



Lakewood Trails Owners' Association

# ANNUAL REPORT

and 4th Annual General Meeting

**Wednesday August 21<sup>st</sup>, 2024 – 7:00-9:00PM**

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## Chair's Remarks

On behalf of the Lakewood Trails Owners Association (LWTOA) the Board of Directors is pleased to provide residents with the 2024 Annual Report. This report forms the basis for the Annual General Meeting and is provided to you in advance of the AGM to facilitate discussion.

The AGM is an annual function that is central to the obligations of Lakewood Trails Owners' Association Inc. The AGM provides LWTOA members with the opportunity to confirm the Board of Directors as constituted and to also nominate new directors from among the Association's membership. The AGM is also used to present the annual financial report for the previous year. The financial report ensures transparency with respect to operating expenditures, discretionary spending and the status of the LWTOA Reserve Fund. Each AGM, the Board seeks input from the membership on matters of discretionary spending and seeks approval to implement the new budget as proposed or amended.

The LWTOA's duties and functions are enumerated in its By-Laws and it is the Board that acts on behalf of all residents to discharge these duties. It is appropriate that as part of the AGM process, the membership be acquainted with, or reminded of, the Board's mandated functions (paraphrased for brevity):

- a. Controlling, managing and administering the common elements and assets
- b. Collection of revenues
- c. Obtaining and maintaining necessary and adequate insurance
- d. Making reparations to the common elements
- e. Obtaining and maintaining fidelity bonds as they comprise the Reserve Fund
- f. Causing financial statements to be made annually and made available to the membership
- g. Preparation of the annual budget for presentation to the membership
- h. Oversight of the Reserve Fund



Associated to these duties, the Board of Directors has conferred upon it by the Association's membership, certain powers not limited to the following (paraphrased for brevity):

- a. Employment/dismissal of personnel necessary for the maintenance of the common elements
- b. Adoption or amendment of rules concerning the operation and use of the common elements
- c. Employing a manager (if deemed necessary) to oversee duties and services as the Board shall authorize
- d. To settle, adjust, compromise or refer to arbitration or the courts any claim or claims which may be made upon or be asserted by the Board on behalf of the Association

For a complete list of Duties and Powers, refer to "BY-LAW NO. 1 a by-law relating generally to the conduct of the business and affairs of LAKEWOOD TRAILS OWNERS' ASSOCIATION".

The LWTOA's work focuses on the common property of Lakewood Trails and is funded through the annual community fee which is paid by each title holder in Lakewood Trails. Timely payment of these fees in April of each year ensures financial stability and allows the Board of Directors to manage the initiatives and ongoing maintenance for the upcoming year.

The collection of dues since the inception of the OA had been feeble. In June 2024 the Association was in arrears of 27 annual dues (owed between 2021 and 2024). The board took the initiative to 'chase' these funds owed. \$4550 of the initial \$9450 has been recuperated. This was a very time-consuming process, but it had to be done. I got in touch with the presidents of 2 other homeowners associations, namely SLOA (Sunset Lakes Owners' Association) and WSOA (Woodstream Owners' Association), to see how they handle problems with payments in arrears on their end. I was very surprised to learn that SLOA has had 99% payment 15 days after due date for 9 years and WSOA has had 100% payment 30 days post-due date since 2012. Both had been in a similar situation in the past, and both said the annual exercise of collecting late dues was responsible for a high number of 'volunteer burnout' they experienced in the years prior to obtaining these results. They recommended we implement the same 'zero tolerance' policy which has been successful for them to turn things around. Therefore, moving forward, a final reminder with penalty will be sent the day following the deadline granting 15 days for payment. Once those 15 days expire, the OA will send a registered 'Intent to Lien' letter to the resident(s) in arrears. On the 1<sup>st</sup> day of the following month, the association will hire a lawyer to put a lien on the owner's property that can only be removed at the landowner's expense which will include the association's legal fees.



As a Board, we identify priorities for maintenance or enhancement of the common elements. Work undertaken is reflected in the annual financial statement for 2023. The membership is solicited to provide input to these decisions and to offer suggestions for consideration. The Board wishes to note that outside of the proposed discretionary items, other contingencies may arise that are not foreseeable. The Board reserves the right to act upon these at its sole discretion in any instance deemed necessary and where the total expenditure is quoted to be less than \$10,000.00. Such instances will, whenever possible, be managed within the annual operating budget however, the Reserve Fund may be accessed up to the amount that may be necessary to offset a shortfall in the operating budget.

All residents are encouraged to read:

- 1) This annual report,
- 2) the 2023 AGM minutes appended to this report,
- 3) the 2023 financial statement, and
- 4) the 2024 annual budget projection (proposed), and

The following are formal procedures addressed during the AGM and are incorporated into the minutes of the AGM by way of motion:

- 1) Review/Adopt the previous AGM minutes,
- 2) challenge/confirm the current slate of Board Directors/Nominate others,
- 3) adopt the 2023 Financial Statement as presented or subject to amendments, and
- 4) adopt the 2024 Operating Budget as proposed or amended.

In addition to the four mandatory aspects of the AGM noted, other items along with new business introduced by attendees may complete the agenda.



Supporting the LWTOA:

- **Participate.** There are opportunities to join any of the committees named in this report. Each is described herein and interested residents are encouraged to contact the board. Don't be shy to get involved. There is room for new ideas and energy. Please do not presume volunteers continue to serve based on any form of entitlement or control. Let's seriously consider "taking turns" that allow volunteers to step up and for others to step back.
- If you don't wish to formally join an activity group, ad hoc participation in any activity is welcomed and encouraged. Please monitor LWTOA communications regarding upcoming activities. A good turnout for spring opening and fall closing is always appreciated. It's a great way to meet your neighbors and it helps to strengthen the fabric of the community when everyone lends a hand.
- Adopt adjacent spaces. If you live adjacent to a waterway, footpath, entrance display or other feature not incorporated into someone's property, consider following the examples many residents have set. Keeping the area free of litter and overgrowth benefits the whole community and it's something that requires relatively little effort and makes a huge difference.
- Access the Design Review process when planning modifications or improvements to your property and execute your projects in strict accordance with approvals obtained. By doing so, you help to ensure that the changes you make align with our collective covenants and restrictions. There is no "statute of limitations" on non-compliant designs. Property owners run the risk of legal action, associated costs and a lien encumbering your property should your noncompliant design become the basis of a formal complaint.
- Keep your contact information up to date. If you change email accounts or primary phone numbers, please drop a line to [lakewoodtrails.owners@gmail.com](mailto:lakewoodtrails.owners@gmail.com) and let us know. That way, you'll remain up to date on all aspects of your association.



# Financial Report

**Board Treasurer and Director:** Martin Renaud (interim)

## **Resume of Activities**

The 2023 LWTOA Financial Statements show that our community started 2024 in a very sound financial position.

For 2024, once again, a \$3080 GIC is going to go towards the LWTOA Reserve Fund for large repair and maintenance projects. This will put the Reserve Fund to just over 16,000.00.

In 2023, we voted to undertake a special project; the installation of a FOB and surveillance system at the common area. As enumerated in the Association's Revenue and Expenses and Net Assets – Operating Fund, totaled 7232.00.

The proposed 2024 Budget outlines expected operating expenses based on previous years, including amounts allocated to each committee, special projects selected by the Board, and major maintenance / repair items. As we're all aware, costs for everything continue to increase while our annual fee will remain at 350.00.



# Committees

## Government Relations

**Coordinator:** Martin Renaud

**Responsibilities:** Work co-operatively with the City of Ottawa, Province of Ontario, and the community developer (Sunset Lakes Development Corporation) to address both opportunities and concerns within Lakewood Trails. Interact with the other Sunset Lakes communities on an ad hoc basis to share ideas/best practices.

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## Communications

**Coordinator:** Natasha Duah (interim)

**Responsibilities:**

- Reach out to new homeowners to provide their contact information
- Welcome new residents to Lakewood Trails via email
- Maintain the Residents' Directory
- Maintain the LWTOA website within Sunset Lakes Corporation
- Administer our Facebook Account
- Community communications and emails
- Assist with the Annual Dues (mail-out and communications)
- Generate and distribute the LWTOA meetings' Minutes

LWTOA Communications manages resident inquiries and relevant LWTOA communications such as community meeting minutes, updates, events, announcements, reminders etc., on an as-needed basis, via the LWTOA email account [lakewoodtrails.owners@gmail.com](mailto:lakewoodtrails.owners@gmail.com).

Furthermore, a more informal, social element for LWTOA is our Facebook Group. Simply search for "Lakewood Trails Community" in order to join.

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## **Recreation Centre Operations**

**Pool Coordinator:** Robyn Matheson

### **Responsibilities:**

- Maintain swimming pool. Ensure vacuuming is done as required and maintain proper chemical levels
  - Coordinate ordering of pool chemicals and opening/closing of pool with Benson Pools.
  - Coordinate and attend mandatory bi-annual City of Ottawa inspections and follow mandatory pool operator training mandated by the province.
  - Ensure all pool testing (3 times daily) are scheduled and maintain a test log.
  - Administer volunteer schedule for testing and cleaning.
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## **Grounds Maintenance and Enhancements**

**Coordinator:** Martin Renaud (interim)

### **Responsibilities:**

- Ensure the common elements are maintained to an acceptable standard on behalf of all residents.
- Administer FOB system.
- Contract lawn maintenance and snow clearing.
- Coordinate Semi-Annual Community Center opening/closing

Semi-Annual Community Center opening/closing

The 2023 Fall and 2024 Spring Community 'Clean-up' events went ahead this past year with VERY scant resident turnout on both occasions. Resident turnout determines the scope of tasks completed. The trend around these two events has become such that they are now more appropriately described as spring opening/fall closing activities.

Residents are encouraged to recognize that community efforts toward keeping our ditches "public" easements and common areas free of debris depends on each of us. If you live adjacent to a vacant lot, a trail/pathway, a cul de sac, or near the entranceway please consider taking a few hours over the season to adopt that space on behalf of the community. We're happy to supply the yard bags!

We desperately need everyone to lend a hand in one way or another.



Contracted Services:

- Recreation Centre parking lot snow clearing - Advance Landscaping
- Lawn maintenance – Nielson Farms Property Maintenance

Projects completed during 2023:

- Installation of a key FOB system
- Installation of basketball net.

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**Social Committee**

**Social Coordinator:** Position Vacant

**Volunteers:** Natasha Duah, Rebecca Lynes

**Responsibilities:**

Organizes and hosts events throughout the year both in support of the LWTOA and to give residents of Lakewood Trails the opportunity to socialize and meet their neighbours. The events are a great way for us to build strong community ties and create a friendly and safe neighbourhood.

Notices for all LWTOA events are published via the LWTOA emailing list and our Facebook group.

The Rec Center is available for use by residents in the community at no charge. Anyone interested in reserving the room for an event should complete the facility booking form that is available on the website and send to [lakewoodtrails.owners@gmail.com](mailto:lakewoodtrails.owners@gmail.com).

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**Design Review**

**Coordinator:** Martin Renaud (Director)

**Responsibilities:**

Assisting residents ensure their property improvements and/or additions fall within the guidelines set out in our Lakewood Trails covenants and restrictions as were signed with each agreement of purchase and sale.



Most outdoor property changes or enhancements such as major landscaping, decks, storage sheds, gazebos, retaining walls, fences, pools etc. must be reviewed and approved beforehand. More information can be found by following the links below.

<https://sunsetlakes.ca/lakewood-trails/lakewood-trails-owners-association/design-review-application>

As a general reminder, please be aware that in the covenants and restrictions for Lakewood Trails, section 3 paragraphs (a) through (x) inclusive are often extensions of, or further specificity to, City Bylaws. As such, if you are in breach of these covenants, you are also likely in breach of a City Bylaw. An application submitted to the Design Review Committee does not alleviate your responsibility to also verify that your plans meet City Bylaw requirements.

Completed request forms can be emailed to the communications team at:

[lakewoodtrails.owners@gmail.com](mailto:lakewoodtrails.owners@gmail.com)

Residents are asked to plan ahead so their applications are submitted in time to allow at least three weeks for adequately review and response. We look forward to assisting you with all your exterior property projects in 2024-2025.

Covenants and Restrictions:

<http://sunsetlakes.ca/wp-content/uploads/2017/05/Agreement-of-Purchase-and-Sale-August-2017.pdf>

Design Review information and Application: <http://www.sunsetlakes.ca/design-review-information>

As a general reminder, please be aware that in the covenants and restrictions for Lakewood Trails, section 3 paragraphs (a) through (x) inclusive are often extensions of, or further specificity to, City Bylaws. As such, if you are in breach of these covenants, you are also likely in breach of a City Bylaw. An application submitted to the Design Review Committee does not alleviate your responsibility to also verify that your plans meet City Bylaw requirements.

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## **Surface Water Quality**

**Coordinator:** Tyler Nelson

The LWTOA Surface Water Quality policy

<https://sunsetlakes.ca/lakewood-trails/lakewood-trails-owners-association/protecting-and-conserving-our-lakes>



All of this year's test results showed that our 2 lakes are in excellent condition.

However, a few incidents were reported this year that need to be addressed:

Do not feed the geese. They pollute the environment in many ways and does more harm than good.

Do not stock the lakes. It is highly illegal to stock fish in lakes and ponds in Ontario without a licence. It will also impact the quality of our lakes. If you see anyone 'stocking' either one of the 2 lakes report it to police immediately.

Fishing from the community dock is prohibited. The beach is was designed for swimming and non-motorized watersports. Any lost hook poses a serious hazard to all of our community members.

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## Neighborhood Watch

**Coordinator:** Vacant

Responsibilities: Act as the conduit between the Ottawa Police and members of the community to identify and report criminal or unsafe behavior.

We continue to enjoy a peaceful environment in Lakewood Trails with little reported crime. This is not to be taken for granted and each of us should continue to look out for our neighbours and report suspicious activity when it is encountered.

Residents should be aware that there is a demarcation of authorities between the Covenants and Restrictions associated to title of properties in Lakewood Trails and City of Ottawa Bylaws as determined by Lakewood Trails' zoning.

For example:

Storage of RVs on property (other than in the driveway) is an LWTOA matter.

Parking RVs or boats in driveways is a **bylaw matter**.

Construction debris on properties is a **bylaw matter**.

Public safety concerns (example: venturing out on thin ice, speeding vehicles), are police matters.

Infringement to the lawful enjoyment of property by others (examples: causing a disturbance by shouting/swearing, mischief to property) are police matters. Trespassing on LWT Common Assets



(examples: Resident’s Club parking lot, beach) are police matters. Please have your FOB with you when using any of our common elements.

Please report any inappropriate behavior, actual or suspected, which you encounter within Lakewood Trails to the Ottawa Police Service – not LWTOA Communications. It is only through doing so that assignment of police patrols is determined as it based upon such incidence reporting and the reporting determines patrol patterns.

Of course, any patterns of behavior or chronic problems should also be brought to the Board’s attention so that solutions can be determined.

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General Police Number: 613-236-1222

Alternative Response Unit: X 5300

Non-emergency: X 7502

Life Threatening Emergency: 911



## LWTOA Board of Directors & Coordinators

### **Board Members**

Martin Renaud	Director - President
Natasha Duah	Director
Georges Lagacé	Director

### **Coordinators**

Pool	Robyn Matheson
Water Quality	Tyler Nelson
Resident Club	Georges Lagacé and Martin Renaud
Neighborhood Watch	Vacant
Beatification	Vacant
Social/Welcoming	Vacant
Communications	Vacant (Natasha Duah interim)



## Appendix A –2024 Budget

**For the Period from January 1<sup>st</sup> 2024 to Dec 31<sup>st</sup>, 2024**



## Appendix B – Financial Statements

**For the Period from January 1<sup>st</sup> 2023 to Dec 31<sup>st</sup>, 2023**