

**Lakeshore Road South  
2018 Annual General Meeting Minutes  
August 18, 2018  
2:00 pm**

**Present:** Mike Bester and Lori, Valerie Brodrick, Floyd Wilcox, Evelyn Dean, Bob Pugsley, Ted and Cheryl Cash, Margaret and David Allen, Tom and Beth Fellows, Rob Gardner, Carolyn Mills, Joanne and Bob Clement, Chuck and Marjorie Stevens, Nancy and Brent Flanakin, Dave and Andrea Kearns, Elizabeth and Wayne Park, Ian and Paula Wilcox

**Regrets:** Len and Nancy Rhodes, Don Wilson, Mary and Karin Davie

**Host:** Val Brodrick

**1. Welcome and Introduction**

- The president welcomed everyone and introduced the executive. He reviewed the purpose of the Association, the purpose of the meeting, the role of the Association Members and the meeting procedure as follows:
  - **Purpose of the Association** is to coordinate the care and maintenance of our private road. That includes the condition of the road itself, drainage impacted by the road, signage, snow removal and risk management.
  - **AGM Meeting Purpose:**
    1. Update members about the Association's work during the past year.
    2. Improve our Association through the approval of By-Laws that will guide future efforts.
    3. Propose and approve a work plan and budget for the upcoming year.
  - **Association Member's Role:**
    - Ensure the business of the Association serves the needs of our community- specifically maintenance of our private road.
    - Make an effort to stay informed- ask questions
    - Be prepared to volunteer
    - Help make decisions

**2. 2018 Agenda and 2017 Minutes**

The president reviewed the Agenda

**Motion to approve the 2018 Agenda**

Moved by: Wayne Park

Seconded by: Chuck Stevens

Motion Carried by all

Last year's minutes have been recirculated.

**Motion to approve the minutes as written**

Moved by: Ted Cash

Seconded by: Mike Bester

Motion Carried by all

**3. 2017/18 Year in Review**

The members were informed of the activities of the executive since the previous AGM including:

- Creation of Executive
- FOCA - the Association has joined the Federation of Ontario Cottage Associations. See their website at [www.foca.on.ca](http://www.foca.on.ca). Insurance Research - we have received quotes from Cade Insurance (through FOCA) and the Cooperators here in Meaford. A final decision will be made at the next executive meeting.
- In September 2017, our president made a presentation to the Municipality of Meaford at a council meeting to introduce our Association and to present our position regarding the future of the subsidy and a request for technical support from municipal staff. The presentation included our desire to continue to work in a positive relationship with the municipality. Several of our Association members were in attendance at this meeting. Also conveyed was our desire to work collectively with the other road associations.
- In October 2017, Bob Foster, President of Sunnyside Road Association hosted a meeting of all Road Associations in the Municipality regarding the Municipality's service delivery review effort which could impact our subsidy and technical support.
- A draft set of By-Laws was created
- We have worked with the Municipality of Meaford staff toward a plan for Road maintenance, including drainage and resurfacing.

#### **4. Draft By-Laws for Approval**

The Draft By-Laws were reviewed as per the package handed out.

Proposed amendments to the By-Laws are as follows:

1. Include stronger wording in the "Purpose", to limit the activities of the Association to the needs of the road only.
2. Add a statement to stagger the turnover in executive committee membership. Eg. 50% each year. In the event someone is unable to continue for their full term, a replacement can be appointed until the following AGM.
3. Add to the elements of an annual meeting "Confirmation of Acts"

#### **Motion for approval of the amendments to the Lakeshore Road South Association By-Laws**

Moved by: Cheryl Cash  
Seconded by: Brent Flanakin  
Motion Carried by all

#### **Motion to formally adopt these by-laws as proposed and amended, for the Lakeshore Road South Association**

Moved by: Mike Bester  
Seconded by: Beth Fellows  
Motion Carried by all

#### **5. Statement of Financial Position**

Ian reviewed the current financial position of the Association as per the Spreadsheet summary and notes handed out.

#### **6. 2018/19 Proposed Activities and Budget**

#### **The president presented the following history and road ownership updates**

- Up until this year the only annual expense was snow removal- roads and driveways.

- There were infrequent capital upgrades (road resurfacing, culverts, signs) that members would be asked to pay for in the year of the project.
- Costs were off-set to some extent by the annual subsidy received from the municipality.
- Only those members with houses on their properties were asked to pay for any of these costs. Members with multiple properties only paid once.
- We are proposing significant changes not only to the membership fees but also who pays.
- There is some uncertainty about whether the road from the S curve south is municipally owned
- This greatly affects us in terms of membership and length of road we have to manage, and therefore cost.
- The Municipality is doing a legal review but there has been no answer to date. There is currently no CAO and an election pending.
- For now we've made the assumption that the whole road is our responsibility and that EVERYONE could/ should be members of the Association from the Parks' home to the dead end.
- Draft by-laws and budget propose that every property pay equally regardless of whether or not there's a structure on it or if there are multiple properties owned.
- This is a change from past practice where only those with houses paid. This change spreads the costs out (reduces costs).

### **2019 Budget Proposal**

The president presented the 2018-2019 Budget and Membership Dues. New line items include Insurance, FOCA, and future capital

The executive is committed to tracking revenue and expenditures for each category so we have accurate financial reporting back to the members and to improve our budgeting accuracy in the future.

### **Snow Removal**

- The executive proposes to increase the cost of road snow removal for the winter of 2018/2019 from \$200 to \$225 per property.
- Any surplus collected will be used to off-set future costs.
- There has been concern expressed regarding gravel picked up by the snow blower and this was passed on to the operator.
- The executive recommends we continue to go with Chris Juniper as the operator for 2018/2019.
- Note that the budget does NOT include the cost for plowing driveways. The Association will continue to administer this service, separate from the Association budget.

### **Insurance**

- The estimate of insurance costs is \$80 per property

### **FOCA Membership**

- The estimate of FOCA membership cost is \$13 per property

### **Future Capital Annual Contribution**

- The intent of this cost is to smooth out the financial cost to each member by changing to annual contributions rather than paying much higher one-time bills in the year of construction.

### **Motion to approve the Budget as presented**

Moved by: Mike Bester

Seconded by: Bob Pugsley

Motion Carried by all

## **2019 Road Resurfacing and Drainage Project**

**Costs for this project are not included in the budget but must be considered. Ian presented the following:**

- We have a deteriorating road surface, with potholes, and drainage problems
- The original Plan for 2018 was to replace two under road culverts, correct water issues at Clement's, Mills' and Rhodes', prep the road for resurfacing (pulverize and grade), then participate with the municipality to have new tar and chip.
- Municipal staff assisted us by meeting for a site visit and developed a reasonable and practical set of recommendations that will solve our current drainage issues as well as prevent future problems as more development happens (vacant lots).
- The plan basically calls for either open ditches or buried culverts and catch basins along the west side of the road with the replacement of two under-road culverts at Bob and Evelyn's and just past Carolyn's.
- This can be implemented piecemeal with the current priority being replacement of the culverts, and replacement of the buried tile in front of Carolyn's with an open ditch and larger pipe. Also we'd like to install a catch basin at Len's.
- Unfortunately we couldn't get a contractor to prep the road on time, and we were lucky to be able to get out of the tendered contract at no cost.
- Sutherlands, who have provided the quote for the above work, offered to fill the pot holes at no cost when they are working on Rhodes' driveway.
- The current plan is to try and have the culverts replaced this Fall and we'll issue our own tender for road prep and resurfacing for next summer. Costs may be spread out between this Fall and next Summer.
- The \$11 000 in the bank can go towards this but we fully expect each of us to have to contribute additional funds (the quote this year was \$33K)
- Members will be notified of quoted cost.
- Hopefully this would be the last time we would have to pay for work as pay-as-you-go since the Future Capital should cover costs.
- Anticipate upset limit of \$1,500/ property for 2019 capital works as a one-time contribution in addition to the dues in budget.

There was discussion followed by a suggestion that we request each property owner to pay \$1000 toward this work, by the end of the year.

**Motion for the project to proceed as written with the \$1500 upset limit but asking \$1000 by each property owner to achieve a level of commitment, paid by Christmas 2018.**

Moved by Ian Wilcox

Seconded by Mike Bester

Motion Carried by all

## **7. Confirmation of Acts**

Each year we confirm the acts taken by the Executive during the past year.

**I move that all the acts, contracts, by-laws, proceedings, appointments, elections, payments enacted, made, done and taken by the Executive of the Lakeshore Road South Association or in the Annual Reports of the Lakeshore Road South Association be and the same are hereby approved, ratified and confirmed.**

Moved by: Val Brodrick

Seconded by: Bob Clement

Motion Carried by all

## **8. Elections**

All current members of the executive agree to carry on for another year but do not wish to close the door on volunteers who wish to participate. Next year at this time we are looking for 3 new representatives to be nominated.

**Motion for the current executive to continue with 3 of the members on for a one year term and 3 for a two year term:**

President: Ian Wilcox

Treasurer: Len Rhodes

Secretary: Paula Wilcox

Members at large: Evelyn Dean, Joanne Clement, Valerie Brodrick

Moved by Mike Bester

Seconded by Dave Kearns

Motion Carried by all

## **9. Other Business**

-A question was asked about whether the Association considered becoming incorporated.

-Concern expressed about the access to the Lakeshore Road south at the Gardner property. Rob assured the association that there will be no through traffic to the North as there will be an access gate for his in-laws to use Lakeshore Road South. Rob also explained that there would be a French drain to the north to assist in keeping water from draining onto the road.

-Concern about a single stop sign at the end of the road-

-Suggestion for a speed limit sign on the road.

-Suggestion for more signage about the fact this is a private road and to indicate that there is no turnaround capacity.

-Suggestion for the Association to consider a "Heavy Road usage fee" of \$25 from the property owner to the Association whenever there is a piece of heavy equipment travelling on the road, to be done on the honour system.

It was noted that some municipalities require a deposit (\$1000-\$1500) prior to any type of construction. This is used to repair any damage to the road and would be reimbursed if there is no damage.

The executive will review these suggestions and concerns at a future meeting.

## **10. Adjourn**

### **Motion to Adjourn the meeting**

Moved by Bob Pugsley

Seconded by Wayne Park

Motion carried by all