurance that the above devices are in place and tested in order to comply with the Ontario Fire Code, therefore we ask that you complete and return to us by the date below. You may bring it with you to the upcoming Owner's meeting, mail to the management office at the address below or email to npm@rogers.com by September 26, **2024.**

I /We _____, confirm I/We have smoke alarms located on each level of my/our unit and a carbon monoxide detector installed within my/our unit and both are in good working condition.

UNIT NO: _____ ADDRESS: _____

DATED this _____ day of _____, 20_____.

Owner(s):

_____

(signature(s)

_____

(print name(s)

_____

(phone number)

NEIGHBOURHOOD PROPERTY MANAGEMENT INC.

110 Holcroft Street West, Ingersoll, ON N5C 2B8

(519)485-1594 npm@rogers.com

Ontario Ministry of Government and Consumer Services

Proxy Form

Instruction

This PDF form can be filled out electronically and then saved or printed. The blank form can also be printed in full and then filled out in hard copy. The form is formatted so that when it is printed, identifying information about the proxy giver (name, address, and signatures) can be torn off and separated from the voting information in the rest of the form. To do this, the form must be printed in one-sided format.

Proxy Identification Number (optional):
OSCC # 111 - AGM

Proxy Identification Number (optional):

To (condominium corporation's name):
OXFORD STANDARD CONDOMINIUM CORPORATION NO. 111

I am (we are)

- ☐ the registered owner(s)
- ☐ authorized to act on behalf of the registered owner(s)
- ☐ the mortgagee(s)
- ☐ authorized to act on behalf of the mortgagee(s)

Instruction for person filling out the form: In the case of a corporation, affix the corporate seal or attach a statement that the persons signing have the authority to bind the corporation. If you are authorized to act on behalf of the registered owner(s) or mortgagee(s), attach a copy of the document that gives you this authorization.

Name of proxy giver (the person entitled to vote at the meeting, for example, the registered owner or mortgagee):

Proxy giver's unit number and municipal address or other description of the unit:

Note: if your corporation is a common elements condominium corporation, please identify the relevant parcel of tied land in the above space.

Dated this _____ day of _____, _____, at _____ ☐ am ☐ pm
(day of month) (month) (year) (time of day)

Signature

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Disponible en français

Proxy Identification Number (optional): OSCC # 111 - AGM	Proxy Identification Number (optional):

I (we) appoint the proxy named in row A below, or, failing him or her, the proxy named in row B below, to attend and vote on my (our) behalf at the meeting of owners to be held on 2024/09/26 and at any adjournment of the meeting:

Date (yyyy/mm/dd)

Name of Proxy	Signature or initials
A.	
B.	

I (we) revoke all proxies previously given.

Please check only one of the three boxes below:

☐ The proxy is not authorized to vote on my (our) behalf with respect to any matter at the meeting, including matters of routine procedure.
Instruction for person filling out this form: Check this box if you are appointing the proxy only to count towards quorum. If this box is checked, then the rest of the form should not be filled out.

Signature or initials

☐ The proxy may vote on my (our) behalf only with respect to matters of routine procedure at the meeting, and no other matters, as I (we) could do if personally present at the meeting.
Instruction for person filling out this form: If this box is checked, then the rest of the form should not be filled out.

Signature or initials

☐ The proxy may nominate candidates or may vote on my (our) behalf with respect to all matters that may come before the meeting, subject to any instructions set out below, as I (we) could do if personally present at the meeting.
Instruction for person filling out this form: If this box is checked and you do not provide instructions with respect to any part of the rest of this form, you are giving your proxy the authority to nominate any candidates or vote in any manner with respect to that part of the form, as you could do if you were personally present at the meeting.

Signature or initials

☑ **Section 1.** Voting to elect candidates to vacant positions on the board that all owners may vote for:

I/we instruct the proxy to nominate, if necessary, and to vote for the candidates named below and in the order set out below.

Order of vote (enter 1, 2, 3, etc.)	Candidates for the Position(s) on the Board	Signature or initials
	SANDRA CROZIER	
	GARRY HONCOOP	

Proxy Identification Number (optional): OSCC # 111 - AGM	Proxy Identification Number (optional):

Instruction to person filling out the form: If you set out any names above, your proxy may only vote for the named individuals and only if, at the time of the vote, they are candidates. If you list more names than positions available on the board of directors, your proxy will vote in the order set out above up to the number of positions that are available. The numbers in the left hand column indicate the order in which you want the proxy to vote. These numbers indicate your priority.

☐ **Section 2.** Voting to elect candidates to any vacant position on the board that only owners of owner-occupied units may vote for:

☐ **Section 3.** Voting for specific matters:

☐ **Section 4.** Voting for removal of directors and election of substitutes:

Lakeview Estates

(OSCC#111 Condominium Corporation)

2024 Annual General Meeting

Sept. 26, 2024 – 7:00PM

Maranatha Christian Reformed Church

735 Frontenac Crescent

Covering the fiscal year April 1 2023 to March 31 2024

Lakeview Estates

2024 Annual General Meeting

AGENDA

- Last years minutes
- Business Arising from Last Year's meeting
- Financial Update
- Approval of Audited Financials
- New Business
- 2024/25 Priorities
- Election of Directors
- Discussion
- Adjourn

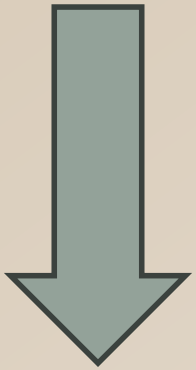
AGM Minutes from September 27, 2023

- 2022_3 AGM Minites.pdf

- Motion to approve
- Seconder
- All in favour?

Business Arising

from Sept. 27/23 Mtg



Business Arising from Sept. 27/23 Mtg

- **Landscaping and Lawn Maintenance**

- Current Landscaping Company
  - Element Landscaping since March 2022

- Current Lawncare Company –
  - J.A. Smith Inc. (James Smith) – Since Mar 2022

- Next Contract Tender to take place for 2025 season

Business Arising from Sept. 27/23 Mtg

Updates to Owners' Handbook and Website

- Handbook distributed in January 2023 is the last hanbook we will distrubute
- Website Released to all Owners on Sept.20/2022
  - 3 updates to Policies/Rules/Regulations in 2023/4
    - Documented in the "handbook Changes" section of the website
  - Contains all Handbook information as well as up to date
    - Historical Financials and current budgets
    - AGM Information
    - Our Declaration and Bylaws
    - Rogers Bulk agreement Information
    - Insurance Responsibilities for Owners
    - Current Residents List

Business Arising from Sept. 27/23 Mtg

Siding Project - Timing

- 40 Units and pool room Completed
- Remaining 4 Units (655-661) to be Completed in October 2024

Business Arising from Sept. 27/23 Mtg

Siding Project - Cost

- 2021 Reserve Fund Dollars Allocated $439,565
- Initial Quote by James Smith Inc. $444,490
  - Labour Costs fixed
  - Material Costs Variable. Increases up to 30% in 2023
- Spending to date $393,827
- EXPECT a SMALL **POSITIVE** VARIANCE TO RESERVE FUND

THANK YOU JAMES SMITH !!

Business Arising from Sept. 27/23 Mtg

Tree Maintenance and Replacement

- We treat our approx.195 trees as a valued asset
- 3 red maples on front lawns replaced
- 3 large pine trees removed (2 at west end, one at 649)
- Many trees pruned/trimmed for tree health and longevity:
  - removal of dead and diseased branches
  - improved circulation
  - eliminate crossing and rubbing branches
  - branches which impede lawn care and visibility at driveways and roadways, clearance of branches encroaching onto decks, walkways, buildings and lighting.

2023 -24 Priorities

- Snow Removal – review methods to reduce lawn damage
- Update the reserve fund Study
  - A class 3 study (No site visit) by a third party will be complete this year
  - Major projects over next 5 years
    - Complete the siding project
    - Remove and replace large trees creating a risk to our buildings
    - Improve drainage and landscaping at Southeast corner of property
    - Maintenance of Pool and Court

Business Arising from Sept. 27/23 Mtg

Financial Update – Garry Honcoop

- Audited financial statements – March 31/24

  Audited Financials 22_23.pdf

  - Motion to approve
  - Seconder
  - All in Favour

Appointment of Auditor – Gary Honcoop

- Retain Micacchi Warnick & Co of Woodstock as our auditor for this fiscal year
  - Motion to approve
  - Seconder
  - All in Favor?

mw&co.
micacchi warnick & company
chartered professional accountants

New Business and 2024-2025 Priorities

1.0 Declaration Update:

- We first introduced this issue to owners at last year's AGM and we hope the Board communication in your AGM package was self-explanatory and helpful as well.
- The board was made aware that our current declaration may not 100% align with our current operating principles and standards.
- The declaration is complex language, written and interpreted by lawyers, but after consulting lawyers and considering the ramifications the board is seeking owner support to amend the declaration to remove any ambiguity and align the words in the declaration with the current practice of the corporation.

New Business and 2022-2023 Activity

1.0 Declaration Update:

	Status Quo	Current Declaration States	OK
Windows and Exterior Doors	Owner repair, maintain and replace	Owner repair and maintain; Corporation replace	NO
Decks/ Patios	Owner repair, maintain and replace	Owner repair, maintain and replace	YES
Driveways	Corporation to repair, maintain and replace	Owner repair, maintain and replace	NO

New Business and 2022-2023 Activity

1.0 Declaration Update:

- Fortunately the fix is relatively simple and inexpensive. Estimated at $5300 total.
- To do nothing though, carrying on as we have for the past 35 years without the fix leaving us exposed to a legal challenge could end up being very costly for us all.
- The fix is an amendment to our declaration which we have already had drafted.
- We will need the consent of 90% of the owners which is 40 of the 44.

Election of Director (2 position)

- **Our current Board Terms:**

  - Garry Honcoop - expires as of this AGM
  - Sandra Crozier - expires as of this AGM
  - Don Hall - expires as of the 2025 AGM
  - George McKnight - expires as of the 2027 AGM
  - David Balfour - expires as of the 2027 AGM

Election of Director (2 positions)

- **Election Process:**
  - Candidates Standing for open positions
    - Garry Honcoop
    - Sandra Crozier
  - Nominations from the floor?
    - Mover:
    - Seconder:
    - All in favour ?
  - Election or Motion

Questions and Discussion

Close of Meeting

- Thanks on behalf of your board for attending
- Motion to adjourn
- Seconder
- All in favor ?