

# YORK REGION VACANT LAND CONDOMINIUM CORPORATION NO. 968

June 8, 2021

Dear Owner(s);

The following documents are submitted for your consideration at the **ANNUAL GENERAL MEETING** to be held on **Wednesday, June 23, 2021. This will be a Virtual AGM.** Registration commencing at 1:45 pm to permit the opening of the meeting at 2:00 pm. The following documents are submitted for your consideration:

1. Official Notice of the Annual General Meeting
2. An Agenda of Matters to be considered at the Meeting
3. Information Circular
4. Minutes of the Annual General Meeting held October 6, 2020
5. President's Message
6. Treasurer's Report
7. Community Standards Update
8. Garden Committee Report
9. Audited Financial Statements year ended January 31, 2021
10. Proposed Rule Change
11. Candidate Disclosure Form and Candidate Resume Received
12. Directors' Code of Ethics
13. Insurance Certificate
14. Agreement to Receive Notices Electronically Form
15. Proxy Form

In addition to the regular business, the Corporation is actively seeking **ONE (1) Directors position for a three (3) year term.**

In support of being considered a candidate for election to the Board of Directors of the Corporation, each candidate must satisfy the minimum qualifications prescribed by Section 29 (1) (f) of the Condominium Act, and s. 116 Ontario Regulation 48/01 under the Condominium Act. In support of being considered a candidate for election to the Board of Directors of the Corporation, each candidate nominated at the meeting must respond to the disclosure questions pursuant to the Condominium Act prior to becoming a candidate.

Directors elected after November 1, 2017, must complete the prescribed online training course within 6 months of their initial election and each 7 years thereafter. Once completed, the director must provide evidence of completing the training, failing which the person ceases to be a director.

Please mail your completed proxy to FirstService Residential, 2645 Skymark Avenue, Suite 101, Mississauga, Ontario L4W 4H2 or fax to the attention of Adam Hassan at (416) 293-5904 or send it by email to [adam.hassan@fsresidential.com](mailto:adam.hassan@fsresidential.com). If you have any questions on the completion of the proxy, please contact the Property Manager at [adam.hassan@fsresidential.com](mailto:adam.hassan@fsresidential.com).

To reduce costs for calling another meeting, we ask that you return our proxy form for quorum. In addition, to reduce costs for photocopying and mailing the packages to all Owners and Mortgagees, we ask that you complete the attached Agreement to Receive Notices Electronically form to provide consent and confirmation of your email address if you have not already done so.

The present Board of Directors endorses and has signed the Canadian Condominium Institute's Code of Ethics and anyone newly elected to the board will be expected to ratify the Code of Ethics as well. A copy of the Code has been included in this package for your information. All new directors will be invited to sign it.

## FIRSTSERVICE RESIDENTIAL

Agents for and on behalf of York Region Vacant Land Condominium Corporation No. 968



Adam Hassan  
Property Manager

YRVLCC 968  
Stouffville, ON  
[www.fsresidentialconnect.com/YRVLCC968](http://www.fsresidentialconnect.com/YRVLCC968)



FirstService Residential | Ontario  
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Resident Care 1.855.244.8854

## Registering and attending the webinar

To participate in the meeting, you must install the Zoom application in advance on the device that you will be using to attend the meeting. The email address for your Zoom account must be the same as the email address that you provide to the Corporation. The application is available for most computers, tablets, and smartphones. Installation is simple and takes only few minutes to complete.

Registration for the webinar will open as soon as you receive an email invitation to register from our meeting host or click on the link to register:

[https://us02web.zoom.us/webinar/register/WN\\_UnBdA0BfSR2Ey69\\_RvtuA](https://us02web.zoom.us/webinar/register/WN_UnBdA0BfSR2Ey69_RvtuA)

**Registration must be completed before 1:30 PM on June 23, 2021. The meeting starts at 2:00 PM.**

If you do not have Internet access, you can still vote by proxy and call in by telephone to listen to the meeting. You do not need to have a Zoom account to call in to the meeting. Owners who join by telephone will be able to ask questions but will not be able to see the presentations. Management will provide a toll-free call-in number for owners who intend to call in to the meeting.

## Proxies

This is an important meeting, and we request that you make every possible effort to attend. If you are unable to do so, we urge you to complete the attached Proxy. We wish to emphasize the status of the Proxy Form as a legal document as well as its importance to you. It is imperative for any Owner who is unable to attend the Meeting to be careful when handing Proxies to another person to ensure that the person will vote in accordance with the owner's wishes.

The amended Condominium Act now permits owners to allow their Proxy holder to vote on their behalf in the election of Directors. Previously, Proxy holders did not have this authority. Please note that the new proxy form requires owners to sign or initial to provide their consent throughout the form. If you have questions about the new proxy, please contact Management.

Completed proxy forms may be deposited with the management office or may be submitted by email to [Adam.Hassan@fsresidential.com](mailto:Adam.Hassan@fsresidential.com)

**In order to be counted all proxies must be submitted by no later than 12 pm on June 22, 2021.**

**Note:** For owners who submit a proxy form and do not register to attend the meeting, voting will be counted as per the voting instructions on the proxy form.

For more information about how to fill out the enclosed proxy form, please refer to the CAO website, which contains detailed step-by-step instructions:

<https://www.condoauthorityontario.ca/resources/proxy-overview-and-sample-forms/>

## **Electronic Voting**

Voting at the meeting will take place electronically. Owners who have established a communication link to the meeting, and who have not submitted a proxy form, will receive an email with a link to the owner's electronic ballot.

Electronic voting is completely anonymous (just like a paper ballot). If you intend to vote electronically during the meeting, please do not also submit a vote via paper proxy form. Unit owners who submit a proxy form will not receive an electronic ballot during the meeting.

## YRVLCC 968 – Virtual AGM

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We are having our Virtual Meeting. Please read this in its entirety to ensure a smooth and effective Virtual Meeting.

Topic: YRVLCC No. 968 – Virtual Meeting

Date and Time: June 23, 2021 2:00 PM Eastern Time (US and Canada)

Registration link:

[https://us02web.zoom.us/webinar/register/WN\\_UnBdA0BfSR2Ey69\\_RvtuA](https://us02web.zoom.us/webinar/register/WN_UnBdA0BfSR2Ey69_RvtuA)

If you are unable to register virtually you can always dial into the meeting and listen in via the phone.

Dial in with the below numbers

+1 647 374 4685

+1 647 558 0588

**Webinar ID – 827 8669 5028**

**Webinar Passcode – 268235**

If you have dialed-in to the meeting and wish to ask a question, press \*9, wait for the operator to say press \*6, then you may ask your question

**Find your local number:** <https://zoom.us/j/968235>

**Notice of Meeting of Owners**Information about an upcoming  
meeting of owners**Instruction**

This PDF form can be filled out electronically and then saved or printed. When filled out electronically, the form is dynamic – for example, text boxes will expand as you enter information, and checking certain boxes may cause items to appear or disappear as necessary. The blank form can also be printed in full, and then filled out in hard copy. If you are filling out the form in hard copy and you need more space, you may enclose additional sheets of paper with the form.

**General Meeting Information**

Condominium corporation's name

YORK REGION VACANT LAND CONDOMINIUM CORPORATION NO. 968

**Section 1.** Date and Time of the Meeting

Wednesday, June 23, 2021 REGISTRATION AT 1:45 PM MEETING AT 2:00 PM

**Section 2.** Place of the meeting

This will be a Virtual Meeting.

**Section 3.** The nature of the business to be presented at the meeting is (a meeting agenda may be included with this form)

ANNUAL GENERAL MEETING

1. CALL TO ORDER AND QUORUM
2. PROOF OF NOTICE
3. APPROVAL OF MINUTES OF THE ANNUAL GENERAL MEETING HELD: OCTOBER 6, 2020
4. PRESIDENT'S MESSAGE
5. TREASURER'S REPORT
6. COMMUNITY STANDARDS UPDATE
7. GARDEN COMMITTEE REPORT
8. PRESENTATION OF AUDITED FINANCIAL STATEMENTS YEAR ENDED: JANUARY 31, 2021
9. APPOINTMENT OF AUDITORS
10. PROPOSED RULE CHANGE
11. REPORT FROM THE BOARD OF DIRECTORS
12. ELECTION OF DIRECTOR
13. OTHER BUSINESS
14. CLOSE OF MEETING

**Section 4.** Please describe below the quorum needed for any part of this meeting:

TOTAL NUMBER OF UNITS = 250

25% OF TOTAL NUMBER OF UNITS NEEDED FOR QUORUM = 63

The reference to "units" here does not include units that are intended for parking, storage purposes, or for the purpose of providing space for services or facilities or mechanical installations, unless all of the units in the corporation are those kinds of units. Only owners that are entitled to vote at the meeting and are either present at the meeting or represented by proxy can count towards quorum. If this is a pre-turnover meeting under s. 42(6) of the *Condominium Act, 1998*, please see s. 42(10) of the Act to determine who counts towards the quorum.

**Section 5.** A by-law of the corporation authorizes methods of being present at the meeting, in addition to attending in person or by proxy (e.g., by phone or online):☐ Yes ☒ No

The methods of being present are ▼

ONLINE OR BY PROXY

**Section 6.** A by-law of the corporation authorizes voting methods, in addition to voting by a show of hands, by ballot, by proxy (e.g., by phone or online):

☐ Yes    ☒ No

The methods of voting are ▼  
**BY PROXY**

**Section 7.** If you wish to be present at the meeting by proxy (for purposes of quorum) or to vote on any matters by proxy, you must use the mandatory proxy form. The form is available on the Government of Ontario website. It may also be available from your corporation.

**Section 8.** Please check any of the following that apply to the upcoming meeting:

Section 8.A

☒ This is an annual general meeting.

A copy of the corporation’s financial statements and the auditor’s report (if any) are included with this notice.

Section 8.B

☒ This is a meeting to elect one or more directors (including a meeting requisitioned under s. 46 of the *Condominium Act, 1998* that may include the election of one or more directors).

The number of positions on the board that are or could be the subject of an election at the meeting, and the term or remaining term of each position, are ▼

**ONE (1) Directors position for a THREE (3) year term.**

**Instruction for person filling out this form:** If this is a meeting to elect one or more directors under s. 46 of the *Condominium Act, 1998* (either to fill a vacancy on the board, or following the removal of any directors), please enter the maximum number of positions on the board that could be the subject of an election at the meeting.

The number of positions that are or could be the subject of an election at the meeting and that are reserved for voting by owners of owner-occupied units is ▼

**0**

Total number of positions on the board is ▼

**5**

**Candidates**

These are the names and addresses of each individual who has notified the board in writing of their intention to be a candidate by the specified deadline:

Name of Candidate	Address of Candidate	Position (select one or both if applicable)	
Ross Lysecki	22 Arnies Chance Stouffville, ON L4A 1M8	<input checked="" type="checkbox"/> Candidate for position for which all owners may vote	<input type="checkbox"/> Candidate for position reserved for voting by owners of owner-occupied units
		<input type="checkbox"/> Candidate for position for which all owners may vote	<input type="checkbox"/> Candidate for position reserved for voting by owners of owner-occupied units

A copy of any disclosure statements and information provided by the candidates is included with this notice.

**Note:** For information about disclosure obligations and qualifications, see s. 29(1) of the *Condominium Act, 1998* and s. 11.6 of Ontario Regulation 48/01 under the *Condominium Act, 1998*, copies of which are included with this notice.

Section 8.C

☒ This is a meeting to remove or appoint an auditor.

The name of the auditor proposed to be removed and the reasons for removal:

Name of Auditor(s)	Reasons for removal

A copy of any written representations made by the auditor who is proposed to be removed are included with this notice.

The candidates for auditor whose information was provided before the specified deadline are:

Name of Auditor(s)	Address (Street Address, Postal Code, Telephone Number)
CHRISTINA AJITH Email: <a href="mailto:cajith@adamsmiles.com">cajith@adamsmiles.com</a> VICKIE DONALDSON Email: <a href="mailto:vdonaldson@adamsmiles.com">vdonaldson@adamsmiles.com</a>	ADAMS AND MILES 2550 Victoria Park Ave. Suite 501, North York, ON M2J 5A9 416-502-2201

#### Section 8.D

☐ This meeting was requisitioned by owners under s. 46 of the *Condominium Act, 1998*.

#### Section 8.E

☐ This is a meeting for the purpose of considering an addition, alteration, improvement to the common elements, a change in the assets of the corporation, or a change in the service of the corporation, or for the purpose of considering the installation of an electric vehicle charging system to be carried out in accordance with s. 24.3 (5) of Ontario Regulation 48/01 made under the *Condominium Act, 1998*.

#### Section 8.F

☐ This is a meeting to discuss proposed changes to the declaration, description, by-laws, rules or any agreements.

#### Section 8.G

☐ This is a meeting relating to amalgamation under s. 120 of the *Condominium Act, 1998*.

#### Section 9.

☐ Additional material (including any record of the corporation) in a submission from owners, made by the deadline specified in the preliminary notice, is being included with this notice.

#### Section 10.

☐ A by-law of the corporation requires that additional material be included with this notice.

**Note for common elements condominium corporations:** If your corporation is a common elements condominium corporation, all references in this form to “unit(s)” should be read as references to “common interest(s) in the corporation,” and all references to “unit owner(s)” should be read as references to “the owner(s) of a common interest in the corporation”.

#### Section 11.

**Optional:** Additional material that is not required by a by-law of the corporation is included with this notice.

Dated this 8 day of June , 2021 .

day of month month year



*YORK REGION VACANT LAND  
CONDOMINIUM CORPORATION NO. 968*

**NOTICE OF ANNUAL GENERAL MEETING**

NOTICE IS HEREBY GIVEN that the **ANNUAL GENERAL MEETING** of Owners/Mortgagees of **York Region Vacant Land Condominium Corporation No. 968** will be held on **Wednesday, June 23, 2021**. This will be a Virtual AGM.

**REGISTRATION TO COMMENCE AT 1:45 PM TO PERMIT OPENING OF MEETING AT 2:00 PM**

In accordance with Section 28(2) of the Condominium Act 1998, the Corporation has received notification from the following interested persons of their intention to be a candidate in the election.

**Ross Lysecki**

**22 Arnies Chance**

DATED AT TORONTO: this 8<sup>th</sup> day of June, 2021.

By order of the Board of Directors

<b>A G E N D A</b>
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1. CALL TO ORDER AND QUORUM
2. PROOF OF NOTICE
3. APPROVAL OF MINUTES OF THE ANNUAL GENERAL MEETING HELD: OCTOBER 6, 2020
4. PRESIDENT'S MESSAGE
5. TREASURER'S REPORT
6. COMMUNITY STANDARDS UPDATE
7. GARDEN COMMITTEE REPORT
8. PRESENTATION OF AUDITED FINANCIAL STATEMENTS YEAR ENDED: JANUARY 31, 2021
9. APPOINTMENT OF AUDITORS
10. PROPOSED RULE CHANGE
11. REPORT FROM THE BOARD OF DIRECTORS
12. ELECTION OF DIRECTOR
13. OTHER BUSINESS
14. CLOSE OF MEETING

**INFORMATION CIRCULAR FOR UNIT OWNERS AND  
MORTGAGEES EXERCISING UNIT OWNERS' VOTE**

**Proxies**

1. The quorum for transaction of business at a meeting of owners is 25% of the owners of units of the Corporation present in person or by proxy.
2. Each owner has the right to appoint a person to represent him/her at the meeting if he/she is unable or unwilling to attend. Such right may be exercised by inserting in the blank space provided on the proxy form, the name of such person to be appointed who need not be an owner or mortgagee of the Corporation.
3. The proxy confers authority for the named person to vote in respect of matters listed on the agenda, to any amendments or variation of matters, or any other matters, which may properly come before the meeting. Should you wish to use your proxy for the election you must state your choice of candidates.
4. Please sign exactly as your name appears on the notice and date the proxy. Proxies with the most current date will be accepted upon registration at the meeting.
5. The instrument of proxy must be handed in prior to the meeting, before any vote is cast under its authority. This can be done by email to [adam.hassan@fsresidential.com](mailto:adam.hassan@fsresidential.com) or drop it off at the REC center. It is important that the name, signature and unit number of the owner, as well as the proper name of the proxy holder, be completed on the form. Proxies that are incomplete and/or improperly completed may be deemed void at time of registration. **To be used for election purposes, your proxy must indicate your choice of candidates.**

**Owners' Right to Vote**

6. Any owner wishing to vote at the meeting, who may have provided a proxy to another individual, must make this known at the time of registration.
7. Voting at meetings will be by ballot unless deemed otherwise and appropriate at said meeting. Each unit shall have only one (1) vote.
8. Joint owners must cast only one (1) vote; otherwise the vote of the unit will not be counted. If an owner is a Corporation, the proxy must be executed under its Corporation seal or by an officer or attorney thereof, duly authorized.
9. Owners who are in arrears of payments of common expenses or special levies for more than thirty (30) days will not be permitted to vote and shall not be counted towards the quorum.
10. Mortgagees who are entitled to exercise the vote of the unit owner may also vote by proxy; unit owners, whose mortgagees are exercising the unit owner's vote, may not vote themselves. In order for the mortgagee to exercise the vote, it must have this right given to it in the mortgage documentation and it must notify the Corporation and the owner of its intention to exercise the vote, at least four (4) days before the date of the meeting.
11. Tenants of units, whether under an Agreement of Purchase and Sale or otherwise, may vote only if they hold a valid proxy.

**Directors to be Elected**

12. **ONE (1)** Board positions is available, in accordance with the Condominium Act requirements, as follows:  
*person or by proxy) and who have not leased their unit within 60 days before notice of this meeting.*

**ONE (1) position for a THREE (3 ) year term.**

*This position shall be elected by all unit owners present at the Meeting (either in person or by proxy).*

Each candidate must satisfy the minimum qualifications prescribed by Section 29 of the Condominium Act namely: 18 years of age or older, not bankrupt, and capable of managing property within the meaning of the *Substitute Decisions Act, 1992* and s. 116 of Ontario Regulation 48/01 under the Condominium Act. In support of being considered for election to the Board of Directors of the Corporation, each candidate nominated at the meeting must respond to the disclosure questions pursuant to the Condominium Act.

13. **Disqualification**

Each newly elected/appointed director will be disqualified unless the Director completes the mandatory online training within six (6) months, or earlier, of the day that the person is elected or appointed to the board as per clause 29 (2) (e) of the Act. If the elected/appointed Director has already completed the training within seven years before that applicable day, the above will not apply. It is the Director's responsibility to complete the mandatory training course and forward the certificate of course completion to the Corporation within the prescribed time.

**General**

14. Proxy holders, owners and/or mortgagees only, are permitted to attend the meeting. Visitors and/or spectators **are not permitted** to attend this meeting.

**YORK REGION VACANT LAND CONDOMINIUM CORPORATION NO. 968**

**MINUTES OF THE ANNUAL GENERAL MEETING  
VIA TELECONFERENCE  
OCTOBER 6, 2020, 2:00 P.M.**

With no objections noted, Phil Bannon, President, presided as Chair of the meeting. All present were welcomed, and the head table was introduced as follows:

**BOARD MEMBERS:**

Phil Bannon	President
Jane Shackleton	Secretary
Ross Lysecki	Treasurer
Jim Scrivens	Director, Community Standards
Helen Hunt	Director at Large

**GUESTS:**

Bharat Kapoor	Electronic Meeting Administrator, HLD Holdings
Alban Tershana	Property Manager, FirstService Residential
Richard Brown	Recording Secretary, Minutes Solutions

**1. ANNOUNCEMENT OF QUORUM AND CALL TO ORDER**

Phil Bannon reported 61 proxies had been received in advance and that 14 owners present via teleconference had chosen to vote during the meeting. With a total of 75 proxies and owners present constituting a quorum of at least 25% as required under the *Condominium Act, 1998*, for the transaction of business, the meeting was duly called to order at 2:01 p.m.

**2. PROOF OF NOTICE**

Notice of this meeting of owners was provided to all registered owners in accordance with the bylaws of the Corporation and the *Condominium Act, 1998*, as evidenced by the declaration of service. A copy of the notice and proof of service is annexed to these minutes as a schedule.

**3. MINUTES OF THE LAST ANNUAL GENERAL MEETING**

**On a motion made by Alma Boyd, 45 Player Place, seconded by Sandra Peare, 126 Couples Gallery, it was resolved to dispense with the reading and approve the minutes of the June 25, 2019 annual general meeting as presented. Motion carried.**

**4. APPOINTMENT OF SCRUTINEERS**

The Chair appointed Bharat Kapoor as the electronic meeting's registrar and scrutineer.

## **5. PRESENTATION OF AUDITED FINANCIAL STATEMENTS**

Phil Bannon reported that in lieu of attending the annual general meeting, Adams & Miles LLP, the Corporation's Auditor, had informed the owners of their firm's unqualified audit opinion in a letter dated August 31, 2020. Phil Bannon stated that the audited financial statements for the period ending January 31, 2020 had been provided in the Notice of Meeting.

Phil Bannon opened the floor to questions regarding the audited financial statement.

**Percy Surti, 97 Arnie's Chance**, asked how an owner would verify that the amount paid by YRVLCC 968 to YRCECC 967 for the maintenance of the entrance, grounds, and roadways is determined and if the amount paid was correct.

**Alban Tershana** stated that the declarant had determined the percentage to be paid annually by each corporation in the community. He noted that YRVLCC 968 owners may use the Condominium Authority of Ontario (CAO) form to request copies of the YRCECC 967 budget.

**Percy Surti, 97 Arnie's Chance**, stated that based on his review of the YRCECC 967 budget for the past year, YRVLCC 968 appears to have paid more than was required by the declaration.

**Phil Bannon** asked that the owner be invited to meet with the property managers for YRCECC 967 and YRVLCC 968 to confirm that YRVLCC 968 has not made an excess contribution to the site's common element maintenance costs.

*ACTION – Alban Tershana will invite Percy Surti, 97 Arnie's Chance, to meet with the property managers for YRCECC 967 and YRVLCC 968 to confirm that YRVLCC 968 has not made an excess contribution to the site's common element maintenance costs.*

## **6. APPOINTMENT OF AUDITOR**

**On a motion made by Sandra Peare, 126 Couples Gallery, seconded by William Bondy, 27 Ben's Reign, it was resolved to appoint Adams & Miles LLP as Auditor of the Corporation for the current fiscal year, to hold office until the close of the next annual general meeting. Motion carried.**

## **7. NOMINATION/ELECTION OF TWO DIRECTORS FOR A THREE-YEAR TERM AND TWO DIRECTORS FOR A TWO-YEAR TERM**

There were four Board of Director positions available, two for a three-year term and two for a two-year term. The following candidates ran for election:

1. Phil Bannon, 98 Couples Gallery
2. Jim Scrivens, 115 Couples Gallery
3. Jane Shackleton, 42 Players Place
4. Helen Hunt, 34 Faldo's Flight

In response to a call from the Chair, there were no nominations from the floor.

**On a motion made by Alma Boyd, 45 Player Place, seconded by Robert Head, 20 Ben's Reign, it was resolved to close the nominations. Motion carried.**

## **RESULTS OF ELECTION**

The following candidates were acclaimed to the Board:

1. Phil Bannon, 98 Couples Gallery
2. Jim Scrivens, 115 Couples Gallery
3. Jane Shackleton, 42 Players Place
4. Helen Hunt, 34 Faldo's Flight

**On a motion made by Alma Boyd, 45 Player Place, seconded by Robert Head, 20 Ben's Reign, it was resolved to destroy the proxies and ballots after 90 days. Motion carried.**

The Chair reported that the term of service and position for each newly elected director would be determined at the next Board meeting.

## **8. BOARD REPORTS**

Phil Bannon stated that the full text of the written reports from the President, the Treasurer, and the Community Standards and Garden Committee had been provided in advance as part of the Notice of Meeting for the AGM. He stated that the Board or Management had responded to any questions and concerns that had arisen from an owner's review of these reports prior to the meeting.

## **9. OTHER BUSINESS**

The floor was opened to questions.

**William Bondy, 27 Ben's Reign**, stated his dissatisfaction with the appearance of portions of the common element lawns during the past summer and asked what measures the Board had taken to address the issue.

**Phil Bannon** confirmed that the YRVLCC 968 Board, as well as the other condominium boards that comprise of the President's Council had met with Porcupine Lawn Care but had not been successful in their efforts to improve the contractor's management of the site's sprinkler systems.

**William Bondy, 27 Ben's Reign**, asked if the entirety of the Board was familiar with the terms of Porcupine Lawn Care's contract and if the contractor's recent performance complies with the terms of the agreement.

**Phil Bannon** stated that the Board was aware of the contract's terms and that the Board and the President's Council had met with the contractor to share the concerns and dissatisfaction being expressed by owners.

**Alban Tershana** summarized the allocation of ownership and responsibilities for the site's irrigation system and provided a brief overview of the services to be provided to owners and the Corporation by Porcupine Lawn Care.

**Ross Lysecki** stated that despite repeated discussions with the YRVLCC 968 Board and the President's Council, the contractor had been unresponsive to requests to improve the site's appearance and continues to insist that their current performance complies with the terms of the contract.

**William Bondy, 27 Ben's Reign**, suggested that the Board seek specific direction from the site's landscaping contractor on meaningful actions that will correct the obvious deficiencies in maintaining the south-facing berms adjacent to the ring road and the grass areas adjacent to the roadway intersections.

**Phil Bannon** acknowledged that the contractor was no longer inspecting the irrigation system each year prior to opening. He stated that owners can assist the Board in its efforts to improve the contractor's performance by asking Porcupine Lawn Care to inspect their property's irrigation system.

**William Bondy, 27 Ben's Reign**, commented that in the past, the contractor had been unresponsive to his service requests or messages left on voicemail.

**Percy Surti, 97 Arnie's Chance**, commented that Porcupine Lawn Care had not been prompt in responding to his service request and that the contractor was not making proactive efforts to identify or remediate potential problems with the site's irrigation system. He suggested that the Board accelerate its efforts to improve the frequency and clarity of the contractor's communication with owners.

**Robert Head, 20 Ben's Reign**, suggested that a committee be formed to assist the Board in its efforts to identify options to improve the site's irrigation and to enhance the owners' appreciation of the barriers that hinder efforts to remediate the irrigation system's current deficiencies.

**Phil Bannon** thanked the owner for the suggestion and called for volunteers to join the committee.

**William Bondy, 27 Ben's Reign**, volunteered to participate once the Board has ratified the committee's formation.

**Colleen Wynn, 98 Arnie's Chance**, asked if the deteriorating condition of The Masters South interlocking brick sidewalks will be remediated to address the concerns of owners with impaired vision and mobility.

**Phil Bannon** stated that the YRVLCC 968 Board and the President's Council were aware of the issue and had sent a letter to the responsible persons at YRCECC 967 asking that these deficiencies be addressed.

**Colleen Wynn, 98 Arnie's Chance**, asked if the landscaping contractor was responsible for fertilizing and maintaining each owner's lawn.

**Phil Bannon** confirmed that the landscaping contractor had been engaged to maintain all of the site's lawns but that certain owners had chosen to supplement the contractor's efforts to improve the appearance of their property.

**Robert Head, 20 Ben's Reign**, asked what progress had been made regarding the "parcel of tied land" (POTL) reduction plan.

**Phil Bannon** noted that the POTL reduction plan was awaiting approval from the municipality and commented that the President's report included in the Notice of Meeting package contained an update on this issue.

**Percy Surti, 97 Arnie's Chance**, suggested that air purifiers be used to improve the inadequate air quality of the recreation centre as a whole and the men's locker room in particular.

**Phil Bannon** thanked the owner for the suggestion. He reported that the installation of a new Dry-O-Tron dehumidification unit specifically designed for the recreation centre would be completed in the coming weeks and was expected to noticeably improve the centre's air quality.

**Phil Bannon** thanked the owners for their understanding and adherence to the precautions intended to protect the community's health and safety and stated that work was ongoing to develop the plans and policies needed to address the expected increase in recreation centre usage during the coming months due to the continued restrictions on travel to the United States.

**Phil Bannon** invited owners to share their comments and suggestions regarding the Board's continued use of electronic meetings to enhance communication.

#### **10. ADJOURNMENT**

On a motion duly made and seconded and carried unanimously, it was agreed that there was no further business of the Corporation to transact; the meeting was closed at 3:06 p.m.

#### **DISCLAIMER**

The above minutes of the annual general meeting should be used as a summary of the motions passed and issues discussed at the meeting of the members of the condominium Corporation. This document shall not be considered a verbatim copy of every word spoken at the meeting.

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# YORK REGION VACANT LAND CONDOMINIUM CORPORATION NO. 968

## **Presidents Message**

I would like to thank all of our residents for their support and confidence in the government regulations and restrictions pertaining to the virus. The closing of The Recreation Centre, suspension of programs and events, lock down, social distancing and precautionary measures taken have had a serious impact on our ability to contain the virus.

Good news! The government has just announced the release of second doses for those 70 and over.

Golf and tennis activities are now allowed, providing us with some confidence that a return to normalcy is just around the corner.

I would like to take this opportunity to extend a warm and gracious welcome to all of our new neighbours and friends who have moved into the community over the past year.

Our Welcoming Committee has been kept busy dropping off information packages and welcoming gifts for our newcomers.

We look forward to meeting you.

I am very proud of our volunteer Board members for their time, effort and commitment to the administration of our Corporation and community as a whole. We understand and appreciate the efforts of our volunteers who do make a difference and an effort to serve. You as owners are in good hands.

Many thanks to our FirstService Residential Property Manager, Adam Hassan for all his hard work and dedication.

Our condo is now 21 years old and it is starting to show some serious signs of wear and tear. Private and common element infrastructure improvements are required to reflect the current market value of our homes.



## YORK REGION VACANT LAND CONDOMINIUM CORPORATION NO. 968

As part of our 20th year anniversary last year, the board announced a commitment to update our Common element gardens. Trees, shrubs and gardens have reached the end of their life cycle and are being removed and in some cases, replaced. Our Garden committee has been working very hard inspecting, researching and developing a plan for all of our common element gardens. Some of the plans had to be deferred until the spring of 2021 due to inventory and contractor shortages.

The Committee has just completed a total makeover of all three cul-de-sac garden beds (beds 1, 9 & 60), along with the garden bed surrounding the circular patio near beds 55 & 56, overlooking the 4th green and the 5th tee box.

Congratulations to our Garden Committee members Luba Quadrini, Jane Shackleton and Jim Scrivens. Job well done.

I would like to invite all residents to take a walk or bike ride and have a look at the beautiful new gardens.

The Board has announced that we will be dedicating the circular garden beds 55 & 56, the patio, bench and a plaque (to be ordered) as a memorial garden to honour the many Condo 1 residents who have passed.

This is a very special (secluded) space where residents can visit and reminisce about the good times, fellowship and love that we have all shared over the years.

The Board is focused on providing you with the most effective and efficient means of communication. We feel it is very important that we have the option to contact residents and provide you with regular updates pertaining to the administration and management of the Condo Corporation, as well as notification of social activities and emergency notices.

## YORK REGION VACANT LAND CONDOMINIUM CORPORATION NO. 968

The Board through FirstService Residential, will be emailing contact information forms to all unit owners. Please take the time to fill out the forms and return them to The Board.

We would also like to draw your attention to the Home on the Green (HOTG.ca) community website. If you want information about the community, events or programs, this is the place to go.

Special thanks to our website volunteers Mary Bresser and Marie Hewitt.

I invite you all to visit our web page site for all of the most recent updates and information about our Condo and community. To gain access to the site visit <https://www.hotg.ca/condo-1/>

Then open Condo Info and then Condo 1...

We welcome any/ all input that unit owners may have to improve our communications and our webpage.

Please do not hesitate to contact our Property Manager

Adam Hassan, at [adam.hassan@fsresidential.com](mailto:adam.hassan@fsresidential.com)

with any questions and concerns.

The Board has struggled with the service levels provided by some of our contractors over the past couple of years. We have seen a significant reduction in the quality of our lawn conditions.

Service options have been explored. The Board has existing contracts in place with TruGreen (weed spraying), Melfer (maintenance & fertilizing), Porcupine (irrigation) and Davey Tree (tree maintenance) .

## YORK REGION VACANT LAND CONDOMINIUM CORPORATION NO. 968

The Board reached out to our contractors in the off season in an effort to determine a satisfactory level of maintenance for our lawns and gardens.

The common factor that all of the contractors included in their evaluation comments, more irrigation is required.

The Board would like to remind unit owners that as the warm, dry weather approaches and the demands on Porcupine increase, additional irrigation may be required. Do not wait until it is too late before you turn on the sprinkler.

The irrigation system is maintained by the Ballantrae Golf Club which is operated by Porcupine Ltd. The contract includes repair and maintenance of the system as well as the regular start up and shut down duties. If you have any irrigation related problems, please contact Porcupine directly at 905-640-6333 ext. 351 or email: [info@ballantraegolfclub.com](mailto:info@ballantraegolfclub.com).

Our tree maintenance contractor (Davey Tree) has advised that we may be facing a possible infestation of the Gypsy Moth caterpillars.

The Board has prepared an action plan if this is confirmed.

The Board conducted the Annual Unit Inspections on Friday, June 4th, 2021. Unit Owners not in compliance will be notified of any deficiencies.

A reminder that alterations to the outside of your home are not to be undertaken without first completing an Alteration Request Form and receiving approval.

Our Community Standards Director, Jim Scrivens and our Property Manager will be reviewing all complex Alteration requests with an eye to working with you to improve or renovate your property. The Board values your desire to invest in your property. Alteration request forms are available at <https://www.hotg.ca/condo-1/> for on line or hard copy submission. Please contact our Property Manager with any enquiries.

## YORK REGION VACANT LAND CONDOMINIUM CORPORATION NO. 968

The “Presidents Council” has now secured the support of all of the Condo Boards. We are meeting on a regular basis working together to improve communications with Schickedanz, Porcupine, Melfer and FirstService Residential. Our new open lines of communication have resulted in several cost saving moves to date. We are establishing a more coordinated effort to address contract negotiations and information sharing.

None of this would be possible without the support of all of the Condo Presidents, Treasurers Committee and our FirstService Residential Senior Property Manager, Andrea Kennedy.

All of the Condo Boards make a concerted effort to ensure that Rules and Regulations are in place and followed. Our residents are asked to maintain their individual properties at an acceptable service level. We expect the same from our contractors.

It is important that all of the Condo Boards including 967 (entrance & ring rd.), 1202 (Recreation Centre) and the golf course, ensure that their service standards are reflective of our community standards and meet the same threshold that we expect from our unit owners.

The Board will continue to make every effort to ensure that our common element properties are maintained to the highest standards, reflecting the core values of our community: “Service Excellence”.

In 2020, Schickedanz Bros. Limited (SBL) announced the following:

- 1.) They have made the decision to convert the areas along the ponds toward the south end of the development to golf course rough rather than parkland manicured. They will no longer provide pond bank and garden maintenance.
- 2.) The four garden pond beds located throughout Stage 1. will no longer be maintained beyond the existing contract expiration date of Oct. 31, 2021.

## YORK REGION VACANT LAND CONDOMINIUM CORPORATION NO. 968

- 3.) “The level of the pond located adjacent to the 5<sup>th</sup> green, is set by the Province and, we cannot alter that level at this time.”

The Board negotiated an agreement with Melfer in 2020, to service the pond banks for the duration of the summer season. The Board has now completed negotiations for an extended service agreement with Melfer to provide pond bank maintenance for the duration of the 2021 season. I want to assure our residents that current service levels will be maintained.

Home owners are reminded that the pond banks are private property. We ask that you refrain from any additional maintenance to these areas.

The POTL reduction plan, is still sitting awaiting formal approval. We look forward to finalizing the reduction of the POTL's, correcting the fee structure and expanding the 967 Board of Directors to include residents.

The AGM is scheduled for Wednesday, June 23 at 2:00 pm.

Unfortunately, we are still not permitted to host a live meeting. This meeting will be hosted by our online service provider Horlick LLP.

This is the same company that did such a great job of administering our 2020 AGM.

Further information and directions will be made available to you in this mailing.

We will require a combination of 63 attendee's and proxies to meet quorum. The board is encouraging residents to sign proxies if you are not registering for the online meeting. Please contact your Property Manager or a Board member with your proxies.

We are requesting that all unit owners review the AGM package as well as the following;

- 1.) Presidents Message
- 2.) Treasurers Report

<p><b>YORK REGION VACANT LAND CONDOMINIUM CORPORATION NO. 968</b></p>
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- 3.) Community Standards Update
- 4.) Garden Committee Update
- 5.) Auditors Report
- 6.) Proposed Changes to Rules

If you have a question about the AGM package, any of these reports or you would like more information, please forward your questions to our PM:

**Property Manager: Adam Hassan 647.475.4033**  
**adam.hassan@fsresidential.com**

All questions and comments will be addressed individually prior to the meeting.

All of the information that will be made available at the AGM is in this package.

**Our foundation is strong, our financial structure secure and our administration sound.**

**Phil Bannon**

**PRESIDENT YRVLCC # 968 on behalf of the Board of Directors**

# YORK REGION VACANT LAND CONDOMINIUM CORPORATION NO. 968

## **YRVLCC 968 / 01 Treasurer's Report fiscal 2021**

### **Year End Feb -1 2020 - Jan 31 2021**

Our Condo Corporation 968 /01 has the greatest number of homes in Ballantrae: 250, which equals 28% of the total Ballantrae community of 894 homes. It is also the oldest: 21 years old in 2021, which plays a large factor in future budgeting endeavours. Being the oldest, it lends us the opportunity to be the most progressive.

In fiscal 2021, ending January 31 2021, our total operating expenses were \$1,551,000, an increase of only 1.8% over fiscal 2020. Actual results achieved were [ a managed] deficit \$7,922, covered by your accumulated surplus, which now sits at over \$120,000. I will discuss the deficit at the June 23rd AGM. Briefly, covid-19 Zoom type meetings, increased tree and garden removal and replacement, and street repair were among the increased, but necessary expenditures.

The future is bright for Condo 968 and the community as a whole. We are well positioned in our reserve fund, which sits at \$1,300,000, for upcoming capital projects. Our condo fees continue to be the lowest, averaging under \$517.00 / month in fiscal 2021.

Going forward, your monthly expenses will be directed to make condo 1 modern, relevant, efficient, economically sound and beautifully maintained.

Exciting for the future is the formation of the Presidents' [steering] Council and the Treasurers' Council. These bodies will work for the continual common betterment of the community at large, benefitting all 5 condo corporations, individually and together. Synergy in action.

At the June 23rd Annual General Meeting, I will speak in greater detail as to the handling of your funds in 2021-2022.

Thank you for allowing me to serve.

Ross Lysecki, Treasurer

# YORK REGION VACANT LAND CONDOMINIUM CORPORATION NO. 968

## **Property Standards**

A large part of Property Standards duties involves the processing of Alteration Requests (AR's), as submitted by the homeowners. To provide an example of activity in this regard, the Board processed 66 AR's in 2019, 72 in 2020 and 43 year-to-date in 2021. Our goal is to process AR's within 5 business days from time of receipt from a homeowner. Part of this process involves periodic review of the Rules package to update where necessary. The Board strives to allow tasteful property modernization, where feasible, while maintaining an overall look of uniformity within our Condo 1 community.

The Board has been reviewing the extensive weed infestation experienced by our community over the past few years. Currently, the only product available to residential homeowners in Ontario for weed control is a substance called Fiesta. Fiesta is a commercial grade iron-based herbicide weed control product applied through spray application. Unfortunately, it does not work on all weeds – primarily broad leaf weeds such as dandelions only. It is becoming apparent that Fiesta only controls weeds and is not nearly as effective as the herbicides currently available for use by golf courses. We are currently working with our contractor (TruGreen) to ensure that this product is being applied in the most efficient manner possible.

Jim Scrivens, Director (Community Standards)



# YORK REGION VACANT LAND CONDOMINIUM CORPORATION NO. 968

## **Garden Committee**

The Garden Committee has already been quite active this year. We “hit the ground running” with respect to the total makeover of all three cul-de-sac garden beds (beds 1, 9 & 60), along with the garden bed surrounding the circular patio near beds 55 & 56. Early this year we obtained three quotes from landscaping contractors for completion of this work. The best price for the project (preparatory work, supply and installation of new plantings) was provided by Melfer. As of this writing, all old shrubs and plantings have been completely removed from beds 1, 9 & 60, new soil added and the sprinklers checked to ensure adequate hydration going forward. Melfer was also able to save some of the existing flowering plants upon removal so that they could be transplanted into some of the other garden beds. All new plants and shrubs are currently being purchased from local nurseries with the expectation that the entire work schedule will be complete late May/early June. Thanks again for the help from the two superb members of our committee (Luba and Jane). We are eager to see the final completion of this program which we believe will result in absolute gardening showcases for our Condo 1 community.

The Garden Committee expects to complete at least one inspection of all 83 garden beds this year, once COVID restrictions are lifted in the Province. We are hopeful that we can do this by the end of June. We will continue to work with Melfer to ensure that all of these beds are maintained to the very best level possible.

The garden committee will also be working this year on plans for our first, and hope to be annual, Garden Tour – which will now (due to Covid) be held initially June 2022. While more details will be made available through the monthly newsletter later this year, we expect to attract a very large number of participants for this event. There is tremendous “pride of ownership” amongst our Condo 1 community, so we think that this will provide an opportunity for our homeowners to showcase their gardening skills.

Jim Scrivens, Director (Garden Committee Chair)

**YORK REGION VACANT LAND  
CONDOMINIUM CORPORATION NO. 968**

**Financial Statements**

**Year ended January 31, 2021**

**YORK REGION VACANT LAND CONDOMINIUM CORPORATION NO. 968**

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**January 31, 2021**

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## INDEPENDENT AUDITOR'S REPORT

To the Owners of  
York Region Vacant Land Condominium Corporation No. 968

### *Opinion*

We have audited the financial statements of York Region Vacant Land Condominium Corporation No. 968, which comprise the balance sheet as at January 31, 2021, and the statements of reserve fund, Recreation Centre fund, operating fund, revenue and expenditures and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies and other schedules and supplementary information.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Corporation as at January 31, 2021, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### *Basis for Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Corporation in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### *Responsibilities of Management and Directors for the Financial Statements*

Management and Directors are responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management and Directors determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management and Directors are responsible for assessing the Corporation's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management and Directors either intend to terminate the Corporation or to cease operations, or have no realistic alternative but to do so.

Directors are responsible for overseeing the Corporation's financial reporting process.

## INDEPENDENT AUDITOR'S REPORT - cont'd

### *Auditor's Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditor's Report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- ♦ Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- ♦ Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Corporation's internal control.
- ♦ Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management and Directors.
- ♦ Conclude on the appropriateness of management and Directors' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Corporation's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Corporation to cease to continue as a going concern.
- ♦ Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with Directors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*Adams & Miles LLP*

Chartered Professional Accountants  
Licensed Public Accountants

Toronto, Canada  
May 26, 2021

**YORK REGION VACANT LAND CONDOMINIUM CORPORATION NO. 968**

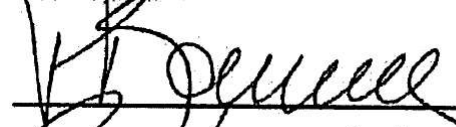
**Balance Sheet**

**January 31, 2021**

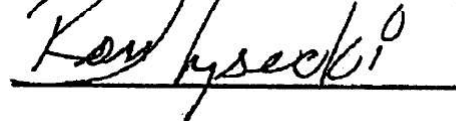
	2021	2020
<b>Assets</b>		
Current		
Cash	\$ 120,630	\$ 127,934
Accounts receivable	532	514
Prepaid expenditures	375	375
	121,537	128,823
Reserve investments (Note 4)	1,294,170	1,191,558
Investment in Recreation Centre (Note 5)	90,108	70,597
	<u>\$ 1,505,815</u>	<u>\$ 1,390,978</u>
<b>Liabilities</b>		
Current		
Accounts payable and accrued liabilities	\$ 1,289	\$ 653
<b>Fund balances</b>		
Reserve fund	1,294,170	1,191,558
Recreation Centre fund	90,108	70,597
Operating fund	120,248	128,170
	1,504,526	1,390,325
	<u>\$ 1,505,815</u>	<u>\$ 1,390,978</u>



Approved on behalf of the Board:



Director



Director

**YORK REGION VACANT LAND CONDOMINIUM CORPORATION NO. 968**

**Statement of Reserve Fund**

**Year ended January 31, 2021**

	2021	2020
<b>Balance, beginning of year</b>	<b>\$ 1,191,558</b>	<b>\$ 1,110,821</b>
<b>Add</b>		
Allocation from common element assessments	73,825	68,360
Interest	28,787	28,702
	102,612	97,062
<b>Deduct</b>		
Landscape improvements	-	16,325
<b>Balance, end of year</b>	<b>\$ 1,294,170</b>	<b>\$ 1,191,558</b>

**Statement of Recreation Centre Fund**

**Year ended January 31, 2021**

	2021	2020
<b>Balance, beginning of year</b>	<b>\$ 70,597</b>	<b>\$ 56,340</b>
<b>Add</b>		
Share of increase in operating and contingency funds of Recreation Centre	19,511	14,257
<b>Balance, end of year</b>	<b>\$ 90,108</b>	<b>\$ 70,597</b>

**YORK REGION VACANT LAND CONDOMINIUM CORPORATION NO. 968**

**Statement of Operating Fund**

**Year ended January 31, 2021**

	2021	2020
<b>Balance, beginning of year</b>	\$ 128,170	\$ 122,544
<b>Add (deduct)</b>		
Excess of (expenditures over revenue)		
revenue over expenditures	(7,922)	5,626
<b>Balance, end of year</b>	\$ 120,248	\$ 128,170



**YORK REGION VACANT LAND CONDOMINIUM CORPORATION NO. 968****Statement of Revenue and Expenditures****Year ended January 31, 2021**

	2021 Budget (Note 10)	2021 Actual	2020 Actual
<b>Revenue</b>			
Common element assessments	\$ 1,549,268	\$ 1,549,272	\$ 1,522,451
Interest and other	2,000	480	2,719
	1,551,268	1,549,752	1,525,170
Less allocation to reserve fund	73,825	73,825	68,360
	1,477,443	1,475,927	1,456,810
<b>Expenditures (See analysis of certain expenditures on page 7)</b>			
Contract	884,109	881,238	869,715
Recreation Centre	270,827	270,827	270,827
Entrances, grounds and roadways	262,126	262,125	262,125
Repair and maintenance	41,328	50,133	32,015
Administrative	12,995	13,909	10,890
Electricity	6,058	5,617	5,612
	1,477,443	1,483,849	1,451,184
<b>Excess of revenue over expenditures (expenditures over revenue)</b>	\$ -	\$ (7,922)	\$ 5,626

**YORK REGION VACANT LAND CONDOMINIUM CORPORATION NO. 968****Schedules to Financial Statements****Year ended January 31, 2021**

	2021 Budget (Note 10)	2021 Actual	2020 Actual
<b>Contract</b>			
Year round grounds care	\$ 455,191	\$ 455,192	\$ 452,912
Water treatment	267,776	267,810	258,725
Management	77,593	77,593	77,593
Irrigation	58,116	57,551	56,424
Tree maintenance	12,958	12,958	13,297
Insurance	12,475	10,134	10,764
	<b>\$ 884,109</b>	<b>\$ 881,238</b>	<b>\$ 869,715</b>
<b>Administrative</b>			
Office	\$ 8,320	\$ 9,813	\$ 6,872
Audit	4,175	4,096	4,018
Legal	500	-	-
	<b>\$ 12,995</b>	<b>\$ 13,909</b>	<b>\$ 10,890</b>

**YORK REGION VACANT LAND CONDOMINIUM CORPORATION NO. 968****Statement of Cash Flows****Year ended January 31, 2021**

	2021	2020
<b>Cash provided by (used in)</b>		
<b>Operating activities</b>		
Excess of (expenditures over revenue)		
revenue over expenditures	\$ (7,922)	\$ 5,626
Changes in		
Accounts receivable	(18)	2,064
Prepaid expenditures	-	21,685
Accounts payable and accrued liabilities	636	(2,061)
	(7,304)	27,314
<b>Financing activities</b>		
Allocation to reserve fund	73,825	68,360
<b>Investing activities</b>		
Increase in reserve investments	(102,612)	(77,437)
Reserve fund interest	28,787	28,702
Reserve fund expenditures	-	(16,325)
	(73,825)	(65,060)
<b>Change in cash</b>	(7,304)	30,614
<b>Cash, beginning of year</b>	127,934	97,320
<b>Cash, end of year</b>	\$ 120,630	\$ 127,934

# YORK REGION VACANT LAND CONDOMINIUM CORPORATION NO. 968

## Notes to Financial Statements

Year ended January 31, 2021

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### 1. Nature of operations

The Corporation was registered on February 18, 2002 under the Condominium Act, 1998 and is a not-for-profit organization that is exempt from taxes under the Income Tax Act. Its purpose is to manage and maintain the common elements (as defined in the Corporation's Declaration and By-laws) and to provide common services for the benefit of the owners of 250 parcels of tied land in a community located in Whitchurch-Stouffville, Ontario known as Ballantrae Golf and Country Club Community, Stage I.

### 2. Summary of significant accounting policies

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires the Corporation's management and Directors to make estimates and assumptions that affect the reported amount of assets, liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amount of revenue and expenditures during the year. These estimates and assumptions are reviewed periodically, and adjustments are reported in the Statement of Revenue and Expenditures in the year in which they become known. Significant accounting policies are as follows:

#### **Accrual basis of accounting**

Revenue and expenditures are recorded on the accrual basis of accounting under which they are recorded in the financial statements in the year they are earned or incurred respectively, whether or not such transactions have been settled by the receipt or payment of money.

#### **Common elements**

The common elements of the Corporation are owned proportionately by the owners and consequently are not reflected as assets in these financial statements.

#### **Shared facilities**

The operations of the Recreation Centre are governed by a committee comprised of members representing all corporations and are accounted for as a separate entity. The Corporation accounts for its interest in the Recreation Centre on the equity basis whereby it records its share of the increase or decrease in the Recreation Centre's operating and contingency funds at each year-end in the Recreation Centre fund.

#### **Reserve fund**

The Corporation is required by the Condominium Act, 1998 to allocate to a reserve fund amounts that are calculated from expected repair and replacement costs and life expectancies of the common elements of the Corporation and are reasonably expected to provide sufficient funds to repair and replace the common elements. The reserve fund is charged with the cost of major repair and replacement of the common elements and assets of the Corporation.

## **YORK REGION VACANT LAND CONDOMINIUM CORPORATION NO. 968**

### **Notes to Financial Statements**

**Year ended January 31, 2021**

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#### **2. Summary of significant accounting policies - cont'd**

##### **Fund accounting**

Revenue and expenditures related to major repair and replacement of the common elements are reported in the Statement of Reserve Fund.

The Corporation's share of the accumulated surplus and contingency fund of York Region Vacant Land Condominium Corporation No. 1202 is reported in the Statement of Recreation Centre Fund.

Revenue and expenditures for operations of the Corporation and for maintenance of the common elements are reported in the Statement of Revenue and Expenditures.

##### **Revenue recognition**

Common element assessments are recognized as revenue monthly based on the budget distributed to owners each year. Interest and other revenue are recognized as revenue of the related fund when earned.

##### **Reserve investments**

Reserve investments are recorded at cost plus accrued interest.

##### **Contributed services**

Directors and owners volunteer their time to assist in the Corporation's activities. These services materially benefit the Corporation; however, a reasonable estimate of the time spent and its fair market value cannot be made and accordingly, these contributed services are not recognized in the financial statements.

##### **Fund balance management**

The Corporation manages its fund balances through annual budgets that accumulate amounts adequate for reserve fund requirements and day-to-day operations and by investment of funds in compliance with the requirements of the Condominium Act, 1998.

## YORK REGION VACANT LAND CONDOMINIUM CORPORATION NO. 968

### Notes to Financial Statements

Year ended January 31, 2021

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#### 3. Adequacy of reserve fund

The Directors have used the report of Building Sciences Inc. dated July 19, 2018 and such other information as was available to them to evaluate the adequacy of the reserve fund. That report proposed allocations of \$73,825 for 2021, expenditures of \$15,606 and a year-end balance as at January 31, 2021 of \$1,251,869. Actual amounts were allocations of \$73,825, expenditures of \$Nil and a year-end balance of \$1,294,170. Reserve fund allocations are proposed to increase by 8.00% annually for 2022 and 2023 and by inflation annually thereafter.

Any evaluation of the adequacy of the reserve fund is based upon assumptions as to the future interest and inflation rates and estimates of the life expectancy of the building components and their replacement costs. These factors are subject to change over time and the changes may be material; accordingly, the Condominium Act, 1998 requires reserve fund studies be updated every three years.

The Directors' evaluation is that the present reserve fund balance together with the allocations proposed in the Notice of Future Funding of the Reserve Fund can be reasonably expected to provide sufficient funds to pay for future major repair and replacement.

#### 4. Reserve investments

	2021	2020
Guaranteed investment certificates	\$ 1,136,619	\$ 1,108,548
Cash	157,551	83,010
	<u>\$ 1,294,170</u>	<u>\$ 1,191,558</u>

The guaranteed investment certificates mature between August 2021 and January 2026 and earn interest at rates between 0.60% and 3.38% per annum. Cash is held in a bank account with Canadian Imperial Bank of Commerce earning interest at the bank's prime rate less 1.75% per annum. Market value as at year-end approximates cost plus accrued interest.

## YORK REGION VACANT LAND CONDOMINIUM CORPORATION NO. 968

### Notes to Financial Statements

Year ended January 31, 2021

#### 5. Shared costs

The Corporation shares certain facilities with York Region Vacant Land Condominium Corporation No. 1002, York Region Vacant Land Condominium Corporation No. 1066, York Region Vacant Land Condominium Corporation No. 1079, York Region Vacant Land Condominium Corporation No. 1193, and the Ballantrae Golf and Country Club. under a shared facilities agreement. This agreement provides for the mutual use, operation, maintenance, repair and replacement of the shared facilities which include, among other items, the Recreation Centre (legal name York Region Vacant Land Condominium Corporation No. 1202) and entrances, grounds and roadways (legal name York Region Common Elements Condominium Corporation No. 967).

Shared costs are funded as follows:

	Recreation Centre	Entrances, Grounds and Roadways
York Region Vacant Land Condominium Corporation No. 968	27.9642%	27.9950%
York Region Vacant Land Condominium Corporation No. 1002	22.9307%	23.4040%
York Region Vacant Land Condominium Corporation No. 1066	12.0805%	10.9740%
York Region Vacant Land Condominium Corporation No. 1079	19.2394%	11.3100%
York Region Vacant Land Condominium Corporation No. 1193	17.7852%	12.7660%
Ballantrae Golf and Country Club	-%	12.3180%
Other	-%	1.2330%
	100.0000%	100.0000%

The Recreation Centre constitutes the common elements of York Region Vacant Land Condominium Corporation No. 1202. Separate audited financial statements have been prepared for York Region Vacant Land Condominium Corporation No. 1202 for the year ended January 31, 2021 and are accompanied by the Independent Auditor's Report of Adams & Miles LLP, Chartered Professional Accountants, dated May 7, 2021.

The Corporation, along with the other entities jointly control the Recreation Centre and have elected to account for its investment in the Recreation Centre using the equity method. The Corporation has accounted for its share of the operating and contingency funds of the Recreation Centre as an asset of the Corporation.

## **YORK REGION VACANT LAND CONDOMINIUM CORPORATION NO. 968**

### **Notes to Financial Statements**

**Year ended January 31, 2021**

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#### **5. Shared costs - cont'd**

The entrances, grounds and roadways constitute the common elements of York Region Common Elements Condominium Corporation No. 967. Separate audited financial statements have been prepared for York Region Vacant Land Condominium Corporation No. 967 for the year ended January 31, 2021 and are accompanied by the Independent Auditor's Report of Adams & Miles LLP, Chartered Professional Accountants, dated May 10, 2021.

The entrances, grounds and roadways are controlled by the Declarant, therefore the Corporation has not accounted for its shared of the operating fund of the entrances, grounds and roadways as an asset of the Corporation.

#### **6. Related party transactions**

During the year, the Directors did not receive remuneration nor have an interest in any transactions of the Corporation. The management company collects amounts from owners and others for issuing statutory notices.

#### **7. Financial instruments**

The Corporation's financial instruments that are exposed to concentrations of credit risk consist primarily of cash, accounts receivable, reserve investments, and investment in Recreation Centre. The Corporation places its cash and reserve investments with high credit quality institutions and believes its exposure to credit risk is not significant.

#### **8. Commitments**

The Corporation has contractual obligations for various operating expenditures including management, year round grounds care and water treatment. All contracts contain short-term cancellation clauses.



## **YORK REGION VACANT LAND CONDOMINIUM CORPORATION NO. 968**

### **Notes to Financial Statements**

**Year ended January 31, 2021**

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#### **9. COVID-19**

Events have occurred as a result of the COVID-19 (coronavirus) pandemic that have caused economic uncertainty. The duration and impact of the COVID-19 pandemic, as well as the effectiveness of government responses, remain unclear at this time. Potential risks that the Corporation faces as a result of the pandemic are as follows:

- (i) Significant change in operational costs
  - ♦ Assessment and response:  
Change in operational costs, if any, have been reflected in the financial statements.
- (ii) Due to reduced cash inflows and/or increased operating costs, the Corporation may be in an operating deficit position which may necessitate increased fees or a special assessment
  - ♦ Assessment and response:  
The Corporation has positive working capital and is in an operating surplus position. The Corporation continues to be a going concern.

#### **10. Budget amounts**

The budget amounts on the Statement of Revenue and Expenditures and Schedules to Financial Statements are presented for information purposes only, are unaudited and not covered by the Independent Auditor's Report of Adams & Miles LLP, Chartered Professional Accountants, dated May 26, 2021.

# YORK REGION VACANT LAND CONDOMINIUM CORPORATION NO. 968

## **NOTICE OF RULE AMENDMENTS**

### **YRVLCC 968 RULE NO. 6; 17; 40**

Pursuant to Section 58 of the Condominium Act 1998, your Board of Directors has amended and added to the Rules governing York Region Vacant Land Condominium Corporation No. 968. Please find below the Rules that were passed by resolution of the Board on May 26, 2021, with respect to the following proposed changes:

#### **Rule 6) Gardens**

**Existing:** Owners are responsible for maintenance including keeping front and rear tree saucers on their property weed free. Allowing grass to encroach to the tree trunk is not permitted. Non-plant borders of ANY kind between gardens, trees and lawns are not permitted. No rock beds permitted.

**Proposed:** Owners are responsible for maintenance including keeping front and rear tree saucers on their property weed free. Allowing grass to encroach to the tree trunk is not permitted. Non-plant borders of ANY kind between gardens, trees and lawns are not permitted. **Excessive use of garden ornaments are not permitted.** No rock beds are permitted.

**Any landscape or garden bed re-design or expansion shall be compatible with the surrounding environment. Any such expansion shall not interfere nor encroach upon space required for lawn maintenance equipment. All changes require an Alteration Request, complete with drawings or photographs. Board Approval required for all changes.**

#### **Rule 17) Changing Exterior Lighting**

**Existing:** Replacement fixtures must be similar in style and size to the original equipment.

# YORK REGION VACANT LAND CONDOMINIUM CORPORATION NO. 968

**Proposed:** Replacement fixtures must be similar in style and size to the original equipment and must be installed in the same location as original equipment.

Any new exterior lighting, such as soffit installations, will require an Alteration Request. Board Approval required for all changes.

## **Rule 40) Exterior Doors and Trim**

**Existing:** Shall be in accordance with approved colours. See attached Schedule (A).

Garage Door replacements are to be four sectional overhead doors, either manual or electronically operated. Panels are to be similar to existing, two or four panels wide for a single door. Glazed panels are permitted in the top section only in either clear or opaque plan glass. Hardware, except for operational hardware is not permitted on the door's exterior. All replacement doors require Alteration Request completed with drawings or photographs in one of the approved colours from Schedule (A) Requires Board Approval.

**Amendment:** Requires Management Approval

Under the Condominium Act, 1998 the above PROPOSED CHANGES shall become effective thirty (30) days after this notice has been given to each Owner, unless the Board is in receipt of a requisition in writing made by Owners who together own at least fifteen (15%) percent of the units, requiring a meeting to be called in order to consider and approve the rule. Accordingly, the amended Rules will be effective as of July 8, 2021.

## YORK REGION VACANT LAND CONDOMINIUM CORPORATION NO. 968

For a complete set of the Rules of YRVLCC 968, please check the website of [www.hotg.ca/condo-1/](http://www.hotg.ca/condo-1/). If the above proposed rule changes will be passed they will be updated to the Ballantrae Website accordingly.

Yours truly,

**FIRSTSERVICE RESIDENTIAL  
AGENTS FOR AND ON BEHALF OF YRVLCC 968**



Adam Hassan  
Property Manager  
Direct Line: 416.475.4033  
Email [adam.hassan@fsresidential.com](mailto:adam.hassan@fsresidential.com)

## CANDIDATE DISCLOSURE FORM

To: York Region Vacant Land Condominium Corporation No. 968 (the "Corporation")

## CANDIDATE INFORMATION

Name: ROSS L496001

I submit this Candidate Disclosure Form in support of my candidacy for election to the Board of Directors of the Corporation. I make the following declarations pursuant to s. 29(1)(f) of the Condominium Act, 1998, as amended, subject to any additional disclosure obligations required by the Corporation's by-laws.

## I. OWNERSHIP/OCCUPANCY STATUS

1. I am a registered owner of a unit in the Corporation. ☒ Yes ☐ No  
*[If you answered "Yes" to the above]*  
 The contributions to the common expenses payable for my unit(s) are in arrears for 60 days or more. ☐ Yes ☒ No
2. I am an occupant of a unit in the Corporation. ☒ Yes ☐ No

## II. LEGAL PROCEEDINGS

3. I, my spouse, my child, my parent, my spouse's child, my spouse's parent, an occupier of a unit I own, an occupier of a unit my spouse owns, and/or someone with whom I occupy a unit is/are a party to a legal action to which the Corporation is a party. ☐ Yes ☒ No

If you answered "Yes" to the above, please provide the name and relationship of the person involved along with a brief general description of the action(s). Please attach additional pages as necessary.

## III. CONDOMINIUM ACT CONVICTIONS

4. Within the past 10 years, I have been convicted of an offence under the *Condominium Act, 1998*, as amended or under the regulations to the *Condominium Act, 1998*, as amended. ☐ Yes ☒ No

If you answered "Yes" to any of the above, please provide a brief general description of the offence(s). Please attach additional pages as necessary.

## IV. CONFLICTS OF INTEREST

5. I have a material interest, either directly or indirectly, in a material contract or transaction to which the Corporation is a party (other than in my capacity as a purchaser, mortgagee, owner, or occupier of a unit). ☐ Yes ☒ No
6. I have a material interest, either directly or indirectly, in a material contract or transaction to which the declarant or an affiliate of the declarant is a party (other than in my capacity as a purchaser, mortgagee, owner, or occupier of a unit). ☐ Yes ☒ No

If you answered "Yes" to any of the above, please provide a description of the nature and extent of the interest(s). Please attach additional pages as necessary.

## CONFIRMATION

The declarations that I have made above, and in any additional pages, are true as of the date I have signed this form. I will notify the Corporation in writing immediately if any of the information I have provided on this form changes prior to the election. ☒ Yes ☐ No

Date MAY 18 2021Signature Ross L496001

# DIRECTORS' CODE OF ETHICS

## YORK REGION VACANT LAND CONDOMINIUM CORPORATION NO. 968

I have consented to act as a Director of the Corporation and I agree to comply with the following Directors' Code of Ethics throughout my terms as a Director:

**Honesty and Good Faith** – I will act honestly and in good faith. I will do nothing to violate the trust of the unit owners I serve.

**Care, Diligence and Skill** – I will exercise the degree of care, diligence and skill of a reasonably prudent person in comparable circumstances. I will make a concerted effort to attend all Board and owners' meetings. I will act responsibly and with due diligence to become familiar with the affairs of the Corporation and to uphold its Declaration, Description Plans, By-Laws, Rules, Resolutions, Policies, Agreements and Requirements of the Condominium Act and other legislation.

**Conflict of Interest** – I am not currently aware of any actual or potential conflict of interest with respect to any contract, transaction, building deficiency claim, warranty claim, legal action, proceedings or any matter detrimental to the Corporation. If I become aware of any conflict, I will immediately disclose it to the Board. I will not promote my own interests or those of any owner, resident, family member, friend or contractor to the detriment of the Corporation. I will not seek any special benefits or privileges as a Director or Officer or accept any compensation either personally or on behalf of any other person except as permitted by a By-Law. I will act only in the best interests of the Condominium Corporation as a whole and I will not favor the interests of any individual or group of owners or residents.

**Confidentiality** – I will not disclose to any person (including my spouse) information decided by the Board to be confidential or privileged or which reasonably ought to be deemed confidential. When in doubt, I will request determination by a resolution of the Board.

**Good Conduct** – At all times, I will conduct myself in a professional and businesslike manner at meetings of Directors or Owners. I will approach all Board issues with an open mind, preparing to make the best decisions on behalf of the Corporation. I will act ethically with integrity and in accordance with legal criteria. I will comply with rules of good conduct and will deal with others in a respectful manner. I will comply with principles of good governance and procedural rules of order.

**Support** – I will abide by decisions of the majority of the Directors even though I may disagree, but I reserve the right to express my own views to owners upon non-confidential issues.

**Defamation** – I will not make erroneous or defamatory statements about the Corporation or any owner, resident, director, officer, manager, staff or contractor of the Corporation.

**Minimize Conflict** – I will attempt to prevent or minimize conflict and disruption and will promote good relations amongst persons involved in our Condominium Community. I will promote a first class image for our Corporation, its units, owners and residents.

**Education** – I will maintain my status as a Director by taking the required Directors Training through the Condominium Authority of Ontario at the prescribed times. Recognizing that governance of a Condominium Corporation involves complex and changing requirements; I will continue to educate myself by reading relevant magazines (such as CCI's News & Views, CM Magazine or Condominium Business Magazine). I will support attendance by one or more Board members at any condominium seminars, which will help the Director to better execute their duties as a Condominium Director, at the cost of the Corporation.

**Agreement** – I hereby agree to comply with the provisions set out in this Directors' Code of Ethics.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2021

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT NAME OF DIRECTOR      UNIT NO.



Certificate of Insurance

This is to certify that insurance described below has been effected with the Insurer(s) shown, subject to the terms and conditions of the policy application.

York Region Vacant Land Condominium Corporation #968 AND ALL REGISTERED UNIT OWNERS FROM TIME TO TIME AND ALL REGISTERED MORTGAGEES FROM TIME TO TIME

Property Insured: Part of Lots #21, 22 & 23, Concession #8, Town of Whitchurch-Stouffville, ON L4A 1M6

Policy Term: January 31, 2021 to January 31, 2022

Insurance Company: Unica Insurance

Policy#: BINDER

<u>Coverages:</u>	Form:	Comprehensive All Risk Policy
	Amount of Insurance:	\$10,072,650 Building
	Deductibles:	\$1,000 Standard
		\$5,000 Sewer Back Up
		\$25,000 Flood
		5%/\$100,000 Earthquake

<u>Fidelity Coverage (Form A):</u>	Limit:	\$100,000
	Deductible:	\$1,000

<u>Comprehensive General Liability:</u>	Limit of Liability:	\$5,000,000
	Deductible	\$1,000

<u>Directors and Officers Liability:</u>	Form:	Claims Made Basis
	Limit of Liability:	\$5,000,000
	Deductible:	\$1,000

<u>Boiler and Machinery:</u>	Limit per Accident:	\$10,072,650
	Deductible:	\$1,000

This document is furnished as a matter of courtesy and only as information of the fact that Policies have been concurrently prepared. It is not a contract, confers no right upon any person and imposes no liability on the Insuring Company(s). A photocopy of this executed Certificate may be relied upon to the same extent as if it were an original executed certificate.

Northbrook Insurance Group Inc.

Date: January 28, 2021

*K. Ricci*

Authorized Representative



**Agreement to Receive Notices  
Electronically**

Agreement by owner or mortgagee to  
receive notices from the corporation by  
electronic delivery

Owner's or mortgagee's name (**Optional:** You may, but are not required to, include information with respect to the unit(s) or parcel(s) of tied land, related to this owner or mortgagee.)

Name:

Condominium corporation's name

YORK REGION VACANT LAND CONDOMINIUM CORPORATION NO. 968, UNIT # \_\_\_\_\_

In order for your condominium corporation to enter into this agreement, the board of your corporation must have passed a resolution to determine the methods of electronic communication that it will use for serving notices on owners or mortgagees. Before filling out this form, you should consider contacting the corporation to find out what those methods are.

Method the corporation will use to deliver notices to me:

☐ Email

My email address is \_\_\_\_\_

☐ Facsimile

My fax number is \_\_\_\_\_

☐ Other \_\_\_\_\_

☐ I agree that I am sufficiently served, as described in section 54 of the *Condominium Act, 1998*, if the corporation uses the method of delivering notices identified in this agreement.

\_\_\_\_\_  
Signature of owner or mortgagee

\_\_\_\_\_  
Date (yyyy/mm/dd)

\_\_\_\_\_  
Signature of individual on behalf of the  
condominium corporation

\_\_\_\_\_  
Date (yyyy/mm/dd)

\_\_\_\_\_  
Signature of individual on behalf of the  
condominium corporation

\_\_\_\_\_  
Date (yyyy/mm/dd)

Please affix the corporate seal or add a statement below that the person signing has the authority to bind the corporation.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
day of month month year



**Instruction**

This PDF form can be filled out electronically and then saved or printed. The blank form can also be printed in full and then filled out in hard copy. The form is formatted so that when it is printed, identifying information about the proxy giver (name, address, and signatures) can be torn off and separated from the voting information in the rest of the form. To do this, the form must be printed in one-sided format.

Proxy Identification Number (optional):

Proxy Identification Number  
(optional):

To (condominium corporation's name):

**YORK REGION VACANT LAND CONDOMINIUM CORPORATION NO. 968**

I am (we are)

- ☐ the registered owner(s)
- ☐ authorized to act on behalf of the registered owner(s)
- ☐ the mortgagee(s)
- ☐ authorized to act on behalf of the mortgagee(s)

Name of proxy giver (the person  
entitled to vote at the meeting,  
for example, the registered  
owner or mortgagee):

**Instruction for person filling out the form:** In the case of a corporation, affix the corporate seal or attach a statement that the persons signing have the authority to bind the corporation. If you are authorized to act on behalf of the registered owner(s) or mortgagee(s), attach a copy of the document that gives you this authorization.

Proxy giver's unit number and  
municipal address or other  
description of the unit:

Note: if your corporation is a  
common elements condominium  
corporation, please identify the  
relevant parcel of tied land in the  
above space.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, at \_\_\_\_\_ ☐ am ☐ pm  
day of month month year time of day

Signature

Proxy Identification Number (optional):	Proxy Identification Number (optional):
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I (we) appoint the proxy named in row A below, or, failing him or her, the proxy named in row B below, to attend and vote on my (our) behalf at the meeting of owners to be held on 2021/06/23 and at any adjournment of the meeting:

Date (yyyy/mm/dd)

Name of Proxy	Signature or initials
A.	
B.	

I (we) revoke all proxies previously given.

Please check only one of the three boxes below:

☐ The proxy is not authorized to vote on my (our) behalf with respect to any matter at the meeting, including matters of routine procedure.  
**Instruction for person filling out this form:** Check this box if you are appointing the proxy only to count towards quorum. If this box is checked, then the rest of the form should not be filled out.

Signature or initials

☐ The proxy may vote on my (our) behalf only with respect to matters of routine procedure at the meeting, and no other matters, as I (we) could do if personally present at the meeting.  
**Instruction for person filling out this form:** If this box is checked, then the rest of the form should not be filled out.

Signature or initials

☐ The proxy may nominate candidates or may vote on my (our) behalf with respect to all matters that may come before the meeting, subject to any instructions set out below, as I (we) could do if personally present at the meeting.  
**Instruction for person filling out this form:** If this box is checked and you do not provide instructions with respect to any part of the rest of this form, you are giving your proxy the authority to nominate any candidates or vote in any manner with respect to that part of the form, as you could do if you were personally present at the meeting.

Signature or initials

☒ **Section 1.** Voting to elect candidates to vacant positions on the board that all owners may vote for:

I/we instruct the proxy to nominate, if necessary, and to vote for the candidates named below and in the order set out below.

Order of vote (enter 1, 2, 3, etc.)	Candidates for the Position(s) on the Board	Signature or initials

**Instruction to person filling out the form:** If you set out any names above, your proxy may only vote for the named individuals and only if, at the time of the vote, they are candidates. If you list more names than positions available on the board of directors, your proxy will vote in the order set out above up to the number of positions that are available. The numbers in the left hand column indicate the order in which you want the proxy to vote. These numbers indicate your priority.

Proxy Identification Number (optional):

Proxy Identification Number  
(optional):

☐ **Section 2.** Voting to elect candidates to any vacant position on the board that only owners of owner-occupied units may vote for:

☐ **Section 3.** Voting for specific matters:

☐ **Section 4.** Voting for removal of directors and election of substitutes:

# YORK REGION VACANT LAND CONDOMINIUM CORPORATION NO. 968

June 4, 2021

Dear Owners,

Attached you will find a Periodic Information Certificate, Certificate of Insurance, and the Current Year Budget that must be sent in this prescribed form to all owners twice a year since the Amendments to the *Condominium Act, 1998* and the governing regulations came into effect on November 1, 2017. If any of the contained information changes, you will be notified via an Information Certificate Update.

You will also find attached a form Agreement to Receive Notices Electronically. In order to reduce the costs associated with printing and postage of the above mentioned certificates and other mailings sent to owners throughout the year, **please complete the form** and return it to me – **[adam.hassan@fsresidential.com](mailto:adam.hassan@fsresidential.com)**

If you have already completed and returned the form, please disregard this request. The more distribution we can divert from copying and postage costs, the more the Corporation will save and support a greener initiative.

If you have any questions, please do not hesitate to contact me.

FirstService Residential  
As Agents for and on behalf of **YRVLCC 968**

**Adam Hassan**  
Property Manager

**Instruction**

This PDF form can be filled out electronically and then saved or printed. When filled out electronically, the form is dynamic – for example, text boxes will expand as you enter information, and checking certain boxes may cause items to appear or disappear as necessary. The blank form can also be printed in full, and then filled out in hard copy. If you are filling out the form in hard copy and you need more space, you may enclose additional sheets of paper with the form.

**1. General information about the corporation**

Name of the condominium corporation

YORK REGION VACANT LAND CONDOMINIUM CORPORATION NO. 968-Ballantrae Golf &amp; Country Club- Phase I

The address for service of the corporation

Unit Number 101	Street Number 2645	Street Name Skymark Avenue	PO Box
City/Town Mississauga	Province ON	Postal Code L4W 4H2	

The condominium manager, management provider, or any other person responsible for management of the property ☐ Not applicable

Name	Address for Service	Email Address (optional)
i. FirstService Residential	2645 Skymark Ave. Suite 101 Mississauga, ON L4W 4H2	

Additional ways to deliver requests for records to the corporation

The corporation has a mailing address for receiving requests for records, in addition to the addresses for service identified above ☒ Not applicableThe corporation has an email address or other method of electronic communication for receiving requests for records, in addition to the addresses identified above: ☐ Not applicable[recordrequest.on@fsresidential.com](mailto:recordrequest.on@fsresidential.com)

**Instruction for the person filling out this form:** If a corporation keeps a record in electronic form, the board is required to pass a resolution setting out the method of electronic communication that a requester can agree to (in a request for records) as the record delivery method. If the corporation has passed such a resolution, the method of electronic communication is:

email

**Number of leased units**The corporation has received notice under s. 83 of the *Condominium Act, 1998* that 5 unit(s) was/were leased during the current fiscal year.

## 2. Directors and officers of the corporation

Name	Position/Title	Address for Service	Email Address (optional)
i. Philip Bannon	<input checked="" type="checkbox"/> Director <input checked="" type="checkbox"/> Officer a. <input type="checkbox"/> is a party to a legal action to which the corporation is a party b. <input type="checkbox"/> was a party to a legal action that has resulted in an outstanding judgment against the corporation or the director c. <input type="checkbox"/> has contributions to the common expenses that are in arrears for 60 days or more d. <input type="checkbox"/> has not completed the prescribed training within the prescribed time under clause 29 (2) (e) of the Act Title President	2645 Skymark Ave. Suite 101 Mississauga, ON L4W 4H2	
ii. Anna Elizabeth Jane Shackleton	<input checked="" type="checkbox"/> Director <input checked="" type="checkbox"/> Officer a. <input type="checkbox"/> is a party to a legal action to which the corporation is a party b. <input type="checkbox"/> was a party to a legal action that has resulted in an outstanding judgment against the corporation or the director c. <input type="checkbox"/> has contributions to the common expenses that are in arrears for 60 days or more d. <input type="checkbox"/> has not completed the prescribed training within the prescribed time under clause 29 (2) (e) of the Act Title Secretary	2645 Skymark Ave. Suite 101 Mississauga, ON L4W 4H2	
iii. Ross Lysecki	<input checked="" type="checkbox"/> Director <input checked="" type="checkbox"/> Officer a. <input type="checkbox"/> is a party to a legal action to which the corporation is a party b. <input type="checkbox"/> was a party to a legal action that has resulted in an outstanding judgment against the corporation or the director c. <input type="checkbox"/> has contributions to the common expenses that are in arrears for 60 days or more d. <input type="checkbox"/> has not completed the prescribed training within the prescribed time under clause 29 (2) (e) of the Act Title Treasurer	2645 Skymark Ave. Suite 101 Mississauga, ON L4W 4H2	

iv. <b>James Scrivens</b>	<input checked="" type="checkbox"/> Director <input type="checkbox"/> Officer a. <input type="checkbox"/> is a party to a legal action to which the corporation is a party b. <input type="checkbox"/> was a party to a legal action that has resulted in an outstanding judgment against the corporation or the director c. <input type="checkbox"/> has contributions to the common expenses that are in arrears for 60 days or more d. <input type="checkbox"/> has not completed the prescribed training within the prescribed time under clause 29 (2) (e) of the Act		
v. <b>Helen McLafferty-Hunt</b>	<input checked="" type="checkbox"/> Director <input type="checkbox"/> Officer a. <input type="checkbox"/> is a party to a legal action to which the corporation is a party b. <input type="checkbox"/> was a party to a legal action that has resulted in an outstanding judgment against the corporation or the director c. <input type="checkbox"/> has contributions to the common expenses that are in arrears for 60 days or more d. <input type="checkbox"/> has not completed the prescribed training within the prescribed time under clause 29 (2) (e) of the Act		

### 3. Insurance information about the corporation

The corporation has obtained and maintained all of the insurance required by the *Condominium Act, 1998* or that is otherwise legally required, at all times during the current fiscal year.

☒ Yes    ☐ No

If an owner, a lessee of an owner or a person residing in the owner's unit causes damage to the condo property, the condo corporation may be required to add the cost of repairing the damage or the deductible limit of the corporation's required insurance policy, whichever is less, to the owner's common expenses, or the corporation may seek to recover the amount from the owner in another manner. This could be affected by a by-law the corporation may have passed under s. 56 (1)(i) of the *Condominium Act, 1998*.

Complete the following information for each insurance policy of the corporation:

Insurance Policy ( <b>Instruction:</b> Provide a brief description)	Deductible ( <b>Instruction:</b> Provide a brief description of the deductible and the amount of the deductible)	With respect to this deductible, the maximum amount that could be added to an owner's common expenses under s. 105 (2) of the <i>Condominium Act, 1998</i> or as a result of a by-law passed under s. 56 (1) (i) of the Act.
i. <b>Standard</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>
ii. <b>Sewer Back Up</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>
iii. <b>Flood</b>	<b>\$25,000.00</b>	
iv. <b>Earthquake</b>	<b>5%/\$100,000.00</b>	
v. <b>Fidelity Coverage (Form A)</b>	<b>\$1,000.00</b>	
vi. <b>Comprehensive General Liability</b>	<b>\$1,000.00</b>	
vii. <b>Directors and Officers Liability</b>	<b>\$1,000.00</b>	
viii. <b>Boiler and Machinery</b>	<b>\$1,000.00</b>	

The Corporation has obtained and maintained the insurance policy described in section 39 of the *Condominium Act, 1998*

☒ Yes ☐ No

The Corporation has obtained and maintained the insurance policy described in section 99 of the *Condominium Act, 1998*

☒ Yes ☐ No

The Corporation has obtained and maintained the insurance policy described in section 102 of the *Condominium Act, 1998*

☒ Yes ☐ No

The corporation has or had a legal obligation to maintain insurance, aside from the insurance described in section 39, 99, and 102, at any time during the fiscal year

☐ Yes ☒ No

If no, an explanation may be provided here

Information about the "standard unit"

☐ The standard unit is described in a by-law made under s. 56 (1) (h) of the *Condominium Act, 1998*

☒ The standard unit is not described in a bylaw made under s. 56 (1) (h) of the *Condominium Act, 1998*

If the standard unit is not described under s. 56 (1) (h) of the *Condominium Act, 1998* the corporation may have a schedule, referred to in s. 43(5)(h) of the *Condominium Act, 1998* setting out what constitutes a standard unit

☒ A certificate or memorandum of insurance for each of the corporation's current insurance policies is enclosed with this information certificate.

If no certificate or memorandum of insurance for each of the corporation's current insurance policies is enclosed, then an explanation may be provided here

#### 4. Financial information about the corporation

##### Budget

The budget of the corporation for the current fiscal is accurate and may result in:

☐ a surplus of: \_\_\_\_\_

☐ a deficit of: \_\_\_\_\_

☒ neither a surplus nor a deficit

##### Reserve Fund

The balance in the reserve fund <b>\$1,320,644.64</b>	Date (yyyy/mm/dd) (the last day of the quarter to which the information certificate relates) <b>2021/04/30</b>
--	---

The balance of the reserve fund at the beginning of the current fiscal year was:

**\$1,294,170.29**

In accordance with the budget of the Corporation for the current fiscal year, the annual contribution to be made to the reserve fund in the current fiscal year is:

**\$79,731.00**

The anticipated expenditures to be made from the reserve fund in the current fiscal year, in accordance with the corporation's budget, amount to:

Description of expenditure	Amount
i. <b>Landscape Revitalization Project (turn circle gardens +)</b>	<b>\$18,660.82</b>
ii.	

The current plans, if any, to increase the reserve fund under a plan proposed by the board under subsection 94(8) of the *Condominium Act, 1998* for future funding of the reserve fund are

The corporation has an outstanding claim for payment out of the guarantee fund under the *Ontario New Home Warranties Plan Act*.

☐ Yes ☒ No



## 5. Legal actions relating to the corporation

The corporation is currently a party to a legal action:

☐ Yes ☒ No

## 6. Outstanding judgements relating to the corporation

The corporation currently has outstanding judgments against it:

☐ Yes ☒ No

## 7. Disclosure information from directors of the corporation

☐ Copies of statements and information provided to the board during the current fiscal year under section 11.10 of O. Reg. 48/01 under the *Condominium Act, 1998* are enclosed with this information certificate

## 8. Compliance information about the corporation

The corporation has complied with all returns obligations, if any, under Part II.1 of the *Condominium Act, 1998* during the current fiscal year:

☒ Yes ☐ No

The corporation complied with its assessment fee obligations, if any, under s. 1.30 (6) of the *Condominium Act, 1998* during the current fiscal year:

☒ Yes ☐ No

A copy of any compliance order made by a Registrar directing the corporation, or a director or officer of the corporation, to comply with subsection 1.30(6), any provision of Part II.1 or subsection 132 (9) of the *Condominium Act, 1998*, is enclosed with this certificate, unless the corporation, director or officer of the corporation, has taken the required steps for a hearing by the License Appeal Tribunal in respect of the compliance order, under section 134.1 of the *Condominium Act, 1998*.

☐ Yes ☒ Not applicable

## 9. Other information about the corporation that is required by a corporation's by-laws

☒ Not applicable

☐ A by-law of the corporation requires additional information to be included with this certificate. The additional information required by the by-law is included below, or is enclosed with this certificate as a separate document.

**Note for common elements condominium corporations:** If your corporation is a common elements condominium corporation, all references in this form to "unit(s)" should be read as references to "common interest(s) in the corporation," and all references to "unit owner(s)" should be read as references to "the owner(s) of a common interest in the corporation".

Dated this 4 day of June, 2021.  
day of month month year



Certificate of Insurance

This is to certify that insurance described below has been effected with the Insurer(s) shown, subject to the terms and conditions of the policy application.

York Region Vacant Land Condominium Corporation #968 AND ALL REGISTERED UNIT OWNERS FROM TIME TO TIME AND ALL REGISTERED MORTGAGEES FROM TIME TO TIME

Property Insured: Part of Lots #21, 22 & 23, Concession #8, Town of Whitchurch-Stouffville, ON L4A 1M6

Policy Term: January 31, 2021 to January 31, 2022

Insurance Company: Unica Insurance

Policy#: BINDER

<u>Coverages:</u>	Form:	Comprehensive All Risk Policy
	Amount of Insurance:	\$10,072,650 Building
	Deductibles:	\$1,000 Standard
		\$5,000 Sewer Back Up
		\$25,000 Flood
		5%/\$100,000 Earthquake

<u>Fidelity Coverage (Form A):</u>	Limit:	\$100,000
	Deductible:	\$1,000

<u>Comprehensive General Liability:</u>	Limit of Liability:	\$5,000,000
	Deductible	\$1,000

<u>Directors and Officers Liability:</u>	Form:	Claims Made Basis
	Limit of Liability:	\$5,000,000
	Deductible:	\$1,000

<u>Boiler and Machinery:</u>	Limit per Accident:	\$10,072,650
	Deductible:	\$1,000

This document is furnished as a matter of courtesy and only as information of the fact that Policies have been concurrently prepared. It is not a contract, confers no right upon any person and imposes no liability on the Insuring Company(s). A photocopy of this executed Certificate may be relied upon to the same extent as if it were an original executed certificate.

Northbrook Insurance Group Inc.

Date: January 28, 2021

*K. Ricci*

Authorized Representative



**YORK REGION VACANT LAND CONDOMINIUM  
CORPORATION NO. 968  
BUDGET FOR THE FISCAL YEAR ENDED  
JANUARY 31, 2022**

	2021 BUDGET	2022 BUDGET
<b><u>REVENUE</u></b>		
Common Element Assessment	1,549,268	1,576,751
Operating Interest	2,000	540
<b>TOTAL REVENUE</b>	<b>1,551,268</b>	<b>1,577,291</b>
<b><u>ADMINISTRATIVE EXPENSES</u></b>		
Legal Fees	500	500
Audit Fees	4,175	4,170
Regulatory Fees	3,780	3,780
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>8,455</b>	<b>8,450</b>
<b><u>OTHER EXPENSES</u></b>		
Office Expenses	4,540	6,683
<b>TOTAL OTHER EXPENSES</b>	<b>4,540</b>	<b>6,683</b>
<b><u>UTILITIES EXPENSES</u></b>		
Hydro	6,058	6,000
<b>TOTAL UTILITIES EXPENSES</b>	<b>6,058</b>	<b>6,000</b>
<b><u>CONTRACTS</u></b>		
Management Fees	77,593	77,593
Year Round Grounds Care	455,191	463,133
Irrigation System Maintenance	58,116	59,236
Tree Maintenance	12,958	13,204
Insurance Premium	12,475	7,903
Water Treatment	267,776	275,845
<b>TOTAL CONTRACTS</b>	<b>884,109</b>	<b>896,915</b>
<b><u>REPAIRS &amp; MAINTENANCE</u></b>		
General Repairs And Maintenance	41,328	52,626
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>	<b>41,328</b>	<b>52,626</b>
<b><u>SHARED COSTS</u></b>		
Recreational	270,827	270,827
Common Element Expense	262,126	266,058
<b>TOTAL SHARED COSTS</b>	<b>532,953</b>	<b>536,885</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>1,477,443</b>	<b>1,507,560</b>
Reserve Fund Provision	73,825	79,731
<b>TOTAL RESERVE FUND PROVISION</b>	<b>73,825</b>	<b>79,731</b>
<b>TOTAL EXPENSES</b>	<b>1,551,268</b>	<b>1,587,291</b>
<b>UTILIZATION OF PRIOR YEAR (SURPLUS) / DEFICIT</b>	<b>-</b>	<b>(10,000)</b>
<b>NET EXPENSES</b>	<b>1,551,268</b>	<b>1,577,291</b>
<b>SURPLUS / ( DEFICIT )</b>	<b>-</b>	<b>-</b>

**Agreement to Receive Notices  
Electronically**

Agreement by owner or mortgagee to  
receive notices from the corporation by  
electronic delivery

Owner's or mortgagee's name (**Optional:** You may, but are not required to, include information with respect to the unit(s) or parcel(s) of tied land, related to this owner or mortgagee.)

Condominium corporation's name

**YORK REGION VACANT LAND CONDOMINIUM CORPORATION NO. 968-Ballantrae Golf & Country Club-Phase I**

In order for your condominium corporation to enter into this agreement, the board of your corporation must have passed a resolution to determine the methods of electronic communication that it will use for serving notices on owners or mortgagees. Before filling out this form, you should consider contacting the corporation to find out what those methods are.

Method the corporation will use to deliver notices to me:

☐ Email

My email address is \_\_\_\_\_

☐ Facsimile

My fax number is \_\_\_\_\_

☐ Other \_\_\_\_\_

☐ I agree that I am sufficiently served, as described in section 54 of the *Condominium Act, 1998*, if the corporation uses the method of delivering notices identified in this agreement.

\_\_\_\_\_  
Signature of owner or mortgagee

\_\_\_\_\_  
Date (yyyy/mm/dd)

\_\_\_\_\_  
Signature of individual on behalf of the  
condominium corporation

\_\_\_\_\_  
Date (yyyy/mm/dd)

\_\_\_\_\_  
Signature of individual on behalf of the  
condominium corporation

\_\_\_\_\_  
Date (yyyy/mm/dd)

Please affix the corporate seal or add a statement below that the person signing has the authority to bind the corporation.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
day of month month year