

## HUNT CLUB GABLES CO-TENANCY ANNUAL GENERAL MEETING

### MINUTES (DRAFT)

OCTOBER 15, 2014 – 7:30pm – 8:50pm  
LORY GREENBURG COMMUNITY CENTRE – OTTAWA ONTARIO



#### Quorum:

Quorum of 18 owners (present or by proxy) was not achieved as only 14 owners were present and no proxies were provided. Instead of holding a second meeting, key decisions have been documented in a brochure being delivered to each unit the week of October 21st (delivery will also be supported by email where email addresses are on file. Owners will have 21 day to notify the committee of disagreement of any key decisions (designated in the minutes as **\*\*\* KEY DECISION \*\*\***).

If 10 (ten) or more owners (50% + 1 of a quorum of 18 persons) voice disagreement, a special second annual general meeting will be held in December 2014. Otherwise decisions reached will be deemed to have been carried by a quorum of owners.

#### Meeting materials:

PowerPoint materials used in the AGM are posted to Hunt Club Gables web site.

<http://huntclubgables.weebly.com/>

#### Minutes:

| # | Item  | Minutes/Outcome/Actions   |
|---|---|---|
| 1 | Adoption of minutes from December 9, 2013 AGM | Accepted. No changes  |
| 2 | Web site update                               | Information provided – no decisions / actions.<br><a href="http://huntclubgables.weebly.com/">http://huntclubgables.weebly.com/</a> |

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| 3 | Sewer and catch basin clean outs.                               | <p>Results of sewer cleaning were discussed. Owners were informed as to the discovery of Tim Horton’s use of our storm and septic sewers granted through an easement in perpetuity with the developer which was passed on to the owners via the HCG co-tenancy agreement.</p> <p>Tim Horton’s reimbursed HCG Co-Tenancy for the cleaning of their sewers, catch basins, and lines that feed into our property including those under the yard of the unity at south east corner of Heartleaf and CoralBell.</p> <p>The cleaning identified no problems with our sewers other than an inability to access problem two catch basins along Heartleaf due to a property separation fence and deck blocking clean out access. Future cleaning will need address these issues.</p> |
| 4 | Snow Removal  | <p><b>*** KEY DECISION ***</b></p> <p>Switched to Rystenbil Custom Services (RCS) in 2013/2014 was discussed. Agreement to continue with (RCS) in winter 2014/15 with addition of obtaining service level commitments for service timelines and snowfall thresholds associated with street clearing, driveway clearing, de-icing or sanding / use of small gravel stones on streets and driveways, and snow removal.</p>  |
| 5 | Trees – ash trees: maintain & remove/replace + other trees      | <p><b>*** KEY DECISION ***</b></p> <p>Committee will undertake continued treatment of ash trees, removal and replacement designated damaged ash trees, undertake review and problem eradication of other trees infected with small gnats that become a significant problem in the fall, and pruning of trees in fall/winter at request of owners. Owners who wish pruning to take place of trees on their property should email the committee with their request at <a href="mailto:huntclubgables@hotmail.com">huntclubgables@hotmail.com</a>.</p>   |
| 6 | Graffiti tags fencing surrounding perimeter of the development. | <p><b>*** KEY DECISION ***</b></p> <p>Two motions were proposed and accepted.</p> <ul style="list-style-type: none"> <li>a) Any graffiti tags to perimeter fences of the Co-tenancy will be covered over or removed by the Co-tenancy as managed by the Co-Tenancy Committee so long as provisions in “b” (immediately below) are adhered to.</li> <li>b) Owners and/or tenants are to report any notices from the City of Ottawa regarding these fences to the Co-tenancy Committee within 7 calendar days of receipt from the City. Failure to do so can result, at the sole discretion of the Co-tenancy Committee , in the owner being fully responsible for the actions and related costs as detailed in the City’s notice.</li> </ul>                                 |
| 7 | Visitor parking update  | <p>Discussion took place over abuse of visitor parking. A frequent abuser was identified for a warning or infraction violation.</p>   |

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| 8  | Traffic and road safety                                  | Review and discussion around traffic safety concerning pedestrians and children was discussed. While several ideas for new signs including a possible stop sign on Silverlace were discussed, no action will be taken. Concerned owners should continue to speak with neighbors and express concern constructively. The Committee is not a traffic law enforcement body. The Committee has spoken to an Ottawa community policing constable during the summer on these matters. There was willingness by Ottawa police to confidentially approach the parents of children and speeders to bring awareness and education perspectives if owners reach out. Ottawa Community police can be reached by phone or email. Visit:<br><a href="http://www.ottawapolice.ca/en/contact-us/Community-Police-Centres.asp?mid=16698">http://www.ottawapolice.ca/en/contact-us/Community-Police-Centres.asp?mid=16698</a> |
| 9  | Fire Hydrants  | Minor maintenance including painting and flushing this year. We expect more maintenance and costs in 2015 and have budgeted accordingly.  |
| 10 | Visitor parking repairs – corner CoralBell and Heartleaf | Committee will undertake to redo asphalt in this visitor parking space in late 2014 or spring 2015.   |
| 11 | Road repair –Lorry Greenberg and Silverlace              | In late June, after many calls to the City of Ottawa over a 2 month period the committee involved Councillor Diane Dean’s office. This resulted in paving of the entrance to Silverlace within a week.  |
| 12 | Reserve study  | While a quote was provided and engineering firm selected the Committee was unable to undertake the Reserve Study as expected. This was largely due to a desire to have the sewers cleaned out to gauge if there were any problems with our sewers and the delay in getting this done driven by discovering Tim Horton’s use of same. The reserve study will be done in the spring of 2015.  |
| 13 | Insurance  | When renewing our general insurance for common property, the Committee determined BellFlower Pvt. was never included on the policy. This oversight was corrected without a premium increase.  |
| 14 | Financial update   | <b>*** KEY DECISION ***</b><br>For the 1st time in many years there are no arrears on file for common fees. 2014 operating expense review was provided as well as projected income statement for 2014 leading to a budget submission for 2015. All financial documents, including 2015 budget was adopted as tabled. Common fees will remain at \$70/month.   |
| 15 | Election of Co-Tenancy Committee                         | <b>*** KEY DECISION ***</b><br>No owners or designated proxies came forward to run or be nominated for election. By default, existing committee members will continue for another year in their roles. As a result, existing committee was the elected by acclamation without a vote. The committee remains:<br><ul style="list-style-type: none"> <li>• Dan Berty / Treasurer – 77 Silverlace</li> <li>• Jennifer Clinch– 72 Silverlace</li> <li>• Jonathan Mathews / Operations Manager - 21 Heartleaf</li> </ul>   |