



Meeting Agenda

Date: October 30th, 2025

Time: 12:30pm - 3:30pm

Location: Southwest One Community Room

with

Sifton Properties Ltd.
1295 Riverbend Rd. Suite 300,
London, Ontario N6K 0G2

Lana Macfarlane, Director of Operations

Jamie Weinhardt, Property Manager

and

The Southwest One Tenants Association Executive

Anthony MacFarlane, President Unit 39

Paulette Elie, Vice President Unit 87

Martin McGrenere, Secretary Unit 39

Brenda Pineo, Treasurer Unit 25

Leighanne Buckingham, Director Unit 73

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INTRODUCTION

The **Southwest One Tenants Association (SW1TA)** is a resident-led organization dedicated to empowering tenants through information, representation, and a collaborative platform to address issues affecting their living environment. Operating within the Southwest One community, SW1TA aims to foster open communication and transparency between tenants and Sifton Properties Ltd., advocating for a respectful and responsive living experience.

SW1TA's mission is to ensure that tenants' voices are heard and their rights are protected, promoting a community where residents are informed and engaged. The association provides a space for tenants to collectively address concerns, share resources, and participate in events that strengthen community bonds. By facilitating dialogue and collaboration, SW1TA strives to create a harmonious living environment where tenants feel supported and valued.

Southwest One Tenants Association

Code of Conduct for Members and Executive

The Southwest One Tenants Association (SW1TA) exists to represent and support the interests of tenants, foster a strong sense of community, and work collaboratively to improve our living environment. To ensure fairness, respect, and effectiveness, all members agree to abide by the following Zero-Tolerance Code of Conduct:

1. Respect & Civility

- Treat all members, residents, guests, and property management staff with courtesy and respect.
- Disagree on issues without resorting to personal attacks, insults, or harassment.
- Be mindful of tone and language in meetings, written communication, and online discussions.

2. Inclusivity & Equal Participation

- Respect the right of all tenants to voice their opinions.
- Allow others to speak without interruption.
- Encourage constructive participation from everyone, regardless of background, age, or length of residency.

3. Constructive Communication

- Keep discussions focused on issues relevant to tenants and the community.
- Refrain from spreading rumours, misinformation, or confidential details outside the group.
- Use official SW1TA communication channels (website, email, notices) for sharing updates.

4. Accountability & Integrity

- Act in good faith when representing the Association.
- Avoid conflicts of interest and disclose them if they arise.
- Uphold decisions made democratically by the Association, even if you personally disagreed.

5. Meetings & Decision-Making

- Arrive on time and prepared for meetings.
- Follow agreed-upon agendas to ensure productive discussions.
- Support majority decisions while respecting the right of others to hold different views.

6. Confidentiality & Privacy

- Respect the privacy of fellow tenants.
- Do not share members' personal information without consent.
- Keep sensitive Association discussions within the group unless agreed otherwise.

7. Community Spirit

- Promote a positive environment that fosters cooperation and neighbourliness.
- Seek solutions rather than dwelling on problems.
- Volunteer time, skills, or knowledge when possible to strengthen the Association's work.

8. Violations of the Code

- Members who do not follow this Code may be reminded of expectations by the Association.
- Repeated or serious violations may result in loss of membership privileges, as determined by a vote of the Association.

By joining the Southwest One Tenants Association, members agree to uphold this Zero-Tolerance Code of Conduct to ensure a respectful, inclusive and effective community voice.

Code of Conduct for Executive

1. Strive to attend all meetings, sending apologies to the chair for necessary absences.
2. Prepare for the meeting by reading the agenda, papers and any emails before the meeting.
3. Talk to the chair before the meeting if you need to clarify anything.
4. Arrive on time. Stay to the end.
5. Participate fully in the meeting;
 - A. Listen to what others have to say and keep an open mind.
 - B. Contribute positively to the discussions.
 - C. Try to be concise and avoid soliloquies.
6. Help others concentrate on the meeting. Discourage side conversations.
7. Have the best interests of the organization/beneficiaries in mind at all times
8. Draw attention to any potential conflicts of interest that may arise in the meeting.
9. Fulfil any responsibilities assigned to you at the meeting and be prepared to report back on your progress at the next meeting.

Grounds and Landscaping Concerns

- **Some work has been completed, Mike has been great to work with on these issues.**

- 1. Shrub Plantings (Spring 2026)**

Further plantings of shrubs in the berm are scheduled for spring 2026. Please confirm that this timeline remains in place.

- 2. Tree Replacement**

We were informed that trees removed earlier would be replaced in the fall; however, no replacements have been planted to date. Has the timeline changed, and if so, when can we expect this work to be completed?

- 3. Tree Pruning and Safety Concerns**

Tree limbing remains incomplete. Several dead branches have broken off and are now hanging precariously. These need to be trimmed immediately to prevent potential injury to staff or residents. **(See Images #1–7.)**

- 4. Ground Levelling and Seeding**

The green space requires topsoil and seeding to level the area and eliminate trip hazards. The uneven ground makes it difficult for residents, especially those using canes or walkers, to safely access the lawn furniture. **(See Images #8–9.)**

- 5. Lawn Furniture Placement**

Lawn furniture is frequently moved onto the new garden area during grass cutting and not returned afterward. These heavy pieces should be repositioned by staff, not residents, to ensure accessibility and safety. The furniture is used daily and should remain on the level green space. **(See Images #10–11.)**

- 6. On-Site Manager's Unit – Front Area Maintenance.**

The front of the On-Site Manager's unit is overgrown and poorly maintained. As this area forms the first impression of Building #587, it should be kept neat and presentable at all times. **(See Image #11.)**

Image #1



Image #2



Image #3



Image #4



Image #5



Image #6



Image #7



Image #8



Image #9



Image #10



Image #11



Safety Issues – Outdoor Lighting, Parking, and Driveway

1. **Overgrown Parking Island (Front of Building #587)**

The parking island in front of Building #587 is overgrown and requires pruning to allow the sentinel light to properly illuminate the guest parking area. We recommend removing the cedars on both parking islands and replacing them with lower, more suitable plantings to improve visibility and safety. *(See Images #1–5.)*
2. **Non-Functioning Light Over Parking Garage Entrance**

The light above the parking garage entrance at Building #587 has been out of service for over 18 months. We were informed by the On-Site Manager that animals chewed the wiring due to the lack of protective conduit and that Sifton declined to repair it. This light is critical for resident and visitor safety and should be repaired without further delay. *(See Image #6.)*
3. **Traffic Direction and Speed Control**
 - Directional arrows are needed to clearly indicate turning patterns, as vehicles frequently travel the wrong way through the driveways.
 - Speed limit signage and speed bumps should be installed to slow traffic. Many drivers enter the complex at excessive speeds, creating a serious hazard—particularly given the demographic of the residents. *(See Images #7–8.)*
4. **Steps in front of 607**

Top step is off by more than half inch. Second step is off by 3/4 of an inch *(see images 9-12)*

Image #1



Image #2



Image #3



Image #4



Image #5



Image #6



Image #7

The screenshot shows the SSETON website interface. At the top left is the SSETON logo with the tagline "Signs, Labels and Safety Solutions" and a red maple leaf icon. A search bar with the word "SEARCH" is positioned to the right. Below the logo is a navigation menu with options: "Shop Our Products", "Request A Quote", "Custom Products", "Catalogue Quick Order", and "Contact Us". On the far right of the menu is a "SHOPPER APPROVED" badge with five stars and a "1,731 Rating".

The breadcrumb trail reads: Home > Signs > Traffic & Parking Signs > Speed Limit Signs > Speed Limit Sign - Maximum 10 km/h.

The main product image is a white rectangular sign with a black border, featuring the text "MAXIMUM 10 km/h". To the right of the sign, the product title is "Speed Limit Sign - Maximum 10 km/h". Below the title, a sub-header reads "Our 10 MPH Speed Limits Signs help create safer roadways". A list of bullet points follows: "18\"H x 12\"W is recommended for well-lit areas where space is limited", "24\"H x 18\"W is recommended for larger areas to provide the necessary visual stimulus to effectively manage traffic", and "Aluminum is ideal for a wide variety of applications because its lighter than Steel, durable, and can resist rust".

Below the bullet points is a link: "> View full product description". A green button labeled "CUSTOMIZE IT" is positioned below the link. Underneath the button, the text "Dimensions" is followed by a dropdown menu currently showing "Choose an Option...". A link "> View all options (2)" is located below the dropdown. A red asterisk note "* Required Fields" is at the bottom right of the product description area.

On the right side of the page, a quantity selector shows "Quantity" with a dropdown set to "1". The price is listed as "Starting at CAN \$44.49". Below the price, it says "Supplied in : Each". A large green button labeled "ADD TO CART" is at the bottom of this section.

At the bottom of the page, a link reads "Other Products Customers Looked At".

Image #8

The screenshot shows the SSETON website interface for a different product. The logo and search bar are identical to the previous page. The navigation menu is also the same. The breadcrumb trail is: Home > Traffic & Parking Controls > Parking Lot Supplies > Speed Bumps, Humps & Curbs > Speed Bumps & Humps > Easy Rider Speed Bump, Yellow Striped.

The main product image is a yellow and black striped speed bump. To the right of the image, the product title is "Easy Rider Speed Bump, Yellow Striped". Below the title, a sub-header reads "Increase parking lot safety by ensuring drivers proceed with caution". A list of bullet points follows: "Road speed bumps help create safer roads for pedestrians and motorists by controlling vehicle speed.", "Easy Rider® speed bumps are designed with molded yellow reflective tape and cat's eye reflectors for maximum visibility in parking lots.", and "Compression molded speed breaker are made from 100% recycled rubber and polyurethane prepolymer".

Below the bullet points is a link: "> View full product description".

On the right side of the page, a quantity selector shows "Quantity" with a dropdown set to "1". The price is listed as "CAN \$259.59". Below the price, it says "Style No. 16002D" and "Supplied in : Each". A large green button labeled "ADD TO CART" is at the bottom of this section.

Below the "ADD TO CART" button is a link: "> Request a quote" with an information icon. At the bottom of the product details box, there is a clock icon and the text "Estimated ship date: Call 800-263-1623 for availability".

At the bottom of the page, there is a row of four small thumbnail images showing the speed bump in various applications.





Building Maintenance and Cleaning Concerns

1. Cleaning Schedule and Standards

- We request a clear schedule detailing what cleaning tasks are to be completed daily, weekly, monthly, and yearly. Currently, hallways are not being vacuumed on a regular basis, with some areas going months without proper attention. It appears the buildings receive thorough cleaning only when On-Site Manager is off and outside cleaners are brought in.

2. Lighting

- Hallway lights go weeks or months without being replaced.
- Main garbage room lights in all buildings are often turned off, making it difficult to safely navigate. These should be on a sensor switch, timer, or left on continuously. (*Corrected as of October 14.*)

3. Doors and Access

- Door handles are loose.
- Lock tumblers turn inside the door, making it difficult to open with a key. Please provide a timeline for fob system updates.
- Handicap-access buttons malfunction, failing to open doors fully and then slamming back, posing a safety risk (notably at the parking garage of Building #587).

4. Garbage Rooms and Waste Management

- Garbage rooms are not being washed, deodorized, or maintained. Bins remain dirty, and odour control dispensers are empty.
- Residents, including elderly individuals, are having to manage bins that sit out for two or more days without collection.
- Dog waste bags are left (overflowing) in green space for days, creating significant odour issues.

5. Recycling and Garbage Practices continued

- **Garbage Room Lighting**

Main garbage room lights in all buildings are often turned off, making it difficult for residents or staff to safely access the area. These lights should either be on a sensor, a timer, or left on continuously. ***(Issue resolved as of October 14.)***

- **Recycling Management**

Cardboard from building supplies is frequently being thrown into garbage bins instead of recycling. Only two blue recycling carts are provided per building, and they are consistently full. When carts are unavailable, residents are forced to take recycling outside themselves, which is inconvenient and unsafe.

6. Resident Safety Concerns

- Last winter, elderly residents had to shovel paths at Building #597 while the main entry was closed for repairs. Despite this being a fire exit, On-Site Manager stated inability to shovel due to physical limitations. ***(See Image #1-2.)***
- ***Additionally, residents should not be responsible for reporting issues such as burnt-out lights, maintenance concerns, or malfunctioning streetlights.***
 - ***Whose responsibility is this?***
 - ***It is clearly not the residents' role.***
- ***Why isn't Sifton conducting regular property inspections—at least once a week or once a month—to proactively identify and address issues?***

Image 1



Image 2



Fire and Safety Concerns

1. Unit Doors

- Many unit doors do not have closers installed.
- There are no seals to prevent smoke or odours (including cigarette and cooking smells) from spreading between units.

2. Ventilation

- Ventilation throughout the buildings is insufficient or nonexistent, contributing to persistent hallway odours and potential air quality issues.

3. Parking Garage Safety

- Vehicle in parking stall #21 (building 587) is leaking oil and engine fluids across the garage floor, creating a slip hazard and environmental concern. *(See Images #1–3.)*

Note: These items may require further investigation to determine what is grandfathered under current fire code regulations.

We have referenced the following Fire code

Fire code

1. Do apartment unit doors require automatic/self-closing devices?

- The Building Code (Ontario Building Code, “OBC”) requires “self-closing devices” on **doors in fire separations**. [Ontario Fire Code+3Ontario Building Code Online+3Ontario+3](#)
- The Fire Code (O. Reg. 213/07) also contains requirements for **closures** in fire separations to be kept operable, not obstructed, etc. [Ontario+1](#)
- Specific to apartment unit entry doors: if the building is more than six storeys, the Ontario Fire Code requires that the residential suite/unit entry doors have self-closing devices. [Hamilton Child and Family Supports+1](#)
- Also, even in buildings not more than six storeys, there are circumstances (for example where the suite door opens onto a corridor that leads only one way to exit, or the corridor is contiguous with the exit stair) that trigger a requirement for self-closing devices. [Whitby](#)

So, yes: many apartment unit doors *do* need closers under Ontario law — especially in taller buildings — to reduce the risk that smoke or fire from a unit enters corridors and impedes safe evacuation.

2. Do unit doors require proper seals to keep smoke out?

- The concept of *fire separations* in the codes includes that openings (doors/windows/penetrations) must be protected *and sealed* to control smoke, heat, fire spread. A fire separation isn't just a wall; the doors/closures must meet fire protection and must close properly, latch, etc. That implies effective seals. [Ontario Building Code Online+2Ontario+2](#)
- The Building Code has requirements for clearance (gap) tolerances in doors in fire separations: for example, how large the gap can be at bottom, sides, top (so smoke can't pass through big openings). [Ontario](#)
- Also, door seals / weatherstripping or smoke-seals are often required especially where door frames or doors are part of fire separation/exit route. If gaps around doors are large enough to allow smoke to flow, that may be a non-compliance issue.

So, yes: doors in fire separations (which apartment unit entry doors often are) need to be sealed sufficiently; proper hardware, closers, gaskets/seals, thresholds where required, etc.

3. Car leaking in parking garage

- The Fire Code addresses *flammable or combustible liquids*. For example, **tank vehicles parked inside a building must have no leaks of flammable or combustible liquid.** [Ontario Fire Code+2Ontario Fire Code+2](#)
- Also, there are general fire prevention / hazard requirements. A car leaking oil or gasoline is a fire hazard. The Code requires that hazards be controlled, and that areas be kept free of things that could contribute to fire (combustible material, leaking fluids, etc.). While I didn't find a specific line that says "tenants must not park leaking vehicles," the requirement for no flammable liquid leaks (in certain circumstances) combined with general hazard control gives legal ground.

Smoke-tightness / clearance tolerances for closures (Building Code / OBC guidance)

- The OBC / acceptable solutions set maximum clearances for doors used as closures (example: **maximum bottom clearance ~6 mm and side/top ~3 mm** for certain rated closures) and require smoke-stopping/fire stop for penetrations in separations (fire-stop / smoke-tight barriers). These limits and the requirement to seal penetrations are in the Building Code provisions on closures and fire-separations. [Ontario Building Code Online+1](#)

Vehicles leaking flammable/combustible liquids (Fire Code / hazard control)

- The Fire Code contains requirements addressing flammable/combustible liquids and tank vehicles — a vehicle leaking fuel/oil in an enclosed parking garage is treated as a fire hazard and owners/operators must control hazards; tank vehicles with leaks are specifically addressed. The Fire Code and related guidance require that such hazards be remediated. [Ontario+1](#)

Image #1



Image #2

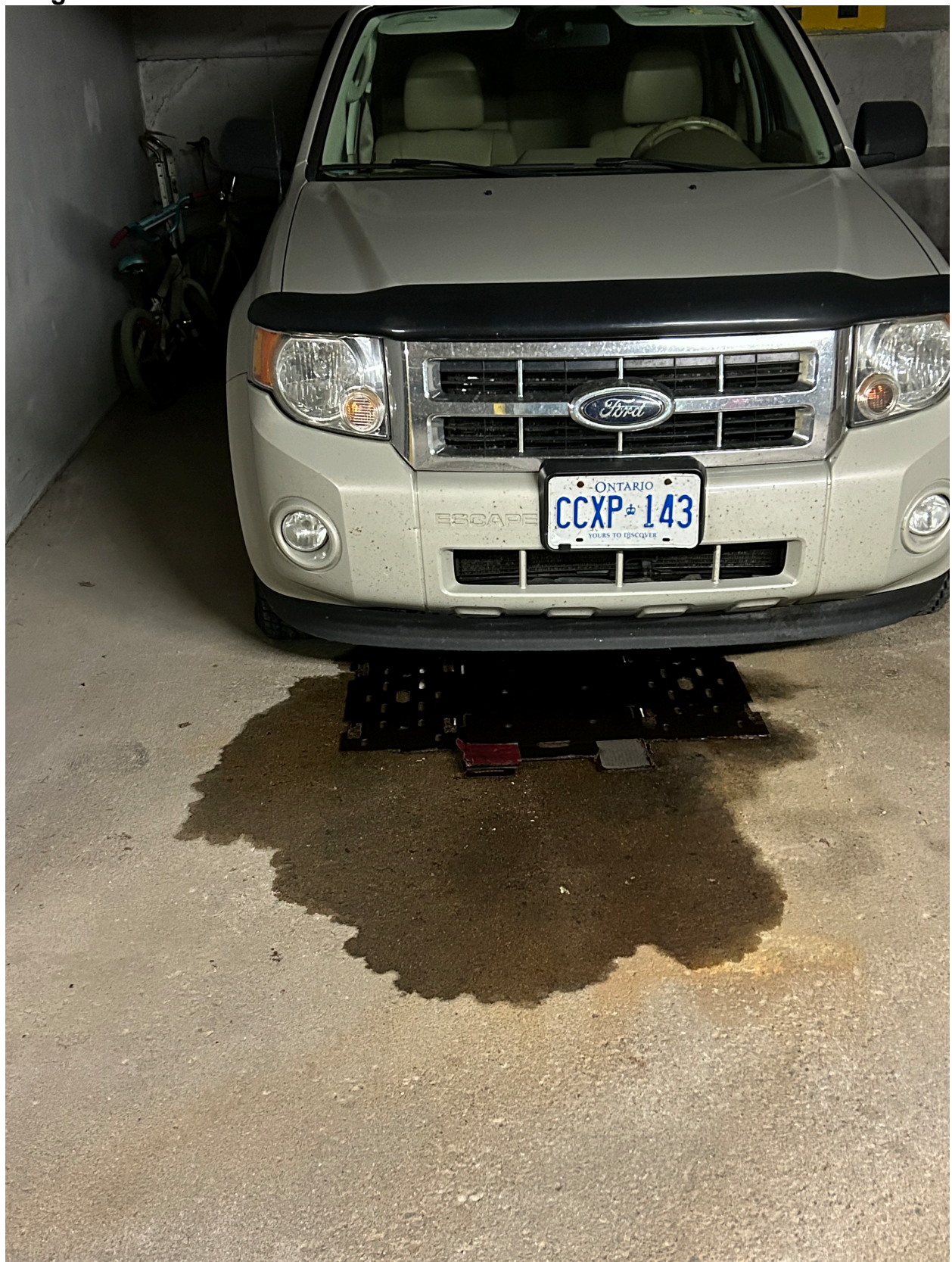
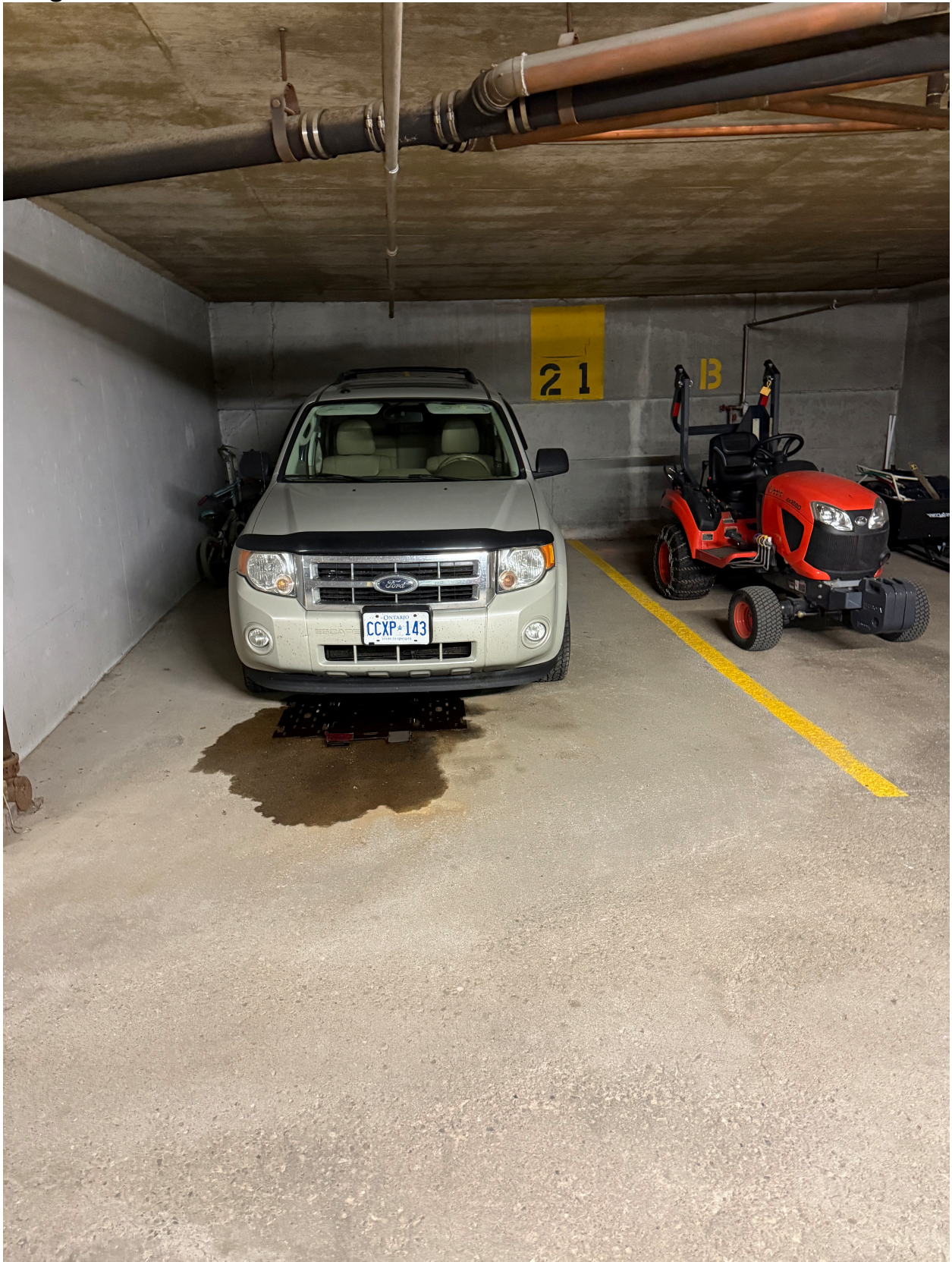


Image #3



Pool and Surrounding Area

1. Gate Lock Safety

The lock on the pool gate is broken, with jagged metal edges. A resident has already been cut by this hazard. Temporary measures, such as neon-orange spray paint, have been applied to highlight the danger. **(See Images #1–5.)**

2. Trip Hazards

Several patio stones in the pergola area are heaved, creating potential trip hazards for residents and visitors. **(See Image #6.)**

3. Pool Hours

Current pool hours are 10:00 a.m. – 6:00 p.m. We recommend extending access to 9:00 a.m. – 9:00 p.m., especially if residents will be using fob access. Extending hours would allow working residents to safely enjoy the pool, as it is often unlocked later in the evening anyway. **(See Image #7.)**

4. Seasonal Use of Decking and Gazebo

We recommend extending the use of pool decking and gazebo areas into the fall to maximize the benefit of these amenities during good weather.

Image #1



Image #2



Image #3



Image #4



Image #5




Image #6



Image #7



Notice



Experience. The Difference.™

Dear Residents,
Southwest One
577, 587, 597, 607 Cranbrook Road
London, ON

Friday May 18, 2018

POOL OPENING UPDATE

We hope you are enjoying this beautiful spring weather! As has been our intent for the past few years, we are working diligently to have the pool open early for you this spring/summer season. Our hope was to have the pool open for the May long weekend; however, due to required repairs and subsequent approval from the Health Unit, the pool has not yet been officially approve for opening. We are anticipating that the pool will be open in the next few business days.



As an alternative, please feel free to visit the Berkshire Club which is open this weekend, including from 12-5pm on Victoria Day, May 21st. Weather dependent, the outdoor pool at the Club will be open this weekend. We also have the indoor pool open for all residents to enjoy.

Our plan is to keep the Southwest One pool open until Friday Sep 28th, which provides an ample extension of the pool season. This summer we will also be replacing the exterior signage at the building and working on some landscaping and hardscaping improvements to enhance the property. We will also be adding some new outdoor furniture to the pool area and the patio outside of the community room.

For any questions or concerns regarding the pool operations, please feel free to contact us at serviceberkshire@sifton.com . Thank you & have a great weekend!

Sincerely,

Sifton Properties Limited

Berkshire 500 Berkshire Drive London, ON N6J 3S1	P: (519) 471-4590 F: (519) 471-1187 E: rent@sifton.com	 Sifton.com  10 BEST MANAGED COMPANIES
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This is on the front counter at the Berkshire Club

Image 1

