



2016 Hunt Club Gables Co-Tenancy Annual General Meeting - Minutes

Meeting date: December 7, 2016
Meeting time: 7:05 – 8:53 pm
Location: Greenboro Community Centre - 363 Lorry Greenberg Drive, Ottawa – ROOM A

Meeting chairperson: Dan Berty
Date of minutes: January 6, 2017 - Minutes are being reported by Dan Berty, Treasurer, Hunt Club Gables Co-tenancy (77 Silverlace Pvt.)
Co-tenancy committee in force at time of AGM: Dan Berty, Jennifer Clinch

1) Establish quorum

The co-tenancy agreement states that 1/3 of the unit owners (total 20) must be present or be present by proxy for the annual general (AGM) meeting to proceed. Quorum was established through a combination in attendance unit owners and proxies provided to those in attendance and to the Co-tenancy Committee as reflected below.

Category	# of units (votes) represented
A. Unit owners present in person.	17
B. Unit owners present who have been delegated formal proxy by another unit owner.	8
C. Unit owners who have delegated their proxy to the Co-tenancy Committee.	2
Total unit holders represented.	27

As quorum was established through those attending and via proxy, the meeting continued.

2) Adoption of minutes from October 2014 meeting (draft copy on web site)

The Chair indicated that there were no minutes to the 2015 AGM as quorum was not reached. This left the 2014 AGM minutes to be approved. After a motion to adopt the 2014 minutes, they were approved unanimously.

3) Operations manager update

The acting operations manager, Dan Berty, thanked Jonathan Mathews for his time on the committee through July 2016 in his role as Operations Manager.

a. Common areas maintenance / landscaping

The services of Lindsay Landscape were discussed. Consensus was that they have done good job. Feedback was provided to the committee that there may be a way to leverage the funding of the winter snow removal (also provided by Lindsay Landscape) to get a better deal and reduce costs for spring/summer/fall landscape maintenance.

A request was made of the Committee to engage Lindsay Landscape to ensure they trim the road facing side of the cedar hedge along Heartleaf Pvt where Heartleaf meets Coral Bell. The committee agreed to ensure this is done in the spring.

b. Snow removal

Feedback was solicited on the quality of work done by Lindsay Landscape in plowing and snow removal. There was agreement that during the 1st snow storm of 2016, their responsiveness was slow but after feedback it improved substantially and everyone was generally happy. The operations manager reported on damages to a common area fence and bricks to a home from plow that slipped into a wall on ice while clearing the driveway. All damages were properly repaired by the contractor. Those at the meeting were also advised that the Committee had contracted with Lindsay Landscape again for the 2016/2017 snow season.

c. Co-tenancy trees program

Attendees were reminded that per the co-tenancy agreement, all trees in the development are deemed to be “common property” and thus managed and maintained by the co-tenancy. An update was provided tree management program.

Unfortunately, not all owners who had trees removed and replaced in 2015 watered then during the summer forcing. In the end the co-tenancy took this on in August 2016. However, one or two may not survive lack of watering needing further re-replacement. Watering costs are \$1,000 / yr and will be continued in 2017. Thanks were expressed to Liz Powell who helped D. Berty water in peak of summer before Trillium Tree Experts was re-contacted for watering services.

Ash trees remain the primary focus. TreeAzin treatment is continuing for those mature trees that remain viable. A few survived so far but most started too late leading to 8 more being removed in the fall. Additional removals were; 1 shrub, 1 spruce (damaged), 3 cherry (diseased), 2 hackberry (damaged) with stumps grinded where possible. Pruning of an additional 8 trees was also completed.

It is anticipated that 11 trees will be replaced in spring 2017 with small potted ivory silk lilac, armstrong maple, and ginko biloba. Owners of the properties where the trees were removed will be contacted and able to choose their desired replacement tree type. The committee will, however reserve the right to make final choices of the tree types to ensure a proper mix of trees in the development.

Further discussion took place concerning the hackberry trees in the rear of 79 Silverlace which have a gall that in the fall result in infestation of thousands of pachypsylla insects (1/8

inch flying like bugs). This gall is not treatable but also does not harm the tree. Victor Grantcharova (81 Silverlace) indicated his very strong desire that these trees be removed as he indicated for a period of several weeks being outside is intolerable and the insects also fly through screens forcing all windows to be closed. In consultation prior to the meeting, the owner of 79 Silverlace (Suhong Yang) indicated that they wanted the trees to remain. After considerable discussion, a proposal of removing of the two hackberry trees in the spring / summer of 2017 and replacement by at least one or possibly two new and more mature trees (if possible and discretion of owner of 79 Silverlace) was put to a vote. The result, including proxy votes, was 23 for and 4 against. The proposal carried. The committee will communicate decision to Suhong Yang and undertake the tree removal of both trees and replacement of one or both following discussions with Suhong Yang.

d. Web site update

The Treasurer reminded everyone that the web site is used to communicate news to the co-tenancy. It is also a means to communicate with the Committee through the email service page in the site.

e. Fire hydrants and waterflow

The summer testing of the fire hydrants and water flow valves that controls flow to the hydrants and to each home through under street pipes showed that one of the flow diverter valves was defective and unable to be shut off. These valves are important as they allow isolation of waterflow between sections of the development which is critical in the event of maintenance of the hydrants or waterflow generally.

Repairs will involve digging up street at the intersection of Bellflower and Silverlace and replacing the valve. It will take a day to replace the valve and water will be off for most of the development during the repairs. Notice will be provided. Work will be scheduled in the summer of 2017. Several weeks later, the area will need to be repaved as well. Cost is approximately \$12,600 for the valve work (to be performed by InfraResto) and an estimated \$2,500 in road repairs. All costs plus HST. Funding will be from the reserve fund.

f. Engineering study / reserve fund

Despite Liz Powell (67 Silverlace) volunteering to take on the effort to coordinate and execute the engineering study in 2016, it was not completed. This is due to Dan Berty being unable to find the time to extract the necessary data from historical files and pass on to Liz so that the work could be undertaken by the Engineering firm.

There was agreement amongst everyone present that this work must be completed in 2017. Cynthia Johnston (74 Silverlace), who has knowledge of the files from her time on the Co-Tenancy Committee previously, volunteered to assist Liz with the document assembly phase of the process.

In early spring, Dan, Liz, and Cynthia will sit down and establish a game plan to complete the work under Liz's leadership.

g. Treasurer report – Expenses and budget

Dan Berty reported on the operating expenses for the current year and budget for 2017. He noted that most costs were on target and there would be no need to increase fees for 2017 if there is agreement that the funding for the hydrant/valve repair came from the reserve account and snow removal costs were as budgeted.

After some discussion, the budget was approved as tabled.

h. Elections of go forward committee members.

J. Clinch she would stay on the committee. D. Berty indicated he would as well, in the role of Treasurer if someone else came forward for the role of Operations Manager. Cynthia Johnson indicated she would continue in her assumed role of parking enforcement manager.

Abderrahim Nbigui volunteered to assume the Operations Manager.

The slate as indicated above was unanimously accepted by proxy and those present.

i. Proposal & issues from owners from owners

No other items were discussed. Meeting was adjourned at 8:53pm.