

HAZEL LANES  
MIDDLESEX STANDARD CONDOMINIUM CORPORATION No. 644  
**ANNUAL GENERAL MEETING**  
WEDNESDAY MAY 15<sup>th</sup>, 2019

1. **Call to Order:** David Girvan, President, called the meeting to order at 7:08 pm.
2. **Proof of Notice and Confirmation of Quorum:** David Girvan and Phil Nagle (Huntington Properties) verified that Notice of the Meeting, including proxy, was mailed to all Unit Owners prior to the meeting, and confirmed a quorum present in person or by proxy.
3. **Approve Minutes of May 16<sup>th</sup>, 2018 Owners Meeting:** No Questions arising from minutes. Motion to Approve: Moved by Frank Kearney (Unit 51) and seconded by Bob Gould (Unit 67) the minutes were approved. *Motion Carried*
4. **Presentation of Financial Statements for year ended December 31, 2018:** Jim Wagner, Treasurer, reviewed the statements prepared by Ford Keast LLP. Jim highlighted a minor variance with regard to the 2018 Budget - \$6500 under Contribution from Operating Account was planned to support balanced budget, as we cannot have a deficit budget. Budget was set in December before the beginning of the year when costs increase due to the winter season/snow removal costs. Repair costs generally occur and are reflected on the financial statements in the spring. Expenses managed close to budget; a few additional expenses were more than anticipated. On the Balance Sheet, note that our overall funds the same; with strong Restricted Assets as a result of not proceeding with larger projects. General Operating: Revenue as forecast based on Condo Fee revenue. Note that a \$10 increase in fees equates to an \$8300 increase in Revenue. Reserve Fund will be reviewed this year by the engineer and a full report provided to forecast anticipated timing of key expenses: Roads, sewers, etc. Expenditures in 2018: Landscaping/Snow Removal largest cost. Salt costs have generally been going up, and additional applications impacting the budget/expense. Costs to maintain our trees/plants and protect against disease also an increasing cost. The Landscape Committee will provide additional detail. Under general repairs – painting and paving cost, water and irrigation. Reserve Fund: Investment returns and interest, drainage expense which was costed to RF last year, and we are seeking guidance from our RF review to include a drainage category going forward as these expenses are often unexpected and difficult to budget for, but necessary to address. Overall Reserve Fund in good shape as mentioned as we have been doing some patchwork paving at this time, and have not required the significant capital expenditure.  
No Questions: Motion to Approve the Financial Statements: Moved by Frank Kearney (Unit 51) and seconded by Frank Capitano (Unit 2). *Motion Carried*
5. **Appointment of Auditor and Permission for Board to set Remuneration:** Moved by Jim Wagner (Unit 17) and seconded by Frank Kearney (Unit 51). *Motion Carried*
6. **Committee Reports:**  
Social Committee: D. Girvan announced the dates for the two annual social events. The Barbeque, convened by Sharon White (Unit 47), will be Wednesday June 26<sup>th</sup>, 2019. Rain or Shine. The Christmas Reception, hosted by Jim Wagner and Deanie Markvoort (Unit 17), will be scheduled shortly at Highland Golf and Country Club: December 1<sup>st</sup>, or November 24<sup>th</sup>, as the alternative date.

Pool Committee: Vince Anthony (Unit 53) acknowledged committee, Shawn Murphy (Unit 2) and Tim Zuber (Unit 63). Tim and Vince have had pools in the past so have been able to assist with some day-to-day maintenance to support smooth operations. The pool was open June 2<sup>nd</sup> to September 15<sup>th</sup>, which was a great season. Lounge chairs have been removed with several replaced and the committee will continue replace with the more comfortable design. Frank's committee ensured some branches that were impeding the pool area were trimmed back. It was noted last year that some work would be upcoming on the pool: Seals/Cracks/Railing into pool. These repairs are currently being addressed, including cleaning the pool, fixing the black spot for safety, and copping around the pool. We are still hopeful for a June 1<sup>st</sup> opening, but this date will be dependant on work completion. New item: Bylaw for Pool Testing. In the past, we tested the pool at opening/closing with the students we hire for the summer season. As a Class B pool, we now have to test every 4 hours, or 4 times a day (if open 12 hours). We have been seeking solutions: Students are not available for noon and 4 pm testing, Neighbourhood Pools very expensive, job sharing with other pools considered, and we are sourcing a new contractor that may take on several community pools this summer. If all these ideas fail, we may seek volunteers

to support a rotational testing protocol. Please email/contact Vince if you are available for this activity. Pool expense will increase this season as a result of the work and additional testing, but we will continue to find ways to mitigate going forward. Once we have an update, David Girvan will send a notice.

Question: Larry Burt (Unit 60)– Is there not an automatic testing system available? Yes, and we have one, but it no longer meets the Bylaw requirements. The testing figures must be documented, and reacted to should there be an issue. This is why the students are not a solution, as they cannot support chemical additions to the pool. The scheduled opening for the pool is June 1<sup>st</sup> given the work is completed, and anticipated closing date is September 7<sup>th</sup>, 2019.

Landscape Committee: F. Kearney (Unit 51) thanked owners for responding to the annual survey, and reported that a majority of owners are satisfied with TLC, even better than last year. Frank reinforced that 75% of the total community budget goes to Landscaping and 60% of that amount covers Snow removal/salting; Grass cutting and maintenance and Irrigation. The remaining portion of the Landscaping budget (approx.\$30K) is left for other projects. Frank reviewed ongoing projects, such as replacing diseased Spruce Trees with Hemlock; the snow fence along Hazel Ave. that was successful in keeping deer away from the cedar hedge and it should hopefully grow and thicken; and the planting of gardens at the top of the complex. Owners were reminded that they are to first consult with Frank before any landscape changes are done. The Corporation is responsible for landscape at the front, owners for landscape at the back of their unit. New worry is Oak Wilt, a disease coming from Michigan and Frank is monitoring. Japanese Maples will be pruned this year if requested. Pruning can cause disease, so again, please seek guidance before pruning trees yourself. Frank mentioned that the Website is down, but he hopes to have it up and running shortly. Lots of information on the site if you are interested. Question: Japanese Beetles – Traps can work, but Raid seemed the overall best solution mentioned. (TLC cannot use these types of products) Clarification: Yellow tipped stakes in the gardens support the TLC staff to know which plants to prune and which ones not to; please do not remove.

Board of Directors: D. Girvan reported that the Board met 4 times over the past year. Ongoing issues with the painting of the gates - no solution after trying several paint applications. We will attempt to keep them up to date; and they can be removed at no cost, if requested. Painting schedule was also clarified: Windows and Doors, every five years, last done in 2016; Railings, every 5 years, last done in 2018/19, Garage/Front Doors, every 10 years, last done 2011. D. Girvan clarified that owners can have their doors painted, at their own expense, outside of the schedule as long as the appropriate paint colour is used. Drainage issues continue to emerge, and as mentioned, we would like to move this expense line to the Reserve Fund, as it is hard to budget for these expenses. Several projects were undertaken last year to improve water flow. Also already mentioned is the upcoming Reserve Fund review, which predicts when we need to do things, and forecasts that we will have the funds to complete the work. We did have a hard winter and there was some concern raised with salting the driveways. TLC does not salt the driveways due to cost. We did request a few applications on particularly icy days this past winter; but it is noted that owners can salt their driveways, as required. The Board will be doing a Walkabout shortly, and review your requests that have been submitted. We cannot do everything within any given year, but do attempt to prioritize and will confirm what work will be completed. One upcoming expense may be the coach lights. There are different types of lights across the complex, and they are showing their age. We may strike a committee to review this item. Two reminders: Parking lots are for guests and workmen only. Owners' cars should not be in these lots. Second: Speeding – The Main road can see some fast drivers. The speed limit is suggested at 25Km / hour as there are lots of walkers in the complex, and children heading to the pool as the summer season approaches. Please be cautious. Operating Budget 2019 approved at the Board level, with noted \$6500 to balance the budget. No questions were asked.

7. **Affirm Actions of Directors:** Moved by Jane Watt (Unit 28), seconded by Frank Kearney (Unit 51) the actions of the Board of Directors was affirmed. *Motion Carried*

8. **Notice of Rule Changes:**

1. Smoking of, or growing of, marijuana;  
Smoking, in general, is not permitted anywhere on the common elements, e.g. Grass areas, roads, pool enclosure.
2. Unit Improvement Standards / Awnings for Decks and Patios  
World of Elegance manufacturer: 5 colour choices. London Awning does carry the product, but owners can select whichever supplier of this fabric they prefer.

9. **Election:** Ross Webster (Unit 62) asked to step down during 2018 due to personal reasons. Mardi McLachlan (Unit 59) stepped in and assumed his position until the end of the term. John Bissett and his committee recommend Lynne Finn (Unit 29); who is happy to renew her term; and Angie DiFruscia (Unit 39) for the vacant positions. Moved by Keith Sumner (Unit 38) and seconded by John Bissett ((Unit 55) *Motion Carried*
10. **New Business:** Question with regard to Ground hogs – we are fortunate to have a lot of nature near by; and if they are bothering decks etc. wire can be used to prevent digging. Question with regard to widening of Riverside – it was not known if this was occurring, but it is evident that telephone polls might be being replaced.
11. **Closing Remarks:** David Girvan recapped some upcoming activities and acknowledged the following individuals with thanks,  
Sharon White –host of the BBQ last year, and again this summer. For new owners, this event is beside the pool. Hamburgers, and potluck salads and treats.  
John Bissett and Cathy Dunlop for their work on the Nominating Committee;  
Frank Kearney and Beth Girvan for their efforts on the Landscaping Committee;  
Vince Anthony, Tim Zuber and Shawn Murphy for their efforts on the Pool Committee, with a special thanks to Nancy Wood and Don Bernachi for their previous years of service. Nancy will not be continuing to lead the Aquafit, but if anyone is interested in taking this on, please let us know.  
Jim Wagner and Deanie Markvoort for hosting the Christmas Event. The new venue has been well received, and we look forward to confirming the date for 2019.  
Brian Vaughan for organizing the Snooker tournament; Rod White will take this on; and it is acknowledged that Jim Wagner won again.  
There is a Bridge League in the complex co-ordinated by Beth Girvan. It works on a rotational hosting of the game; if anyone is interested please let her know (a Notice will go out in the Fall)  
Sarah Kearney has started a Book Club, which meets five times per year, not in the summer. If you are interested, please let Sarah know.  
Thank you to Vicki Bisset who organizes coffee and treats for us this evening.  
Phil Nagle, Huntington Properties, is a real support to the Board, and our complex, thank you; and thank you to the Board Members, Sharon White, Lynne Finn, Jim Wagner.

Motion to adjourn: Moved by Frank Kearney (Unit 51), seconded by Keith Sumner (Unit 38) *Motion moved.*

D. Girvan adjourned the meeting at 8:22 pm.

Minutes respectfully submitted by L. Finn

With thanks on behalf of owners to David Girvan for his strong leadership and commitment to our Community