

**MIDDLESEX STANDARD CONDOMINIUM CORPORATION #644**

**ANNUAL GENERAL MEETING  
WEDNESDAY, SEPTEMBER 29, 2021**

**BYRON LEGION  
1276 COMMISSIONERS ROAD WEST, LONDON**

**AGENDA and MINUTES**

1. Call to Order: David Girvan, President, called the meeting to order at 7:10 pm and welcomed those in attendance. Appreciation was noted for the additional COVID measures required.
2. Proof of Notice and Confirmation of a 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 quorum present in person or by proxy.
3. Approve Minutes of October 21, 2020 Owners' Meeting: With minor changes corrected; Moved F.Kearney (Unit 51) / Seconded P. Whatmore (Unit 45) Motion carried.
4. Presentation of Financial Statements for year ended December 31, 2020: Jim Wagner (Unit 17) reviewed: Deficit issue recognized early in the year, and the statement of financial position indicates we had an operating deficit. Board had to take action with the special assessment in 2021 to correct the situation. The balance after the assessment supports a one month operating buffer to support going forward position. Budget - We can not budget a deficit; and our costs came in generally as planned. Administration expenses were over budget based on insurance premiums which were unknown at the time of planning. We have shopped our insurance and we have the best cost at this point in time from our current supplier. Repairs/Maintenance average has been around \$19K / year. Pavers was a large portion of the cost; and they did required attention.  
Reserve Fund in good shape and the Board continues to monitor with input from the engineer who provides insight every 3 years.

Question Charlie Frosst (Unit 57) - Explain door repairs as an expense.

Response: Amount related to fixing doors of a unit after a break in.

Question Anne Pavlosky (Unit 38): Isn't this cost the owners responsibility?

Response: Phil Nagle (Huntington Properties): Coverage is defined by the Standard Unit Definition. Given our SUD includes Doors / Windows, the corporation is liable.

The optimal solution is that your Homeowner Policy covers vandalism etc and that these situations going forward are covered within your individual insurance. Request for Unit Owners to review your Homeowner Policy to ensure that it will cover such costs and/or the deductible amount.

All condo corporations are going through these issues. Insurance Companies are now being more selective and it is becoming more difficult to get Condominium Insurance.

Our community is getting older; and we have a marvellous community, but we need to understand that costs will likely continue to go up.

Notes to the Financial Statements: Auditors have approved, and noted that the Reserve Fund balance is slightly less than projected. Note 6 was with regard to the overdraft that we discussed that prompted the assessment.

TLC contract ended in March 2021. We have renewed the contract and we have no increase over the next two years.

Motion to approve the Financial Results - Moved by Rod White (Unit 47), seconded by Gord Sellery (Unit 8) Motion carried.

5. Appointment of Auditor and Permission for Board to set Remuneration: Motion to retain Ford Keast LLP: Moved by F. Kearney (Unit 51) seconded by P. Whatmore (Unit 45) Motion carried.

6. Committee Reports:
  - Pool CommitteeVince Anthony (Unit 53): Pool operated well this year, regardless of the delays due to Covid regulations. A new purchase was the pool cleaner (affectionately known as Jaques). The intent is to replace the white lounge chairs to the blue ones over time. Due to the Covid rules, we could not put out all the chairs out regardless. We are aware of the crack near the gate; and we will repair. A reminder that it is requirement that a resident accompany any guests to the pool. Covid or not, this is a rule of the pool. Lots of positive comments about the new umbrella, and we may look at purchasing additional ones for next year. Please do remember to put the umbrellas down after use.

Question Choo Loo (Unit 11): Can we open the pool earlier?

Response: For our class of pool, someone has to measure the chemicals every 4 hours. The opening of the pool is therefore based on a 12 hour schedule.

- Landscape Committee
- Frank Kearney: (Unit 51): Thanks to Beth Girvan, who is on the committee, John Bisset, who handles irrigation, and Phil Nagle, who supports drainage concerns. Presentation is on the website for all to review.

A few highlights: The Community is responsible for woody ornamentals, in the front of units, and all grassy areas. Side/back gardens are generally the responsibility of the home owner.

Existing gardens are yours to enjoy, and plant as you wish. If you are planning to change a garden, please contact Frank Kearney to discuss.

Question Anne Pavlosky (Unit 38): Can I hire someone else to deal with my weeds?

Response: They can't do any more than what TLC can do as provincial legislation governs the pesticides that are used in residential settings.

7. Review of 2021 Operating Budget: Vince Anthony (Unit 31) presentation.

We have defined a high standard for our complex so the costs that we manage are aligned to that standard. Expenses going up as we have discussed, but they are not increasing unreasonably. The Board wants to ensure that we have the funds to support Operating requirements, and future needs through the funding of the Reserve Fund through prudent management while supporting the high standard of our community.

Presentation outlined increasing costs in our fixed operating expenses, and need to invest in our Reserve Fund, revenues that come from our Condo fees, which in turn will continue to increase over time.

Don Wood (Unit 34) - What can we expect in increases going forward?

Response: We can expect ongoing Condo fee increases, but not at the 15% level, unless there is a major one-time expense.

Question: How much was inflation in the increase in costs?

Response: Inflation was minor in its influence - Insurance and Pool were major line items that impacted the Operating budget.

Discussion: As the community gets older, the Reserve Fund will be leveraged for major expenses due to the aging community (water lines etc). We will need to continue to build this fund, and have additional Operation budget for one time expenses.

Frank Kearney (Unit 51): In the USA, the requirement is for 3 month operating reserve, and some Cdn may require 2 month reserves. I would encourage the Board going forward to determine the necessary fee increase, and leverage it regularly. Part of our problem we encountered was due to not increasing the fees in prior years.

2021 Operating Budget: Jim Wagner (Unit17) reviewed the budget that was in the mailed package

We are in a good position now as a result of the assessment and the increase that took effect April 2021. Most items are similar to prior years - we will be breaking out expenses for irrigation for additional clarity.

Questions on Budget: No questions raised

7. Affirm Actions of Directors: David Girvan (Unit64)  
Your Board meet 3 times, virtually, with many email/phone calls to address issues/ concerns. We were able to do our annual walk around to review maintenance items and look at requests from homeowners.

First, a welcome to our new owners:

Unit 9 - Sheila and Len Hughes  
Unit 14 - Rob and Kathy Vallance  
Unit 19 - Jennifer Robinson

The major issues the Board addressed this year was the financial shortfall and thanks to Jim and Vince we have a lot of good information to make decisions. We believe we are in a solid going forward position, with some key principles to support next steps.

At the AGM last year, we discussed Security Cameras - we did get quotes, and the cost was extremely high: Too high to consider, and several homeowners have put in their own security measures in place. As mentioned with regards to insurance, please ensure your insurance coverage is reviewed, and take measures to reduce break ins, such as cars / doors being locked etc. and properties being inspected when you are away.

Clarification of maintenance issues was also sent out to support your decision making prior to escalating requests to the Board or to Phil.

Thanks to all the Homeowners in our community who volunteer for several communities. Our thanks go out to the following:

Nominating Committee: Frank Kearney, Jane Watt, and John Bisset  
Landscaping Committee: Frank Kearney and Beth Girvan  
Irrigation and Water System: John Bisset  
Pool Committee: Vince Anthony, Tim Zuber, Shawn Murphy  
Snooker and Pool Committee: Rod White  
Book Club: Sara Kearney

Bridge was not able to move forward, nor the Spring or Christmas get together in 2020 due to Covid restrictions. Hopefully, some of these activities can resume in the near future. We have booked a Christmas get together for 2021, but we will assess the Covid situation and let you know as we get closer.

Thank you to a committed, and hard-working Board:

Lynne Finn (Unit 29)  
Angie Difruscia (Unit 39)  
Vince Anthony (Unit 53)  
Jim Wagner (Unit 17)

With a final heart felt thanks to Phil Nagle, Huntington Properties, who is a tremendous resource for the Board and our community.

Motion to affirm the activities of the Board: Moved by Don Wood (Unit 34), seconded by Phil Whatmore (Unit 45), Motion carried.

Brandon Dempsey (Unit 36) is added to the Board.

Move to close nominations - Charles Bunce (Unity 32), seconded by Frank Kearney (Unit 51)

Frank Kearney (Unit 51) comments - David worked very hard, and has done an extremely great job for all of us. Thank you to David as retiring President of the Board.

10. New Business - No new business

11. Adjournment - Meeting called to a close 8:34 pm.

Minutes respectfully submitted by Lynne Finn.