



MINUTES FROM 2023 AGM HELD MAY 1ST, 2024



Chairperson: Paul Glover (Interim Treasurer)
Minutes: Daniel Al-Khafajy (Interim Operations)

Moderator on Zoom Meeting: Megan Mitchell (non-voting homeowner on Silverlace Pvt.)

1) BRING MEETING TO ORDER

Called to order at 19:02

1. Have quorum – total voting unit holders represented = 35
 - a. 16 participated in person;
 - b. 12 participated via Zoom;
 - c. 7 assigned their proxy votes.
2. Paul Glover introduces interim committee:
 - a. Daniel Al-Khafajy (Interim Operations) – homeowner on Heartleaf Pvt.
 - b. Phil Kidd (Interim Parking Enforcement) – homeowner on Bellflower Pvt.
 - c. Paul Glover (Interim Treasurer) – homeowner on Silverlace Pvt.
3. Virtual participants can vote with the hands up emoji or via chat box, in person can vote by show of hands. Need majority for decisions, or two-thirds (2/3) majority required for substantial change to property in excess of 20% of annual budget.
4. Tonight will have votes for committee members and also some budgeted projects for the year.
5. AGMs are required for non-profits. First one since 2016. Will cover what happened to the committee. AGM should be happening annually, end of fiscal (end of calendar year). Future ones will be held November-December. Tonight's business intended to review the recent year and verify plan for upcoming year (or current year – 2024 – in this case), hence, this is 2023 AGM.
6. Agenda shown on slide, open floor opportunity at item 5 "Proposals & Issues from Owners". Any additions to the agenda?
 - a. Neighbourhood garage sale, which will be noted at item 5.
 - b. No suggestions online.
 - c. Approval of agenda
 - i. **Mover:** Philip Kidd (homeowner on Bellflower Pvt.)
 - ii. **Second:** Robert Gaudreau (homeowner on Coralbell Pvt.)

All voted in favour. None against. No abstentions.

2) OPERATIONS UPDATE, a) RE-ORIENTATION

7. Starting with re-orientation. First and foremost, we are a co-tenancy. Similar to a condo association but we own our property, co-tenancy takes care of shared property. Individual properties are cared for by owners, but we have a volunteer committee to tend to common property. We are volunteers, we are not paid.

Hunt Club Gables Co-Tenancy

Mailing Address: Suite 380, 136 - 2446 Bank Street, Ottawa, Ontario K1V 1A8

Website: huntclubgables.weebly.com

Email: huntclubgables@hotmail.com

8. Slide show and minutes will be available on website. We are also recording meeting for archival purposes, will be destroyed after the Committee verifies minutes.
9. 60 units and therefore 60 members in co-tenancy, each with 1 vote. Quorum is 18 members (30%). Thank you for the RSVPs and high participation this time around, this was an issue in past.
10. Background info on past AGMs and committee members. Spring of 2017 emergency meeting was called since the then Treasurer was moving, Rob Robertson of Silverlace Pvt. stepped up and took over as Treasurer in July of 2017 and has been serving in that role until this past December. Cynthia Johnson (formerly of Silverlace Pvt.) oversaw Parking Enforcement and lived next door to the unit that had the fire in spring 2019; she did not return after the rebuild and renovations. Abderrahim Nbigui of Heartleaf Pvt. was elected at the December 2016 AGM, however he stepped down a few years ago. Paul became involved a year or so ago in intermittent capacity, which eventually resulted in him taking over as Interim Treasurer in December 2023. Phil and Dan reached out to Paul for volunteering. As you can see we are here to elect, and have a nominee for each position. Due to limited personal capacity, Paul not standing for nomination tonight.

2) OPERATIONS UPDATE, b) COMMON AREAS MAINTENANCE

11. (Dan presenting) mentions website and all the updated information available
 - a. Schedule C (updated in 2013)
 - i. General attitude is the ability to maintain and live on your property without overwhelming rules and regulations
 - ii. General rules around respecting common areas, garbage disposal
 - iii. Backyard access
 - b. Services provided by landscape & maintenance
 - i. Tree pruning
 - ii. Snow removal
 1. Driveways cleared if BOTH cars are gone in the case of shared driveways
 - iii. Grass, weed, pruning
 - c. Landscaping Contract up for renewal in 2025
 - i. Other companies have been contacted for other quotes on landscaping contracts
 - d. Maintain frontage lights on units, we don't have street lights

2) OPERATIONS UPDATE, c) PARKING

12. Phil: Parking update
 - a. Each unit is designed to accommodate 2 vehicles including garage, we have 13 visitor parking spaces in the summer which goes down to 9 in the winter due to storage of snow. Having adequate parking spots is important. If owners need to park there for short terms, due to maintenance or a visitor with mobility issues, you can park there for up to three hours, and no more than once weekly. If you need anything more send us an email to request a temporary permit. Right now we're thinking of using an electronic permit, same goes for visitors who want to stay for more than 3 nights. A minimum of 3 days' notice for permit requests to huntclubgables@hotmail.com is stipulated in the rules. We do our best to response on requests promptly.
 - b. No street parking, they are fire routes. Exceptionally, a service vehicle parks on the street, or the landscapers, but this must not be done for prolonged periods and vehicles must be prepared to move at a moment's notice.
 - c. Enforcement has been mostly Phil Kidd. If there are issues and someone is parking in a laneway or in the visitors too long, we call by-law. We'll usually issue a written warning before calling by-law.

- d. The co-tenancy is required to adhere to Schedule C rule 14, which mandates the maintenance of a list of vehicles registered to owners. We've therefore asked for information on tenant vehicles so we can track who is in visitors parking or laneway. Especially helps if we have a need to contact you to move a vehicle. We appreciate the info to help us be more informed. Likewise if you see a vehicle parked in the laneway, or too long in visitor's feel free to send us an email.
- e. We are legally obligated by the city to maintain a certain number of visitor parking spots, we should have 12.
- f. There is street parking across Lorry Greenberg, and also the baseball diamond follows street parking rules.

2) OPERATIONS UPDATE, d) OTHER/NEW PROJECTS

- 13. **Email Subscription for Co-Tenancy News:** Thank you to majority of those who RSVP'd for tonight's AGM and subscribed to email notices for co-tenancy news. Anyone who hasn't, we will still be providing paper notices to those units. For anti-spam legislation, we need consent for email communications. Just because we haven't gotten explicit consent does not mean we can't contact you for certain things, such as being in arrears.
- 14. Future projects
 - a. **Tree trimming:** became a pressing matter around ash borer issues, practically all of them were cut down and replaced in the past. What we do have on the website and can rejuvenate is tree trimming requests. Rob was doing this alone and it was difficult, we can provide this service moving forward. We would like to pool requests. We'd like to have this work done in September. If you would like to participate, put in a request we'll make sure your unit will be visited. We will give you notice. Otherwise we will work with the contracted provider to survey the community. If you see arborists around that aren't escorted by the committee, they shouldn't be there. We got very lucky in that wind storm (May 2022), so we want to make sure our trees are properly trimmed.
 - b. **Question:** Just to confirm, if you don't put in a request, will you survey anyways?
 - i. Paul: if the arborists survey and find the tree needs trimming, we'll contact you.
 - c. **Question:** If a tree gets out of hand, do we have to contact you or can we do it ourselves?
 - i. Paul: Technically it is considered part of the common property. That being said, people can perform minor tree maintenance on their own and at their own cost, but we ask that you inform us in advance. Safety is paramount above all.
 - ii. As I said, notice will be key. We'll keep everyone informed.
 - d. **Question:** What about the backyard?
 - i. Paul: technically all the trees are part of the co-tenancy.
- 15. Dan presenting:
 - a. **Water main shutoff valve and road resurfacing** (was supposed to get done 2017). Last time hydrants checked was 2016 and a problem was found, but likely never resolved.
 - b. Dan to get quotes on above road and water main maintenance
 - c. In 2016 **engineering study** done for overflow drains and grills/grates for sewers
 - i. No maintenance actually completed
 - d. **Fences:** during walkaround 2 weeks ago, noticed damages to multiple fences around visitor parking (these are the only fences that are the responsibility of the co-tenancy)
 - e. A no-parking sign in front of 7 bellflower damaged a few years ago, look to get replaced

3) TREASURER REPORT

16. Paul Presenting on treasurer report

- a. Figures I'll be sharing are un-audited, I (Paul) prepped this. I didn't see any issues, but I am just a layperson and therefore think we are way overdue with any **financial auditing**. Perhaps we're entitled to some rebates, who knows. Put that in the budget.
- b. This will be available online. Shows all our revenue. Estoppel certificates, request this if you sell your unit to show that you're paid up. April 2023, 20K taken out of savings. Our monthly contract was approx. \$6,300. Standard contract was approx. \$38,000 for the season, we had a lot of snowfall and therefore we incurred overage fees. Expenses skyrocketed 2023, that's why our fee went up. In all 2023's snow removal expenses were nearly \$65,000, when we would've expected closer to \$40,000. Thankfully we have healthy reserves.
- c. Beginning of 2023, we had approx. \$135,000 in reserves. Final amount at the end of the year we had a little over \$126,000. Biggest expense is really snow removal. Summer services with Lindsay Landscape was about \$823 monthly over six months.
- d. Contracted with Lindsay Landscape for this summer, up for renewal beginning spring 2025 and why Dan is looking at quotes. Winter services are contracted with the same company until end of winter 2025.
- e. Reserves also receive a standing monthly \$600 payment from our chequing account (which is funded directly by our co-tenancy fees) as well as interest rates have been going up, so we have our funds increasing.

17. Next spreadsheet is the 2024 budget.

- a. Currently monthly contract for winter services is approx. \$6,500 - that's our minimum, we have to pay that amount. Thankfully no overage charges from winter 2024. Right now we're budgeting \$39,444 by the end of the year when including November and December 2024.
- b. According to Jehad Raslan (of Bellflower Pvt.), the city wide standard is snow removal contracts are up until 240cm, every cm over that based on Environment Canada, there is an overage charge.
- c. Insurance renewal in here, and an "absolute exclusion" was removed for 2024 meaning we now have added slippage insurance coverage related to snow removal.
 - i. About \$2,000 annually
- d. UPS mailbox, approx. \$230 annually (paid ~\$460 in 2024 for two-year renewal)
- e. Estimates for future projects
 - i. \$20,000 for water main shut off, last AGM about \$15,000 estimated
 1. Road resurfacing for \$5,000
 2. Should be corner of Bellflower and Heartleaf, but may extend to corner of Bellflower and Silverleaf (the updated inspection will verify)
 - ii. **Question:** How about resurfacing driveways?
 1. That's up to individual owners.
 - iii. Not recommending complete road resurfacing just yet, but maybe in future.
 - iv. \$4,000 for fence repairs, spent about \$2,000 on a single fence repair a couple of years back; hoping we can stretch the budget if multiple jobs being completed at once.
 - v. Fences facing Bruff Park and the McDonald's lot are not under the Co-tenancy's mandate
 1. **Comment:** McDonald's might own that fence
 2. **Comment:** Last time McDonald's fence was repaired, it was a big deal arguing with McDonald's.
 - vi. **Question:** fences between units on property lines, is that something that should be discussed between neighbours?
 1. Yes

- vii. \$5,000 for the reserve fund study, and/or engineering study. Important to check our sewer infrastructure, also would need a reserve study but priority is physical work.
- viii. \$6,000 for tree trimming. Plan to have that done in September
- ix. \$5,000 for a financial audit (paid in two \$2,500 parts)
- f. Haven't done much of anything for 7 years, last AGM we had a cash balance of \$113K, approved a budget to end with \$90K. For this current budget, even with these expenses we will be at \$111K by end of 2024. A lot of this is guess work for the moment, we are still securing a lot of quotes. We'll accomplish as much as we realistically can do. Wanted to show an expense trend for the past 4 years. We were drawing from reserves for regular expenses, that's why we went up to \$85 for 2024. Not saying that we will definitely go up in 2025, but we'll look at that for next AGM. To be fair, we were previously paying \$70 a month for 10 years.
- g. How much money do we bring in each year?
 - i. In total \$61,200 for 2024 co-tenancy fees (60 units x \$1,020)
- h. A participant noted that the previous Parking Enforcement Officer mentioned a problem with "miscreants" coming over the fence and causing mischief at the end of Heartleaf. Anyone heard of that? There used to be issues with that.
 - i. No one has had issues as far as we know. Paul advises neighbours to phone the police in cases of criminal activity.
- i. Sheila Scott of Bellflower Pvt.: The stairs at her unit, is there any way to get the original stock of stairs to switch them out and make them match?
 - i. Would have to contact original home builders. Responsibility of the owners to take care of that. Could reach out to Pheonix homes.
- j. Eric Davignon of Bellflower Pvt. expressed concern about backyard tree maintenance being included in the budget.
 - i. Paul reiterated that all trees are part of the co-tenancy purview. If that proves to be not true, we can amend. But this has been an expense for years as of right now that's staying in the budget. Paul assured attendees that the minutes would include the related reference from the co-tenancy agreement.

Supplemental (Re: co-tenancy's responsibility for trees):

1120919 ONTARIO INC.

On behalf of Future Owners

WHEREAS:

A. 1120919 is the owner of the lands and premises described in Schedule "A" attached hereto (hereinafter call the "Lands");

...

ARTICLE 4 COMMON EXPENSES

4.1 Common Expenses. The Common Expenses of the Common Property shall include the following:

...

(j) the cost of maintaining all trees located on the Lands;

...

Schedule "A"

SITUATE, LYING AND BEING IN THE City of Ottawa, in the Regional Municipality of Ottawa-Carleton and being composed of:

Part of Blocks 26 and CX, Plan 4M•237 and Part of the South ½ of Lot 5, Concession 4 (Rideau Front)) being Parts 1 to 25 on 4R-14322

PIN: 04158-f 13 and 04158-0006

- k. Considering existing chequing account balances and adding \$61K from co-tenancy fees, we're taking \$30K out of savings to cover additional expenses. Total projected expenses are roughly \$100K for 2024.
- l. Marie Bazambanza of Heartleaf Pvt. Expressed dissatisfaction with Lindsay Landscape noting sometimes the snow is backed onto her driveway, can't back out.

18. 2024 Budget approval as presented

- a. **Mover:** Blake Rankin (homeowner on Heartleaf Pvt.)
- b. **Second:** Robert Gaudreau (homeowner on Coralbell Pvt.)

34 votes in favour. 1 against (objection Re: inclusion of tree expenses). No abstentions.

Motion is passed - 20:27

19. Please stay on top of co-tenancy payments – currently \$85 per month (or \$1,020 for 2024). Could increase for 2025, depends on projected pricing. Always be ready for potential notices, explanations will be provided.

20. Late/default payments are subject to a 15% late fee. This has not been enforced in recent years, we're developing an updated process to refer these issues to the co-tenancy's lawyer. It costs a lot more to the individual unit in arrears if we have to refer to a lawyer. Please stay on top of this.

- a. We now accept Interac e-Transfers
- b. Add huntclubgables@hotmail.com as a payee, can set up monthly payment. Please put your unit address in the message.
- c. Cheques are still accepted.

4) ELECTIONS FOR CO-TENANCY COMMITTEE

21. Elections

- a. We have the following nominations for our 3 volunteer officers
 - i. Parking enforcement: Philip Kidd of Bellflower Pvt.
 - ii. Operations: Daniel Al-Khafajy of Heartleaf Pvt.
 - iii. Treasurer: Jehad Raslan of Bellflower Pvt.
- b. Info about them is posted on the nominations page on the website (huntclubgables.weebly.com/nominees). Unless anyone else volunteers, we'll propose these individuals.
- c. No one putting their names forward.
- d. 4 Bellflower might be able to help with IT support and web design
 - i. Please send an email to huntclubgables@hotmail.com if you'd like to help
- e. Phil is nominated for parking enforcements
 - i. No objections, Phil acclaimed
- f. Dan is nominated for Operations
 - i. No objections, Dan acclaimed
- g. Jehad is nominated for Treasurer
 - i. No objections, Jehad is acclaimed

22. Until further notice, can mail the cheques to the UPS box, drop it off, or hand deliver them, knock on Paul or Jehad's door.

5) PROPOSALS & ISSUES FROM OWNERS

23. Round Table:

- a. Cheryl Giberson of Silverlace Pvt.
 - i. Proposal is to re-designate a portion of visitor parking as overflow parking.
 - ii. Cheryl
 1. Thank you everyone. Some people don't have vehicles that fit in their garage. I was curious about whether some of the parking could be designated overflow for residents. Now I don't even know if this is allowed given the Ottawa by-law of 0.2 visitor parking spaces per household.
 - a. Phil: we may be able to designate one parking spot technically speaking, in the winter that would disappear. The problem is that we don't have the manpower to monitor that spot.
 - b. Cheryl: I can withdraw it, given that it wouldn't be feasible.
- b. Question about recycling bin next to mailboxes on Silverlace where people place unwanted flyers, etc.
 - i. Akila Chalal of Silverlace Pvt.: I clean the bin and area. People just clean their cars and throw it in there.
 - ii. Should we leave that there or remove it?
 1. It will remain available, and Phil volunteered to manage it.
- c. Lindsay Landscape
 - i. Akila noted that every year they damage the visitor parking fence. But we discussed it already.
 - ii. When it comes to this contract, communication is key. If you have concerns, make them known to the association. For a period Rob didn't have access to the huntclubgables@hotmail.com email and it died down. We'll be following up moving forward.
 - iii. The other side of this, the Hunt Club Gables email gets updates from Lindsay Landscape, we've asked them for a direct subscription but they can't do that. We're looking to update the website or email subscription.
 1. It would be practical if we got a heads up to move our vehicles.
 - iv. If they damage our property, do we go directly to them?
 1. No, contact the Co-Tenancy Committee.
 - v. Can we ask them to fix broken sign as part of renegotiation?
 1. We could ask.
- d. Blake Rankin of Heartleaf Pvt.:
 - i. Garage Sale
 1. I Intend to have at least 1 garage sale this summer, would be nice to do it as a community.
 - ii. City has a program called RU Ready, for emergency preparedness.
 1. I took the instructor's course, I could do that at an AGM meeting if anyone is interested.
 - iii. No objections to his proposals, Blake can contact Committee with details.
- e. Community events, would they be communicated on the website?
 - i. Always on the website. If you're subscribed for email, it'll be emailed to you. It'll be printed to those not subscribed.
 - ii. Email huntclubgables@hotmail.com if you would like to be subscribed.
 - iii. Could we send out a reminder day of?
 1. All who RSVP'd got reminder 2 days prior, which should be sufficient (one homeowner's notification went to a spam folder; Paul asked that they add huntclubgables@hotmail.com to their safe senders list)
 2. We'll ensure notifications and reminders are appropriate.

6. ANY OTHER BUSINESS

24. No new business put forward aside from items addressed under item 5. Proposals & Issues from Owners above.

25. Formal motion to adjourn

- a. **Mover:** Jehad Raslan (homeowner on Bellflower Pvt.)
- b. **Second:** Sheila Scott (homeowner on Bellflower Pvt.)

All voted in favour. None against. No abstentions.

Adjourned 21:02