



Lakewood Trails Owners' Association

ANNUAL REPORT

and 5th Annual General Meeting

Sunday September 28st, 2025 – 7:00-9:00PM

Table of Contents

- Chair’s Remarks** 3
- Board Governance and Annual General Meeting Overview** 4
- How You Can Stay Engaged and Contribute to Our Community** 5
- Financial Report**.....6
- Community Funding and Financial Stability** 7
- Committees**9
 - Government Relations 9
 - Communications 9
 - Recreation Centre Operations 10
 - Grounds Maintenance and Enhancements 10
 - Social Committee 11
 - Design Review 12
 - Surface Water Quality 13
 - Neighborhood Watch 14
- LWTOA Board of Directors & Coordinators**15
- Appendix A –2025 Budget 16
- Appendix B – 2024 Compiled Financial Information..... 17



Chair's Remarks

The Lakewood Trails Owners Association (LWTOA) Board of Directors is pleased to present the 2025 Annual Report. We are providing this report in advance of the Annual General Meeting (AGM) to give all residents an opportunity to review and prepare for a productive discussion.

The AGM is a cornerstone of our community, offering all LWTOA members a vital opportunity to participate in the governance of our association. This is where members can confirm the Board of Directors, nominate new candidates, and review the annual financial report. This report is key to maintaining transparency, as it details our operating expenditures, discretionary spending, and the status of our Reserve Fund. During the AGM, the Board will seek your input on discretionary spending and ask for your approval of the new budget.

The Board's duties are defined by the LWTOA By-Laws, and we are committed to acting in the best interest of all residents. To ensure everyone is familiar with these responsibilities, we have summarized our mandated functions below:

- a. Controlling and managing community assets.
- b. Collecting revenues.
- c. Obtaining and maintaining necessary insurance.
- d. Making repairs to common elements.
- e. Managing the Reserve Fund.
- f. Providing annual financial statements to the membership.
- g. Preparing the annual budget for presentation.
- h. Overseeing the Reserve Fund.

In addition to its duties, the Board of Directors is conferred with certain powers by the Association's membership. These powers are not limited to the following:



a. **Employment and Dismissal of Personnel:** The Board has the authority to hire or dismiss personnel necessary for the maintenance of common elements.

b. **Adoption and Amendment of Rules:** The Board can adopt or amend rules concerning the operation and use of common elements.

c. **Employment of a Manager:** If deemed necessary, the Board may employ a manager to oversee duties and services as authorized by the Board.

d. **Settlement of Claims:** The Board is empowered to settle, adjust, compromise, or refer to arbitration or the courts any claims made upon or asserted by the Board on behalf of the Association.

For a comprehensive list of duties and powers, please refer to "BY-LAW NO. 1," a by-law relating generally to the conduct of the business and affairs of Lakewood Trails Owners' Association.

Board Governance and Annual General Meeting Overview

The Board is responsible for identifying and prioritizing the maintenance and enhancement of the community's common elements. All work undertaken is detailed in the 2024 Annual Financial Statement. Members are invited to provide input on these matters and are encouraged to submit suggestions for the Board's consideration.

The Board also notes that, beyond the proposed discretionary items, unforeseen issues or contingencies may arise. In such cases, the Board reserves the right to act at its discretion on matters where the total estimated expenditure is less than \$10,000. Whenever feasible, these expenditures will be managed within the approved annual operating budget. However, if necessary, the Reserve Fund may be accessed to cover any shortfall in the operating budget.

All residents are strongly encouraged to review the following documents:

1. The Annual Report
2. The Minutes of the 2024 Annual General Meeting (appended)
3. The 2024 Financial Statement
4. The Proposed 2025 Annual Budget Projection

The following formal procedures are addressed during the AGM and documented in the official minutes by motion:

1. Review and adoption of the previous AGM minutes
2. Confirmation or challenge of the current Board of Directors and/or nomination of new candidates
3. Adoption of the 2024 Financial Statement, as presented or amended
4. Adoption of the 2025 Operating Budget, as proposed or amended



In addition to these mandatory agenda items, the AGM may also include other matters of importance and new business introduced by attendees.

How You Can Stay Engaged and Contribute to Our Community

- **Get Involved.**

There are several committees outlined in this report, and each one plays an important role in maintaining and enhancing our shared spaces. If you're interested, we encourage you to reach out to the Board. New ideas and fresh energy are always welcome, and your involvement—whether large or small—can make a real difference. It's important to recognize that no volunteer position is permanent or based on entitlement. Let's embrace a spirit of shared responsibility by taking turns—allowing some to step up and others to take a well-earned break.

- **Participate as You're Able.**

Even if you're not ready to commit to a committee or group, your help is always appreciated. Watch for LWTOA communications about upcoming activities—like spring opening and fall closing—which are great opportunities to connect with neighbors and contribute to the upkeep of our community. Every extra pair of hands makes the work lighter and the results better for everyone.

- **Care for Nearby Common Areas.**

If your property is adjacent to a waterway, path, entrance feature, or other common area, consider joining many of your neighbors in taking simple steps to keep it tidy and litter-free. Small actions—like removing debris or trimming overgrowth—go a long way in preserving the beauty and value of our community for all.

- **Follow the Design Review Process.**

Planning a project on your property? Please consult the Design Review process before beginning any exterior modifications. This ensures that changes align with our shared covenants and helps protect the community's overall appearance and property values. Non-compliant designs are subject to review at any time, and unresolved violations can result in legal action, costs, and liens against the property. Let's all do our part to follow the process and maintain the integrity of our neighborhood.

- **Keep Your Contact Information Current.**

Staying informed is key. If you update your email address or phone number, please send a quick note to lakewoodtrails.owners@gmail.com so we can keep our records current and ensure you continue receiving important updates from the association



Financial Report

Board Treasurer and Director: Martin Renaud

Resume of Activities

The 2024 LWTOA Financial Statements show that once again our community started 2025 in a very sound financial position.

For 2025, once again, a \$3150 GIC was put towards the LWTOA Reserve Fund for large repair and maintenance projects. The reserve fund currently sits just over 19,000.00.

In 2024, our community faced a few unplanned expenses to ensure our amenities remained in excellent condition. We had to replace the salt cell for the pool and purchase a new robotic cleaner. Both of these were necessary investments to keep the pool operating safely and for the enjoyment of all residents. The Board's primary focus is always on the responsible maintenance of our existing amenities, which takes precedence over any new discretionary spending.

As we all know, the cost of goods and services continues to rise, and our shared community elements are gradually aging, leading to increased maintenance needs. While we've proudly kept our annual fee at \$350 for the past five years, it's become necessary to make a small adjustment to ensure we can continue to care for and improve our beautiful neighborhood.

With a limited number of volunteers available, we've had to rely more on external services for repairs and upkeep. In addition, lake aeration is becoming more of a priority—not just a luxury—as it plays a vital role in improving water quality. Aeration helps break down organic matter and reduce harmful nutrients like phosphorus and nitrogen. This, in turn, helps prevent algae blooms, improves water clarity, and supports a healthy aquatic environment for everyone to enjoy.

We're excited to share that Tyler Nelson has kindly stepped up to lead this important, multi-phase project over the next few years. We're grateful for his dedication and leadership.

To help support both ongoing maintenance and the lake aeration project, the annual dues will increase by \$50 in 2026, bringing the total to \$400. We understand that any increase requires thoughtful consideration, and we truly appreciate your support in making these necessary improvements possible.

Please know that the board remains fully committed to being responsible stewards of our community funds. We're always looking for smart ways to reduce costs while maintaining the high standards we've all



come to enjoy. For example, we recently renegotiated our insurance policy, saving over \$1,500 annually. We've also installed a smart thermostat to help reduce utility expenses going forward.

Thank you for your continued support and for being an important part of our thriving community.

Community Funding and Financial Stability

Resume of Activities

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

In the past, the collection of these dues has been a challenge. As of last year's AGM, the Association was in arrears of \$9450 in annual dues, dating from 2021 to 2024. The Board undertook the initiative to recover these funds, and to date, \$9,100 has been successfully recuperated. While this was a time-consuming process, it was a necessary step.

Important notes; At the May 1st 2025 deadline 27 dues were unpaid (30%) for 2025-2026 – 9 dues remain outstanding.

The following policy will be come into effect next year;

New Policy for Arrears

While we always aim to work with homeowners and encourage timely payments, it's important to understand the steps the LWTOA must take when dues remain unpaid. Below is a clear outline of the process, which we hope to avoid whenever possible:

1. Notice of Delinquency (Expected Mid-May):
On or around May 1st, LWTOA will send a written email notice to the email address we have on file. This notice will outline the overdue amount, including any applicable late fees, and will provide a deadline for bringing the account current.



2. Final Notice – Intent to Lien (Early June):

If the account remains unpaid, a final notice will be sent via registered mail to the mailing address on file. This notice will state LWTOA’s intent to file a lien on the property and will include the full amount due, including all late fees. A final payment deadline will also be clearly stated.

3. Lien Filing:

If payment is still not received by the final deadline, LWTOA will move forward with recording a lien through legal channels. This lien becomes a public record and is attached to the property title, indicating an outstanding balance. Please note that all legal fees incurred by LWTOA will be added to the total owed.

Currently, the estimated cost to the homeowner to remove a lien is approximately \$1,200, plus any outstanding dues and penalties.

One of the recurring issues our community faces is the influx of late payments that consistently arrive on the first sunny day of May each year (to use the pool) —a pattern that has persisted for years and typically involves the same handful of residences. This trend creates several problems for the association:

- It prevents us from making a timely lump-sum investment into the Reserve Fund, which ultimately penalizes all residents;
- It complicates cash flow management, especially since many early-season expenses are tied to opening the pool;
- It often leads to a flurry of (prohibited) personal calls, texts, or emails to the OA requesting immediate FOB reactivation following a late payment.

To address this, beginning in 2026, any late payments will incur not only a late fee but also a 30-day suspension of access to community amenities following payment. As volunteers with other commitments, we hope this policy encourages timely payment and reduces unnecessary strain on our limited resources. Our goal is always to avoid reaching this stage. If you are experiencing financial difficulties or have any questions, we encourage you to reach out to us early so we can work together toward a solution.



Committees

Government Relations

Coordinators: Natasha Duah/Martin Renaud

Responsibilities: Collaborate with the City of Ottawa, the Province of Ontario, and the community developer (Sunset Lakes Development Corporation) to effectively address both opportunities and concerns within Lakewood Trails. Engage with other Sunset Lakes communities as needed to exchange ideas and share best practices that support continuous improvement across our neighborhoods.

Communications

Coordinator: Natasha Duah

- Welcome new residents to Lakewood Trails via email and collect their contact information
- Maintain and update the Residents' Directory
- Manage and update the LWTOA website hosted by Sunset Lakes Corporation
- Administer the community's Facebook group
- Handle community-wide communications and email correspondence
- Support the distribution of Annual Dues notices and related communications
- Prepare and circulate minutes from LWTOA meetings

The LWTOA Communications Team is responsible for managing resident inquiries and distributing important association information. This includes updates, event announcements, meeting minutes, reminders, and other relevant notices, sent as needed through the official email account: lakewoodtrails.owners@gmail.com.

In addition to formal communications, we invite residents to join our Lakewood Trails Community Facebook Group for a more informal and social connection. Simply search for "*Lakewood Trails Community*" on Facebook and request to join.



Recreation Centre Operations

Pool Coordinator: Robyn Matheson

Responsibilities:

- Oversee the regular maintenance of the swimming pool, including vacuuming as needed and ensuring proper chemical balance is maintained.
 - Coordinate the ordering of pool chemicals and manage the opening and closing of the pool in collaboration with Benson Pools.
 - Schedule, attend, and support compliance during the mandatory bi-annual City of Ottawa inspections, and ensure adherence to provincial requirements for certified pool operator training.
 - Ensure water testing is completed three times daily, maintain an up-to-date testing log, and verify all procedures are documented accurately.
 - Manage and oversee the volunteer schedule for daily water testing and general pool cleaning tasks.
-

Grounds Maintenance and Enhancements

Coordinators: George Lagacé/ Natasha Duah/ Martin Renaud

Responsibilities:

- Ensure that all common elements are maintained to a high standard for the benefit of all residents.
- Manage the administration of the FOB access system.
- Oversee contracts for lawn maintenance and snow clearing services.
- Coordinate the semi-annual opening and closing of the Community Center.

The 2024 Fall and 2025 Spring Community ‘Clean-up’ events were held this past year, but unfortunately, resident participation was very low on both occasions. The level of turnout directly impacts the amount of work that can be completed. Due to this trend, these events are now more accurately described as



spring opening and fall closing activities.

We encourage all residents to recognize the importance of keeping our ditches, public easements, and common areas free of debris. If you live near a vacant lot, trail or pathway, cul-de-sac, or

community entrance, please consider dedicating a few hours during the season to “adopt” that space on behalf of the community. Yard bags are available upon request.

Your involvement, in whatever form it takes, is crucial—we need everyone to contribute to maintaining the beauty and safety of our neighborhood.

Contracted Services:

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

Projects Completed in 2025:

- Installation of a floating water mat
- Replacement/upgrade of pool deck patio furniture

Social Committee

Social Coordinator: Position Vacant

Volunteers: Natasha Duah, Rebecca Lynes

Responsibilities:

Social activities offer wonderful opportunities for residents to connect and get to know their neighbors. Last fall, we hosted a few outdoor movie nights that were very well received and enjoyed by many. Events like these play an important role in strengthening our community bonds, fostering a friendly atmosphere, and contributing to the safety and vibrancy of our neighborhood. We’re excited to continue hosting events that unite our community and showcase the spirit of Lakewood Trails; however, we rely on residents to suggest and take the lead in organizing these gatherings.

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.

Design Review

Coordinator: Martin Renaud

Responsibilities:

As part of maintaining the character and standards of our Lakewood Trails community, residents are reminded that most exterior property changes or additions must comply with the *Covenants and Restrictions* signed at the time of purchase. This includes, but is not limited to, major landscaping projects, decks, storage sheds, gazebos, retaining walls, fences, and pools.

These types of improvements require review and approval by the Design Review Committee before any work begins. You can find detailed information and access the application form at the following link:

👉 [Design Review Information & Application](#)

Please be advised that Section 3, paragraphs (a) through (x) of the *Covenants and Restrictions* often reflect or expand upon existing City Bylaws. Therefore, a breach of the covenants may also constitute a breach of City regulations. Submitting a Design Review application does not replace your responsibility to ensure full compliance with all applicable municipal bylaws.

🔗 *View the full Covenants and Restrictions here:*
[Agreement of Purchase and Sale – August 2017](#)

✉️ Completed applications can be submitted via email to:
lakewoodtrails.owners@gmail.com

We strongly encourage residents to plan ahead and allow at least three weeks for the Design Review Committee to evaluate and respond to your request. Your cooperation ensures we continue to uphold the quality and harmony of our community.

We look forward to assisting you with your 2026 exterior improvement projects!



Surface Water Quality

Coordinator: Tyler Nelson

[Preserving and Conserving our Lakes](#)

We're pleased to share that all water quality tests conducted this year confirm both of our community lakes remain in good condition. This reflects the ongoing efforts of residents and the Lakewood Trails Owners Association to protect and preserve these important natural amenities.

That said, a few incidents (repeated from last year) were reported this year that must be addressed to maintain the health and safety of our lakes:

- Do not feed the geese. While it may seem harmless, feeding geese contributes significantly to environmental degradation and can lead to increased pollution and long-term damage to the ecosystem. It is also illegal by Canadian law (Migratory Birds Convention Act).
- Do not stock the lakes. It is strictly illegal to introduce fish into lakes or ponds in Ontario without a proper license. Unauthorized stocking can negatively affect water quality and disrupt the ecological balance. If you witness anyone attempting to stock fish in either of the lakes, please report the activity to the police immediately.
- Fishing from the community dock is prohibited. The beach area and dock are intended solely for swimming and non-motorized water activities. Lost fishing hooks and gear present a serious safety hazard to all residents, especially children and swimmers.

Residents with waterfront properties are reminded to use low-nitrogen fertilizers to help protect the health of our lakes and maintain clean, weed-free shorelines. Excess nitrogen from lawn care products runs off into the water, promoting the rapid growth of invasive aquatic weeds and algae, which can significantly impact the enjoyment and appearance of our beaches. When selecting fertilizer, check the first number in the formula (e.g., # - # - #), which represents nitrogen content. To minimize environmental impact, we strongly recommend choosing a product where the first number is 8 or lower. Your cooperation plays a vital role in preserving the beauty and ecological balance of our waterfront areas.

Thank you for your continued cooperation in preserving the beauty and quality of our shared environment. Let's work together to keep our lakes safe and clean for everyone to enjoy.



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.

Last year, we celebrated the peaceful and safe environment of Lakewood Trails, with minimal reported crime—a testament to our strong, caring community. While we continue to enjoy these positive conditions, there has been a slight increase in certain incidents over the past year. This serves as a gentle reminder for all residents to stay vigilant, support one another, and promptly report any suspicious activity. Together, by looking out for our neighbors, we can continue to maintain the safe and welcoming atmosphere that makes Lakewood Trails such a wonderful place to live.

Residents are reminded that responsibilities within Lakewood Trails are divided between the Lakewood Trails Owners Association (LWTOA), the City of Ottawa, and local police, depending on the issue:

- **LWTOA issues:** Matters such as storing RVs on your property **outside** the driveway or breach of design review guidelines fall under the Association's Covenants and Restrictions. We do not have the authority or mandate to resolve neighbor disputes.
- **City of Ottawa bylaws:** Issues like parking RVs or boats in driveways and construction debris on properties are governed by city bylaws.
- **Police matters:** Public safety concerns (e.g., venturing onto thin ice, speeding vehicles), disturbances (e.g., shouting, property mischief), and trespassing on Lakewood Trails common areas (such as the Resident's Club parking lot or beach) are handled by the police.

Please ensure you carry your FOB when using any of our common amenities. If you observe any inappropriate or suspicious behavior, please report it directly to the **Ottawa Police Service**, not to LWTOA Communications. Police patrol assignments are based on resident reports, so timely and accurate reporting is essential to maintaining community safety.

If you notice recurring issues or patterns, please also inform the Board so that we can work towards effective solutions.

Thank you for helping keep Lakewood Trails safe and enjoyable for everyone.

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 - Secretary
Georges Lagacé	Director
Jennifer Nelson	Director
Shayne Hayes	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	Natasha Duah



Appendix A –2025 Budget

For the Period from January 1st 2025 to Dec 31st, 2025



Appendix B – 2024 Compiled Financial Information

For the Period from January 1st 2024 to Dec 31st, 2024