

2023 Annual General Meeting



Hunt Club Gables
Co-Tenancy

Agenda

1. Bring Meeting to Order
2. Operations Update
 - a) Re-Orientation
 - b) Common Areas Maintenance
 - c) Parking
 - d) Other/New Projects
3. Treasurer Report
4. Elections for Co-Tenancy Committee
5. Proposals & Issues from Owners
6. Any Other Business
7. Adjournment

Motion: Approve the agenda as presented or amended.

Operations Update

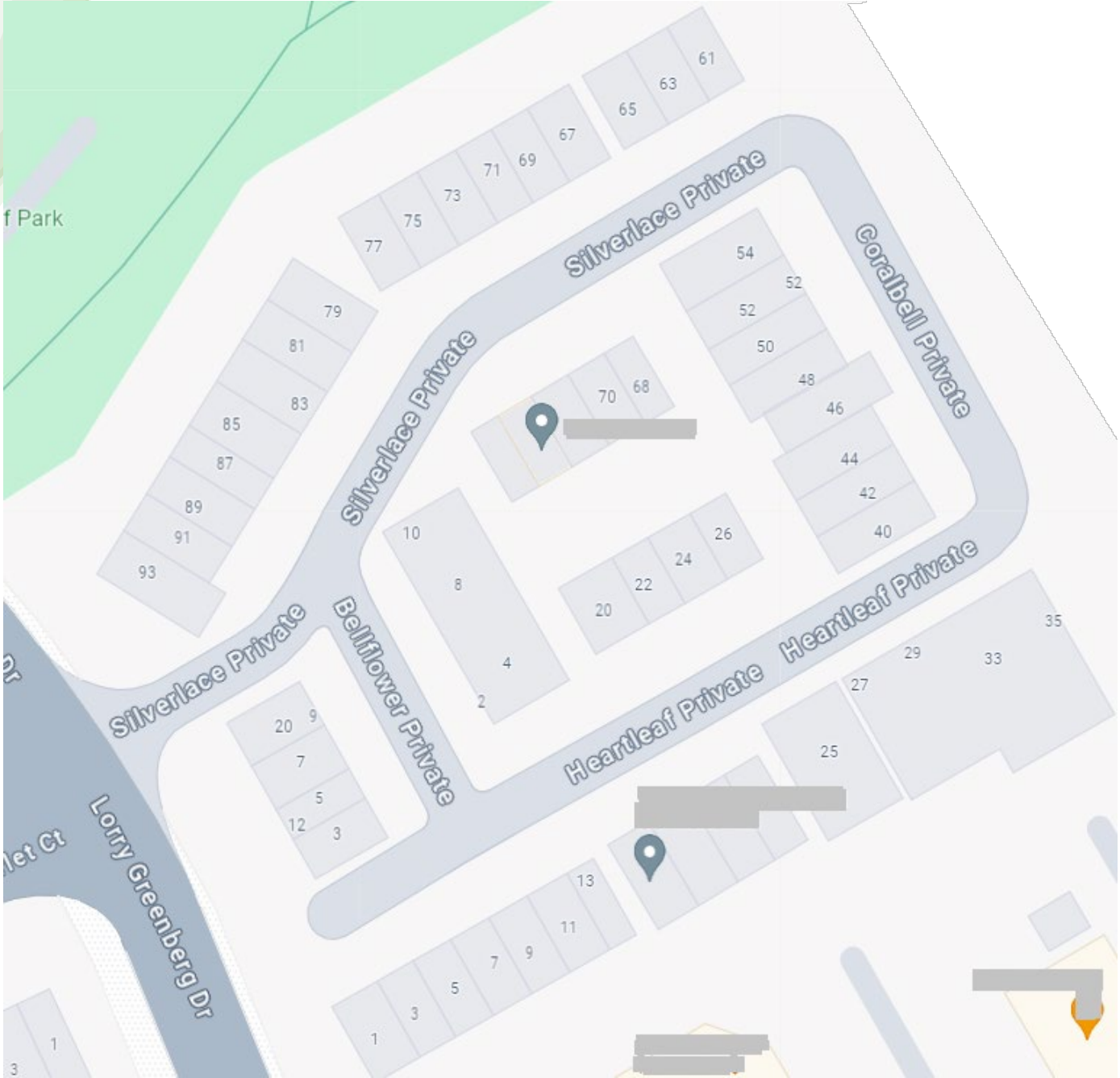
Re-Orientation



What is a Co-Tenancy?

- Our co-tenancy is comprised of 4 “private” streets (Silverlace, Coralbell, Heartleaf and Bellflower) with separate lots or units.
- A co-tenancy is like a condominium organization except that each unit’s physical structure is independently maintained and cared for by the owner. Common areas are maintained by the owners through a co-tenancy agreement at the expense of the owners through the collection of common fees.
- Hunt Club Gables Co-Tenancy is run by a volunteer committee comprised of fellow owners who are responsible for managing the common areas on a non-profit basis.

Map View



Co-Tenancy Committee Officers

Since last AGM (Dec 2016)...

Treasurer	Operations	Parking Enforcement
Dan Berty ('til June 2017)	Abderrahim Nbigui (2017-2021)	Cynthia Johnson (‘til 2019)
Robbie Robertson (Jul 2017 - Dec 2023)		
Paul Glover (Interim) (Dec 2023 - May 2024)	<i>Intermittent volunteer assistance</i>	
	Daniel Al-Khafajy (Interim) (Jan 2024 – May 2024)	Phil Kidd (Interim) (Jan 2024 – May 2024)
May 2024 Onward (for election)		

Website

- Our website can be found at: huntclubgables.weebly.com
- For our co-tenancy agreement and the rules and regulations (schedule C), navigate to the **Rules and Agreement** page.



Hunt Club Gables
Co-Tenancy

Search

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Welcome to the Hunt Club Gables Co-Tenancy Website!
Here you will be able to find all the resources concerning the Hunt Club Gables Co-Tenancy, whether it is the current (or previous) year's budget, upcoming expenses, copies of the co-tenancy agreement and rules or even frequently asked questions.

We hope you enjoy the warm and inviting atmosphere this community brings to all of us!

[News](#)



Schedule C

- The rules and regulations are part of the co-tenancy agreement that we all must adhere to, a requirement for residency in our neighbourhood.

Home

Trending Issues


Rules and Agreement

Finances and Owners Meetings


Community Related Issues

Tree Trimming Request

The Hunt Club Gables Common Property Co-Tenancy Agreement can be found below:

 [common_property_co-tenancy_agreement.pdf](#)
Download File

As ratified from the Owners meeting on July 3, 2013 and approved on December 9, 2013, Schedule C of the Common Property Co-Tenancy Agreement has been updated and can be seen below.

 [agreement_-_schedule_c_-_rules_and_regs_-_july_3_2013.pdf](#)
Download File

We have rules addressing...

- **Garbage and debris:** Properly sealed or secured refuse bags/containers and placed by the street for garbage pick-up days
- **Noise:** No noise, caused by any instrument or other device... If in dispute, opinion of Co-tenancy Committee (considerations: within reason, during reasonable hours)
- **Alterations to common property:** No one shall harm, mutilate, destroy, alter or litter any of the landscaped areas...
- **Parking (several):** e.g., If/when notified Re: cleaning, snow removal, maintenance or repair, the Committee may temporarily require vacant possession of any parking space
- **Backyard access:** Ensuring unobstructed access to the rear of each Unit's back yard for emergency, fire, and other safety reasons

Being respectful and neighbourly is key.

Operations Update

Common Areas Maintenance



Common Areas Maintenance & Co-Tenancy Services

- Common areas include: streets, curbs, visitor parking areas, common grass areas (e.g., around community mailboxes, by the Lorry Greenberg entrance), all trees, fire hydrants, and *some* fencing.
- Services provided through the co-tenancy include: snow removal of streets and driveways, common area gardening & lawn maintenance, periodic repairs (e.g., potholes or resurfacing, common fencing), liability insurance to common areas, UPS mailbox (for official correspondence), fire hydrant maintenance, tree maintenance, storm & septic sewer maintenance under the streets, maintaining a reserve fund, engineering reviews, visitor parking enforcement (in tandem with City of Ottawa bylaw enforcement), etc.
- Services **not** covered by co-tenancy fees include all aspects of home maintenance unless noted above (e.g., roofing, window, plumbing, etc.), home lawn care & gardening, and snow removal of pathways and stairs.

Snow Removal (Nov. – Apr.)

- In general, Lindsay Landscape makes one or more preliminary visits for roads followed by a secondary clearing for driveways by next business day following snowfall. For small storms (less than 10cm) full roadway and parking clearing occur in one visit after storm completion.
- Reasonable attempts are made to have main roads open by 7:00am and entrance/access points clear for both morning and afternoon rush hours – subject to storm specifics.
- To facilitate driveway clearing, vehicles should be removed to outside of the complex – not into visitor parking or neighbour driveways – to facilitate complete clearing. Lindsay Landscape is not responsible for returning to clear areas previously blocked by equipment/vehicles.
- Lindsay Landscape may only clear parking areas that are two stalls wide/open, or otherwise have enough space to safely clear the driveway, due to the risk of damaging property.

Spring/Summer/Fall Landscaping (May – Oct.)

- We have summer landscaping services that only apply to the common areas:
 - Hedges at the back of Coralbell,
 - Plot alongside Lorry Greenberg,
 - One small garden plot at Bellflower/Heartleaf
 - Visitor Parking / streets
- Services include:
 - Tree pruning – only long overhang above shared streets
 - Spring cleanup / Sweeping Roads + lots
 - Hedge/Shrub pruning
 - Maintaining Garden bed
 - Turf repair (plowed areas)
 - Seasonal Lawn Cutting

Other Neighbourhood Maintenance

- Units include an **evening-activated sensor light** in place of city-supported street lighting. For continued visibility and community safety, it is the owner's responsibility to ensure that these lightbulbs are promptly replaced when burnt out.



Operations Update

Parking



Visitor Parking Area Regulations

- Owners and tenants are not permitted to park their vehicles in the common parking areas. These areas are intended for visitors only. The exception is Owners & full-time residents can park for up to 3 hours if needed occasionally (deemed as no more than weekly).
- If you need to park in visitors for extended time, or if you have a long-term visitor (excess of 3 consecutive days), please email huntclubgables@hotmail.com for a parking permit.
- 3 days' notice is required for obtaining all parking permits.
- **No street parking** at any time.

Parking Enforcement

- Enforcement of parking regulations is co-operative between the Co-Tenancy Committee (and other deputized Owner(s) designated by same) and the City of Ottawa.
- Parking enforcement may include verbal and/or written warning(s), bylaw ticketing and/or towing of any illegally parked vehicles.
- To assist with enforcement, Owners must maintain current vehicle information consisting of **license plate numbers, vehicle make, model, and color for all vehicles** used by Owner(s) and/or full-time resident(s) of the Unit.
- Notices sent out earlier in the year, please help us keep the streets clear of vehicles.

Snow Removal and Storage

- Each year with the arrival of snow, **no parking** is permitted in **visitor parking spots adjacent to Coralbell Private** – two (2) spots at Silverlace and two (2) spots at Heartleaf. Your cooperation is appreciated as these spaces are used for snow storage and removal. Posted parking restrictions will be enforced.
- This reduces our capacity from 13 spots to 9 during winter months.



Operations Update

Other/New Projects



Email Subscription for Co-Tenancy News

- Owners may subscribe to receive Co-Tenancy notices and reminders electronically (e.g., dues collection, other important co-tenancy decisions)
- Electronic notification is the most sustainable and cost-efficient option
- Paper notices will continue to be delivered for those who do not opt-in to email notifications

Other Projects

- Tree trimming
- Water main shutoff valve replacement & roads resurfacing
- Fence repairs around visitor parking
- Engineering study / reserve fund
- Finance audit

Treasurer Report



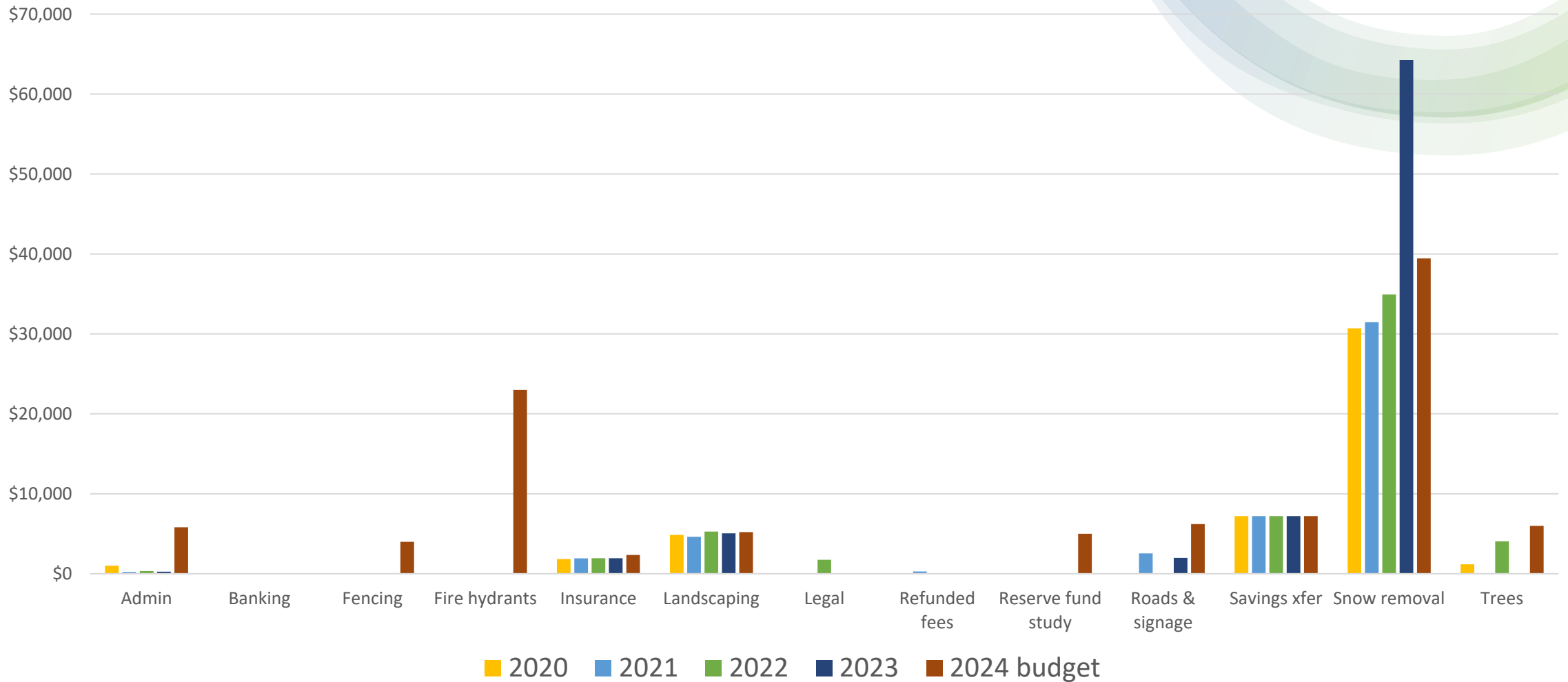
2023 Balance Sheet / Actual Expense & Income

		Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Total
A) CURRENT ACCOUNT / CHEQUING ACTIVITY														
INCOME														
Balance forward		\$23,531.01	\$33,040.34	\$29,479.02	\$13,290.77	\$18,563.05	\$14,227.91	\$14,280.39	\$18,224.26	\$20,979.13	\$21,425.00	\$22,709.87	\$17,490.68	\$23,531.01
Co-tenancy cheques		\$18,370.00	\$3,360.00	\$2,450.00	\$3,570.00	\$1,960.00	\$1,680.00	\$5,390.00	\$4,200.00	\$1,890.00	\$2,730.00	\$1,890.00	\$3,885.00	\$51,375.00
Transfer from savings / reserve fund					\$20,000.00									\$20,000.00
Other income														\$0.00
Estoppels							\$75.00							\$75.00
Late Co-tenancy fee & interest recovered by lawyer														\$0.00
15% interest														\$0.00
Bank interest earned														\$0.00
Subtotal cash balance		\$41,901.01	\$36,400.34	\$31,929.02	\$36,860.77	\$20,523.05	\$15,982.91	\$19,670.39	\$22,424.26	\$22,869.13	\$24,155.00	\$24,599.87	\$21,375.68	\$94,981.01
Expenses														
Bank service charges	Banking	\$5.40	\$1.80	\$0.80	\$0.80	\$0.40	\$0.00	\$2.40	\$1.40	\$0.40	\$1.40	\$0.20	\$1.00	\$16.00
Fence repairs	Fencing													\$0.00
Fire Hydrants	Fire hydrants													\$0.00
Hall Rentals	Admin													\$0.00
Insurance Renewal	Insurance	\$1,935.75												\$1,935.75
Landscaping	Landscaping					\$843.73	\$843.73	\$843.73	\$843.73	\$843.73	\$843.73			\$5,062.38
Legal fees	Legal													\$0.00
Mailbox Rental Renewal	Admin													\$0.00
NSF cheques	Banking													\$0.00
Other expenses	Admin													\$0.00
Refunded co-tenancy from overpayment	Refunded fees													\$0.00
Reserve Fund Study	Reserve fund study													\$0.00
Returned cheques	Banking													\$0.00
Roadway repairs	Roads & signage					\$1,977.50								\$1,977.50
Sewar cleaning	Roads & signage													\$0.00
Signage	Roads & signage													\$0.00
Snow plowing - excess allowance	Snow removal			\$11,717.93	\$9,687.82	\$2,873.51								\$24,279.26
Snow plowing and removal	Snow removal				\$1,689.58									\$1,689.58
Snow removal / cartage	Snow removal	\$6,319.52	\$6,319.52	\$6,319.52	\$6,319.52							\$6,508.99	\$6,508.99	\$38,296.06
Street Cleaning	Roads & signage													\$0.00
Supplies and Postage	Admin						\$258.79							\$258.79
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													\$0.00
Subtotal Expenses		\$8,860.67	\$6,921.32	\$18,638.25	\$18,297.72	\$6,295.14	\$1,702.52	\$1,446.13	\$1,445.13	\$1,444.13	\$1,445.13	\$7,109.19	\$7,109.99	\$80,715.32
A.1) Current account balance at end of the period		\$33,040.34	\$29,479.02	\$13,290.77	\$18,563.05	\$14,227.91	\$14,280.39	\$18,224.26	\$20,979.13	\$21,425.00	\$22,709.87	\$17,490.68	\$14,265.69	\$14,265.69
B) RESERVE FUND ACCOUNT ACTIVITY														
Balance forward		\$135,244.68	\$136,148.76	\$137,038.05	\$138,013.31	\$118,971.70	\$119,896.33	\$120,812.93	\$121,742.61	\$122,679.21	\$123,617.53	\$124,569.97	\$125,513.81	\$135,244.68
Deposits (+) / withdrawals (-) from operating account		\$600.00	\$600.00	\$600.00	-\$19,400.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	-\$12,800.00
Interest		\$305.33	\$290.54	\$376.51	\$359.64	\$325.88	\$317.85	\$330.93	\$337.85	\$339.57	\$353.69	\$345.09	\$359.47	\$4,042.35
Bank Chargers	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		\$136,148.76	\$137,038.05	\$138,013.31	\$118,971.70	\$119,896.33	\$120,812.93	\$121,742.61	\$122,679.21	\$123,617.53	\$124,569.97	\$125,513.81	\$126,472.03	\$126,472.03
C) NET HCG CASH BALANCE														
A.1 Current acct balance + B.1 Reserve balance		\$169,189.10	\$166,517.07	\$151,304.08	\$137,534.75	\$134,124.24	\$135,093.32	\$139,966.87	\$143,658.34	\$145,042.53	\$147,279.84	\$143,004.49	\$140,737.72	\$140,737.72

2024 Budget (Actuals Jan. to Apr.)

		BUDGET												
		Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Total
A) CURRENT ACCOUNT / CHEQUING ACTIVITY														
INCOME														
Balance forward		\$14,265.69	\$27,513.75	\$23,119.87	\$19,616.01	\$16,382.02	\$15,433.05	\$16,833.48	\$14,144.11	\$10,624.74	\$6,030.37	\$8,201.00	\$8,571.50	\$14,265.69
Co-tenancy fee payments		\$22,720.00	\$3,180.00	\$3,740.00	\$3,875.00	\$3,395.00	\$2,870.00	\$6,280.00	\$2,875.00	\$2,875.00	\$3,640.00	\$2,875.00	\$2,875.00	\$61,200.00
Transfer from savings / reserve fund							\$5,000.00	\$20,000.00				\$5,000.00		\$30,000.00
Other income														\$0.00
Estoppels				\$75.00					\$75.00					\$150.00
Late Co-tenancy fee & interest recovered by lawyer														\$0.00
15% interest														\$0.00
Bank interest earned														\$0.00
Subtotal cash balance		\$36,985.69	\$30,693.75	\$26,934.87	\$23,491.01	\$19,777.02	\$23,303.05	\$43,113.48	\$17,094.11	\$13,499.74	\$9,670.37	\$16,076.00	\$11,446.50	\$105,615.69
Expenses														
Bank service charges	Banking	\$3.60	\$0.60	\$0.00	\$0.00	\$0.00	\$0.60	\$0.40	\$0.40	\$0.40	\$0.40	\$0.40	\$0.40	\$7.20
Fence repairs	Fencing						\$4,000.00							\$4,000.00
Fire Hydrants	Fire hydrants					\$300.00		\$20,000.00						\$20,300.00
Hall Rentals	Admin					\$75.00							\$75.00	\$150.00
Insurance Renewal	Insurance	\$2,359.35												\$2,359.35
Landscaping	Landscaping					\$868.97	\$868.97	\$868.97	\$868.97	\$868.97	\$868.97	\$868.97		\$5,213.82
Legal fees	Legal													\$0.00
Mailbox Rental Renewal	Admin		\$464.29											\$464.29
NSF cheques	Banking													\$0.00
Other expenses	Admin													\$0.00
Refunded co-tenancy from overpayment	Refunded fees													\$0.00
Reserve Fund Study	Reserve fund study								\$5,000.00					\$5,000.00
Returned cheques	Banking													\$0.00
Roadway repairs	Roads & signage							\$5,000.00						\$5,000.00
Sewar cleaning	Roads & signage													\$0.00
Signage	Roads & signage			\$209.87			\$1,000.00							\$1,209.87
Snow plowing - excess allowance	Snow removal													\$0.00
Snow plowing and removal	Snow removal													\$0.00
Snow removal / cartage	Snow removal	\$6,508.99	\$6,508.99	\$6,508.99	\$6,508.99							\$6,704.10	\$6,704.10	\$39,444.16
Street Cleaning	Roads & signage													\$0.00
Administration, Supplies and Postage	Admin					\$2,500.00		\$2,500.00				\$200.00		\$5,200.00
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									\$6,000.00				\$6,000.00
Subtotal Expenses		\$9,471.94	\$7,573.88	\$7,318.86	\$7,108.99	\$4,343.97	\$6,469.57	\$28,969.37	\$6,469.37	\$7,469.37	\$1,469.37	\$7,504.50	\$7,379.50	\$101,548.69
A.1) Current account balance at end of the period		\$27,513.75	\$23,119.87	\$19,616.01	\$16,382.02	\$15,433.05	\$16,833.48	\$14,144.11	\$10,624.74	\$6,030.37	\$8,201.00	\$8,571.50	\$4,067.00	\$4,067.00
B) RESERVE FUND ACCOUNT ACTIVITY														
Balance forward		\$126,472.03	\$127,432.14	\$128,371.59	\$129,337.42	\$130,288.08	\$131,241.32	\$127,183.60	\$108,074.26	\$108,967.34	\$109,862.84	\$110,760.76	\$106,647.57	\$126,472.03
Deposits (+) / withdrawals (-) from operating account		\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	-\$4,400.00	-\$19,400.00	\$600.00	\$600.00	\$600.00	-\$4,400.00	\$600.00	-\$22,800.00
Interest	3.25%	\$361.36	\$340.70	\$367.08	\$351.91	\$354.49	\$343.53	\$291.91	\$294.33	\$296.74	\$299.17	\$288.06	\$290.46	\$3,879.75
Bank Chargers	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		\$127,432.14	\$128,371.59	\$129,337.42	\$130,288.08	\$131,241.32	\$127,183.60	\$108,074.26	\$108,967.34	\$109,862.84	\$110,760.76	\$106,647.57	\$107,536.78	\$107,536.78
C) NET HCG CASH BALANCE														
A.1 Current acct balance + B.1 Reserve balance		\$154,945.89	\$151,491.46	\$148,953.43	\$146,670.10	\$146,674.37	\$144,017.08	\$122,218.37	\$119,592.08	\$115,893.21	\$118,961.76	\$115,219.07	\$111,603.78	\$111,603.78

Hunt Club Gables Co-Tenancy: Expense Trends by Type





2024 Budget

Motion:

Formally adopt budget with any additional provisions / changes

Updates & Reminders

- Please stay on top of co-tenancy fee payments:
 - Currently \$85 per month (or \$1,020 for 2024); **could** increase for 2025
 - Late/default payments subject to 15% per annum, calculated monthly
- Interac e-Transfer now available for payment of co-tenancy fees
 1. Log into your online or mobile banking app and select e-Transfer option
 2. Choose or add recipient's email: huntclubgables@hotmail.com
 3. Enter payment amount and **indicate your unit address** in message area provided

Payment will be automatically deposited once sent. Can set recurring payments.

- Cheques still accepted 😊

Elections for Co-Tenancy Committee





Officer Election
Parking Enforcement

The background features a large, stylized graphic composed of multiple overlapping, semi-transparent curved lines. The left side of the graphic is primarily blue, transitioning into green on the right side. The lines are thick and have a soft, blurred appearance, creating a sense of depth and movement.

Officer Election Operations

The background features a large, stylized graphic composed of multiple concentric, overlapping curved lines. The left side of the graphic is primarily blue, transitioning into green on the right side. The lines are thick and have a soft, blurred appearance, creating a sense of depth and movement.

Officer Election

Treasurer



Co-Tenancy Committee: Other Volunteers

- Paul Glover to remain as Member-at-Large to assist with transition.
- Additional (non-elected) volunteers welcome to support communications, web updates, special projects, IT solutions, etc.

Proposals & Issues from Owners (and Any Other Business)



2023 Annual General Meeting

Thank you for participating!

