

Annual General Meeting



Welcome!
Please sign in



Bring meeting to order



- Establish quorum
 - 20 unit owners
 - Present or by proxy
- Decisions / voting
 - 1 unit / 1 vote (owners only)

Agenda



1. Introductions
2. Operations update
 - Common areas maintenance / landscaping update
 - Snow removal update
 - Fire hydrants
 - Trees program 2017
 - Engineering study / reserve fund
3. Treasurer report – Expenses and budget
4. Neighborhood
 - Parking
 - Safety
5. Communications
 - Web site
 - Other
6. Elections of go forward committee members.
7. Proposals & issues from owners
8. Formally close meeting

Introductions



- Co-tenancy committee
 - Jonathan Matthews – Operations manager through June 2016
 - Jennifer Cinch – Member at large and co-signer for cheques
 - Dan Berty – Treasurer and then ops manager from Aug. 2016 onward

- Thanks to:
 - Amanda Parent – Tree project
 - Cynthia Johnston – Visitor parking management & enforcement
 - Liz Powell – tree watering and volunteering for engineering study

Operations update



- Common areas landscaping
 - Street sweeping
 - Hedges
 - Grass
 - Flower beds
- Snow
 - Clearing roads & laneways
 - Including salting
 - Snow removal
 - 1.7% increase



Ops update: Fire hydrants



SiteID: 306-840

Thursday, October 20, 2016

- Co-tenancy responsibility to inspect and maintain (approx. \$2K/yr)
- Insurance implications
- Serious issue discovered in July with one of 2 main valves for our 3 hydrants.
 - Unfortunately report not reviewed till mid November.
- Repairs will involved digging up street (Bellflower and Silverlace) and replacing
- Will likely cause water outage for 4-8 hours.
- \$12,600 + HST from InfraResto + \$2,500 + HST in road repairs.
- Funding needed from Reserve fund.



Site : Hunt Club Gables Co-Tenancy

Site Address: Bellflower & Silverlace Private
Main Street: Private Road

Unit#: V-003

Valve

Start Location: Transformer near Unit #3	Distance: 3.5 m (200 S.W.)
Identification: Main Conduit Valve	
Mechanism: Gate Valve	Main Diameter (in.): 8
Sector: Residential	Depth of Valve (feet): 7'6"

Make /Model: Not Identified	Type: Valve Box
Watermain Material: not identified	Valve Chamber Equip:

Visibility: Visible	Water Level (feet): nil
Quantity of Sediment (feet): nil	# of turns Clockwise: 28
Dimension of chamber (feet):	Counter Clockwise: 28
Height of chamber (feet): 0 <input type="checkbox"/> RD Leveler	Type of chamber:
Condition: Asphalt	Valve Box Size (in.) 5.50 Screw-in

Recorded Deficiencies

1116 VALVE IMPOSSIBLE TO OPERATE

Inspection History

Date	Time	Employee	Action	Remark
22-Jun-16		C.C.	Inspection	
24-Sep-15		C.C.	Inspection	
25-Nov-14		C.C.	Repairs	manipulated (with two men)
10-Jul-14		C.C.	Inspection	
02-Oct-13		C.C.	Inspection	

Remarks

Five feet from curb.

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Ops update: Trees



- Co-tenancy is responsible for all tree maintenance per co-ten agreement
- Existing plans
 - Watering trees replaced in 2015
 - One or two may not survive lack of watering needing further re-replacement
 - Watering costs are \$1,000 / yr. T/B continued in 2017. Thanks to Liz who helped me water in peak of summer before Trillium was recontacted.
 - Ash trees – TreeAzin treatment
 - A few survived so far but most started too late
 - Pruning – 11 completed
 - Removal – 8 ash, 1 shrub, 1 spruce (damaged), 3 cherry (diseased), 2 hackberry (damaged) with stumps grinded where possible
 - 11 replacements in spring 2017 with small potted ivory silk lilac, armstrong maple, and ginko biloba

Ops update: Trees continued



- 2017 – additional issues
 - Requests of Co-tenancy Committee to remove most / all remaining hackberry trees along rear of Silverlace Pvt due to gnat infestation that occurs in early September for 3-5 weeks.
 - Other requests for tree removal
 - Inability to replace trees due to decks / fences

Ops update: Engineering study



- Remains outstanding and past due.
- Liz volunteered but Dan was unable to devote the time to provide the requisite documents from historical files.
- May recommend an increase in fees to bolster fund due to spend on hydrant repairs.
 - More in budget review.

Treasurer report



- 2016 budget
- 2017 balance sheet
- Expense trends
- Budget 2017

2016 budget

		BUDGET												
		Jan 16	Feb 16	Mar 16	Apr 16	May 16	Jun 16	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Total
A) CURRENT ACCOUNT / CHEQUING ACTIVITY														
INCOME														
Balance forward		\$8,363.67	\$10,391.09	\$9,389.65	\$7,888.22	\$4,459.79	\$5,661.54	\$5,068.29	\$2,865.04	\$5,566.79	\$3,083.54	\$5,321.29	\$3,429.44	8,363.67
Co-tenancy cheques		\$6,600.00	\$6,922.00	\$3,072.00	\$5,102.00	\$3,212.00	\$2,862.00	\$4,452.00	\$4,122.00	\$3,772.00	\$3,500.00	\$3,900.00	\$2,900.00	50,416.00
Transfer from savings / reserve fund								\$11,600.00						11,600.00
Other income														0.00
Estoppels					\$100.00				\$50.00					150.00
Late Co-tenancy fee & interest recovered by lawyer														0.00
15% interest														0.00
Bank interest earned														0.00
Subtotal cash balance		\$14,963.67	\$17,313.09	\$12,461.65	\$13,090.22	\$7,671.79	\$8,523.54	\$21,120.29	\$7,037.04	\$9,338.79	\$6,583.54	\$9,221.29	\$6,329.44	70,529.67
EXPENSES														
Bank service charges	Banking	\$4.40	\$5.25	\$5.25	\$5.25	\$5.25	\$5.25	\$5.25	\$5.25	\$5.25	\$5.25	\$5.25	\$5.25	62.15
Fence repairs	Fencing							\$2,000.00						2,000.00
Fire Hydrants	Fire hydrants					\$275.00						\$825.00		1,100.00
Hall Rentals	Admin										\$150.00			150.00
Insurance Renewal	Insurance		\$2,600.00											2,600.00
Landscaping	Landscaping					\$650.00	\$650.00	\$650.00	\$650.00	\$650.00	\$650.00			3,900.00
Legal fees	Legal				\$500.00					\$500.00				1,000.00
Mailbox Rental Renewal	Admin								\$215.00					215.00
NSF cheques	Banking				\$7.00						\$7.00			14.00
Other expenses	Admin													0.00
Refunded co-tenancy from overpayment	Refunded fees													0.00
Reserve Fund Study	Reserve fund study						\$2,200.00							2,200.00
Returned checks	Banking													0.00
Roadway repairs	Roads & signage									\$4,500.00				4,500.00
Sewer cleaning	Roads & signage													0.00
Signage	Roads & signage													0.00
Snow plowing - excess allowance	Snow removal				\$3,500.00									3,500.00
Snow plowing and removal	Snow removal	\$3,968.18	\$3,968.18	\$3,968.18	\$3,968.18						\$4,166.59	\$4,166.59		24,205.92
Snow removal / cartage	Snow removal													0.00
Street Cleaning	Roads & signage					\$480.00								480.00
Supplies and Postage	Admin				\$50.00						\$45.00			95.00
Transfer to(+) / from(-) reserve account	Savings xfer	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	7,200.00
Trees	Trees		\$750.00					\$15,000.00						15,750.00
Subtotal Expenses		\$4,572.58	\$7,923.43	\$4,573.43	\$8,630.43	\$2,010.25	\$3,455.25	\$18,255.25	\$1,470.25	\$6,255.25	\$1,262.25	\$5,791.84	\$4,771.84	68,972.07
A.1) Current account balance at end of the period														
		\$10,391.09	\$9,389.65	\$7,888.22	\$4,459.79	\$5,661.54	\$5,068.29	\$2,865.04	\$5,566.79	\$3,083.54	\$5,321.29	\$3,429.44	\$1,557.60	1,557.60
B) RESERVE FUND ACCOUNT ACTIVITY														
Balance forward		\$102,566.61	\$103,212.37	\$103,858.43	\$104,504.78	\$105,151.43	\$105,798.37	\$106,445.61	\$94,893.15	\$95,535.39	\$96,177.93	\$96,820.76	\$97,463.89	102,566.61
Deposits(+) / withdrawals (-) from operating account		\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	(\$11,600.00)	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	(5,000.00)
Interest	0.55%	\$47.01	\$47.31	\$47.60	\$47.90	\$48.19	\$48.49	\$48.79	\$43.49	\$43.79	\$44.08	\$44.38	\$44.67	555.70
Bank charges	Banking	(\$1.25)	(\$1.25)	(\$1.25)	(\$1.25)	(\$1.25)	(\$1.25)	(\$1.25)	(\$1.25)	(\$1.25)	(\$1.25)	(\$1.25)	(\$1.25)	(15.00)
B.1) Balance at end of period		\$103,212.37	\$103,858.43	\$104,504.78	\$105,151.43	\$105,798.37	\$106,445.61	\$94,893.15	\$95,535.39	\$96,177.93	\$96,820.76	\$97,463.89	\$98,107.31	98,107.31
C) NET HCG CASH BALANCE														
A.1 Current acct balance + B.1 Reserve balance		\$113,603.46	\$113,248.08	\$112,393.00	\$109,611.21	\$111,459.91	\$111,513.90	\$97,758.18	\$101,102.18	\$99,261.46	\$102,142.05	\$100,893.33	\$99,664.91	99,664.91

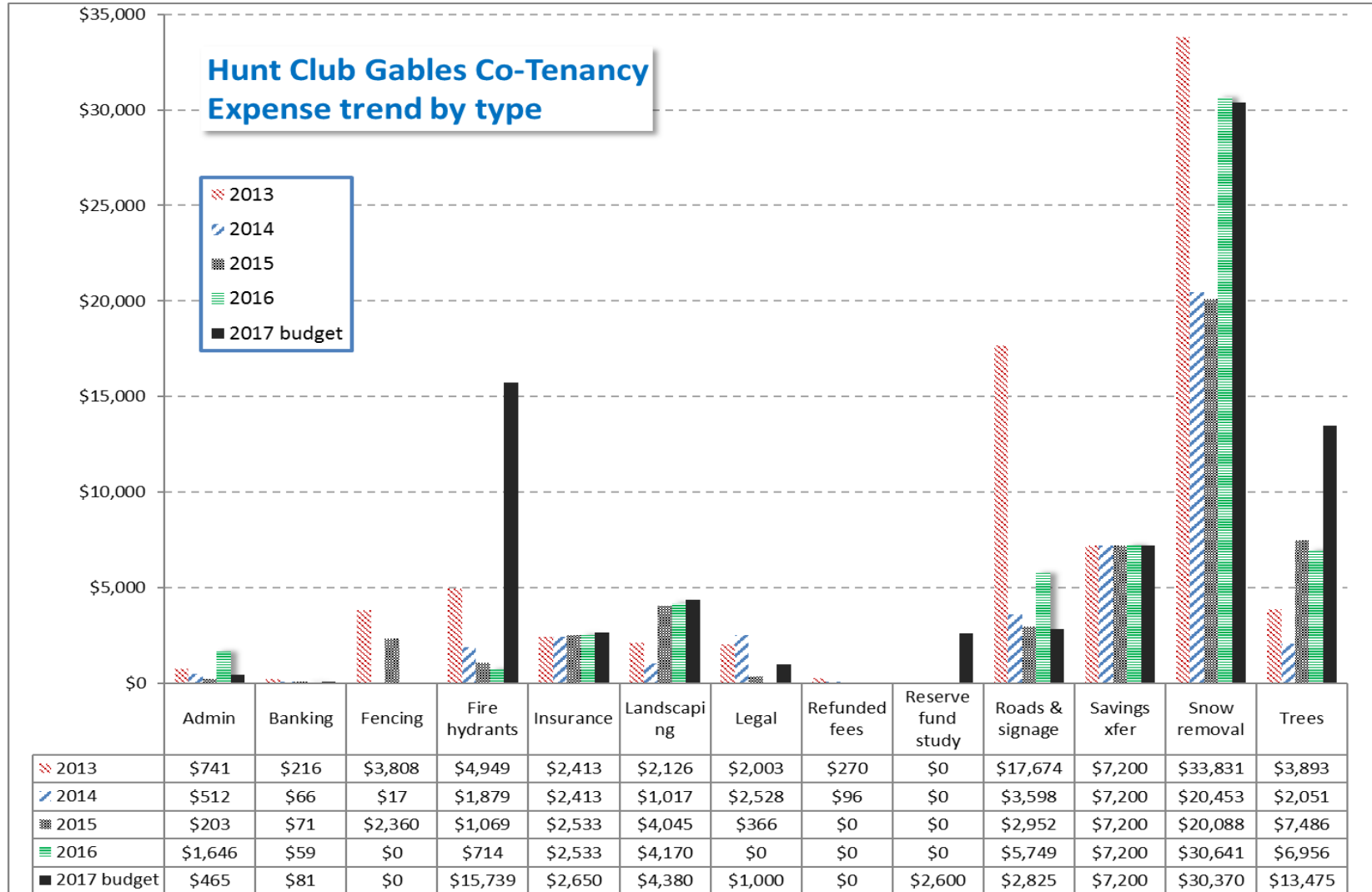
2016 balance sheet / actual expense & income

		Jan 16	Feb 16	Mar 16	Apr 16	May 16	Jun 16	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Proj 2016
A) CURRENT ACCOUNT / CHEQUING ACTIVITY														
INCOME														
Balance forward		\$13,199.70	\$16,099.18	\$11,648.10	\$6,669.36	\$5,869.29	\$6,575.29	\$5,831.28	\$9,047.52	\$9,528.60	\$10,067.33	\$13,375.53	\$15,499.37	\$13,199.70
Co-tenancy cheques		\$7,858.00	\$5,872.00	\$3,562.00	\$3,772.00	\$3,742.00	\$3,282.00	\$4,522.00	\$3,322.00	\$3,212.00	\$3,912.00	\$3,422.00	\$3,282.00	49,760.00
Transfer from savings / reserve fund														0.00
Other income														0.00
Estoppels						\$100.00			\$100.00					200.00
Late Co-tenancy fee & interest recovered by lawyer														0.00
15% interest														0.00
Bank interest earned														0.00
Subtotal cash balance		\$21,057.70	\$21,971.18	\$15,210.10	\$10,441.36	\$9,711.29	\$9,857.29	\$10,353.28	\$12,469.52	\$12,740.60	\$13,979.33	\$16,797.53	\$18,781.37	63,159.70
EXPENSES														
Bank service charges	Banking	\$2.20	\$5.80	\$4.20	\$3.80	\$3.40	\$3.40	\$3.80	\$3.60	\$4.00	\$3.80	\$3.20	\$3.40	44.60
Fence repairs	Fencing													0.00
Fire Hydrants	Fire hydrants	\$237.30							\$266.96				\$210.00	714.26
Hall Rentals	Admin	\$82.13											\$65.00	147.13
Insurance Renewal	Insurance					\$2,532.60								2,532.60
Landscaping	Landscaping						\$694.96	\$694.96	\$694.96	\$1,389.92		\$694.96		4,169.76
Legal fees	Legal													0.00
Mailbox Rental Renewal	Admin								\$203.40					203.40
NSF cheques	Banking							\$7.00		\$7.00				14.00
Other expenses	Admin								\$1,172.00					1,172.00
Refunded co-tenancy from overpayment	Refunded fees													0.00
Reserve Fund Study	Reserve fund study													0.00
Returned checks	Banking													0.00
Roadway repairs	Roads & signage		\$5,749.01											5,749.01
Sewer cleaning	Roads & signage													0.00
Signage	Roads & signage													0.00
Snow plowing	Snow removal	\$3,968.27	\$3,968.27	\$7,936.54	\$3,968.27								\$8,072.14	27,913.49
Snow plowing and removal / excess	Snow removal						\$2,727.65							2,727.65
Snow removal / cartage	Snow removal													0.00
Street Cleaning	Roads & signage													0.00
Supplies and Postage	Admin	\$68.62											\$55.00	123.62
Transfer to(+) / from(-) reserve account	Savings xfer	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	7,200.00
Trees	Trees									\$672.35			\$6,283.95	6,956.30
Subtotal Expenses		\$4,958.52	\$10,323.08	\$8,540.74	\$4,572.07	\$3,136.00	\$4,026.01	\$1,305.76	\$2,940.92	\$2,673.27	\$603.80	\$1,298.16	\$15,289.49	59,667.82
A.1) Current account balance at end of the period		\$16,099.18	\$11,648.10	\$6,669.36	\$5,869.29	\$6,575.29	\$5,831.28	\$9,047.52	\$9,528.60	\$10,067.33	\$13,375.53	\$15,499.37	\$3,491.88	3,491.88
B) RESERVE FUND ACCOUNT ACTIVITY														
Balance forward		\$102,566.52	\$103,174.65	\$103,782.27	\$104,390.61	\$104,998.74	\$105,607.28	\$106,215.61	\$106,824.36	\$107,433.22	\$108,041.85	\$108,650.90	\$109,259.73	102,566.52
Deposits(+) / withdrawals (-) from operating account		\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	7,200.00
Interest		\$9.38	\$8.87	\$9.59	\$9.38	\$9.79	\$9.58	\$10.00	\$10.11	\$9.88	\$10.30	\$10.08	\$10.98	117.94
Bank charges	Banking	-\$1.25	-\$1.25	-\$1.25	-\$1.25	-\$1.25	-\$1.25	-\$1.25	-\$1.25	-\$1.25	-\$1.25	-\$1.25	-\$1.25	-15.00
B.1) Balance at end of period		\$103,174.65	\$103,782.27	\$104,390.61	\$104,998.74	\$105,607.28	\$106,215.61	\$106,824.36	\$107,433.22	\$108,041.85	\$108,650.90	\$109,259.73	\$109,869.46	109,869.46
C) NET HCG CASH BALANCE														
A.1 Current acct balance + B.1 Reserve balance		\$119,273.83	\$115,430.37	\$111,059.97	\$110,868.03	\$112,182.57	\$112,046.89	\$115,871.88	\$116,961.82	\$118,109.18	\$122,026.43	\$124,759.10	\$113,361.34	113,361.34

Budget 2017

		BUDGET												
		Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Total
A) CURRENT ACCOUNT / CHEQUING ACTIVITY														
INCOME														
Balance forward		\$3,491.88	\$6,208.21	\$26,288.54	\$6,419.87	\$5,100.20	\$899.60	\$2,846.00	\$1,732.40	\$3,603.80	\$5,473.20	\$8,049.60	\$5,428.13	3,491.88
Co-tenancy cheques		\$7,858.00	\$5,872.00	\$3,562.00	\$3,772.00	\$3,742.00	\$3,282.00	\$5,222.00	\$3,322.00	\$3,212.00	\$3,912.00	\$3,422.00	\$3,282.00	50,460.00
Transfer from savings / reserve fund			\$23,000.00			\$7,500.00								30,500.00
Other income														0.00
Estoppels					\$100.00			\$100.00						200.00
Late Co-tenancy fee & interest recovered by lawyer														0.00
15% interest														0.00
Bank interest earned														0.00
Subtotal cash balance		\$11,349.88	\$35,080.21	\$29,850.54	\$10,291.87	\$16,342.20	\$4,181.60	\$8,068.00	\$5,154.40	\$6,815.80	\$9,385.20	\$11,471.60	\$8,710.13	84,651.88
EXPENSES														
Bank service charges	Banking	\$5.60	\$5.60	\$5.60	\$5.60	\$5.60	\$5.60	\$5.60	\$5.60	\$5.60	\$5.60	\$5.60	\$5.60	67.20
Fence repairs	Fencing													0.00
Fire Hydrants	Fire hydrants			\$14,464.00		\$275.00						\$1,000.00		15,739.00
Hall Rentals	Admin											\$150.00		150.00
Insurance Renewal	Insurance		\$2,650.00											2,650.00
Landscaping	Landscaping					\$730.00	\$730.00	\$730.00	\$730.00	\$730.00	\$730.00			4,380.00
Legal fees	Legal	\$500.00			\$500.00									1,000.00
Mailbox Rental Renewal	Admin							\$215.00						215.00
NSF cheques	Banking					\$7.00				\$7.00				14.00
Other expenses	Admin													0.00
Refunded co-tenancy from overpayment	Refunded fees													0.00
Reserve Fund Study	Reserve fund study					\$2,600.00								2,600.00
Returned checks	Banking													0.00
Roadway repairs	Roads & signage			\$2,825.00										2,825.00
Sewer cleaning	Roads & signage													0.00
Signage	Roads & signage													0.00
Snow plowing - excess allowance	Snow removal					\$2,750.00								2,750.00
Snow plowing and removal	Snow removal	\$4,036.07	\$4,036.07	\$4,036.07	\$4,036.07							\$4,237.87	\$4,237.87	24,620.03
Snow removal / cartage	Snow removal		\$1,500.00	\$1,500.00										3,000.00
Street Cleaning	Roads & signage													0.00
Supplies and Postage	Admin				\$50.00							\$50.00		100.00
Transfer to(+) / from(-) reserve account	Savings xfer	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	7,200.00
Trees	Trees					\$8,475.00		\$5,000.00						13,475.00
Subtotal Expenses		\$5,141.67	\$8,791.67	\$23,430.67	\$5,191.67	\$15,442.60	\$1,335.60	\$6,335.60	\$1,550.60	\$1,342.60	\$1,335.60	\$6,043.47	\$4,843.47	80,785.23
A.1) Current account balance at end of the period		\$6,208.21	\$26,288.54	\$6,419.87	\$5,100.20	\$899.60	\$2,846.00	\$1,732.40	\$3,603.80	\$5,473.20	\$8,049.60	\$5,428.13	\$3,866.65	3,866.65
B) RESERVE FUND ACCOUNT ACTIVITY														
Balance forward		\$109,869.46	\$110,479.20	\$88,088.99	\$88,696.55	\$89,304.17	\$82,411.85	\$83,018.85	\$83,625.90	\$84,233.01	\$84,840.18	\$85,447.42	\$86,054.71	109,869.46
Deposits(+) / withdrawals (-) from operating account		\$600.00	(\$22,400.00)	\$600.00	\$600.00	(\$6,900.00)	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	(23,300.00)
Interest	0.12%	\$10.99	\$11.05	\$8.81	\$8.87	\$8.93	\$8.24	\$8.30	\$8.36	\$8.42	\$8.48	\$8.54	\$8.61	107.61
Bank charges	Banking	(\$1.25)	(\$1.25)	(\$1.25)	(\$1.25)	(\$1.25)	(\$1.25)	(\$1.25)	(\$1.25)	(\$1.25)	(\$1.25)	(\$1.25)	(\$1.25)	(15.00)
B.1) Balance at end of period		\$110,479.20	\$88,088.99	\$88,696.55	\$89,304.17	\$82,411.85	\$83,018.85	\$83,625.90	\$84,233.01	\$84,840.18	\$85,447.42	\$86,054.71	\$86,662.07	86,662.07
C) NET HCG CASH BALANCE														
A.1 Current acct balance + B.1 Reserve balance		\$116,687.41	\$114,377.53	\$95,116.42	\$94,404.37	\$83,311.45	\$85,864.85	\$85,358.30	\$87,836.81	\$90,313.38	\$93,497.02	\$91,482.84	\$90,528.72	90,528.72

Expense trend



Finances



- Formally adopt budget with any additional provisions / changes

Neighborhood



- Misconceptions around fences being common property
 - Only fences that are common property are at visitor parking areas
- Visitor parking
 - Improved over prior years but remain problems – particularly with tenants in some rental units.
- Safety
 - Suspected criminal activity – *call Ottawa police*
 - 3 car break-ins – *call Ottawa police*
 - Vandalism and summer car accident (next to parking across from 79 Silverlace) – *Ottawa police called*
 - No parking on streets and signage – *Advise parking manager / Cynthia*
 - Home lighting in front of units – *Action???*
 - Rear yard access – *Ottawa by-law*

Communications



- Primary: Web-site (<http://huntclubgables.weebly.com>)
 - Notices (see secondary)
 - Emails to committee
 - Reference material – rules, agreement, welcome letter, etc
- Secondary: Other
 - Bulletins
 - Notice of service interruption (visitor parking closures, street repairs, water outage, etc)

Observations / suggestions?

Co-Tenancy Committee Elections



- Intents of committee members
- Nominees
- Election (if needed)

Other issues from unit owners



- Table issues
- Review issues

Close meeting



- Minutes
- Motion to close
- End meeting

