



Welcome!



Hunt Club Gables

Annual General

Meeting

October 15, 2014

Agenda

1. Establish quorum
2. Adopt agenda
3. Adoption of minutes from December 2013 meeting
4. Operations manager update
 - Web site update
 - Snow removal – retain same contractor or change & cost implications
 - Sewers - status
 - Graffiti on fencing
 - Hydrants, parking paving, etc
 - Trees – ash trees: maintain & remove/replace + other trees
 - Visitor parking update
 - Other infrastructure & upcoming work
5. Treasurer report – financial overview, co-tenancy fees, budget, actuals, legal issue/update, reserve study
6. Elections of committee members (2014/15)
7. Proposal & issues from owners from owners
8. Other

Establish quorum & voting

Quorum¹

- Annual General Meeting requires:
 - 30% or 20 owners present or by proxy.

Voting²

- A. Changes effecting more than 20% of common expenses - ex: budget adoption, material improvements of changes, etc) requires either
 - 2/3 vote of owners present where quorum is reached.
- B. All other votes require simple majority.



¹ Co-tenancy agreement article 8.3

² Co-tenancy agreement article s5.2 a and b

Minutes – December 9, 214 AGM

- Amendments?
- Motion to accept?
- Vote to accept as is or with amendments.

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Website Update

<http://huntclubgables.weebly.com>

HUNT CLUB GABLES

Hunt Club Gables Co-Tenancy

Home

- Announcements
- Trending Issues
- Rules and Agreement
- Owners Meetings
- Finances
- Ottawa By-Laws
- FAQ's
- Co-Tenancy Committee
- Contact Us
- Perspective New Owners

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!

Upcoming News

ANNUAL GENERAL MEETING - Wednesday October 15th at 7:30pm

We will be holding the annual general owners meeting this Wednesday, 7:30 on October 15 at the Greenboro Community Centre - 363 Lorry Greenberg Drive, Ottawa - ROOM C

Usage for Past Month

Site List

Hunt Club Gables Co-Tenancy

Edit Site

Statistics

Blog Comments

Form Entries

Statistics for *huntclubgables.weebly.com*

Pageviews

Unique Visitors



Snow Removal

- Continue with Rystenbil Custom Services
 - Winter 2014/2015 will cost \$13,200 + HST
 - Hauling snow will be \$185/load
 - In line with last year
- Will work to insure we have a clear timeframe for driveway clearing

Sewer Inspection

Executive summary

- Tim Horton's parking lot feeds into our lines. They paid their portion.
- Several catch basins not cleaned out.
- Work completed early July
 - The sewer lines are good, no blockage or other issues

Tim Horton's / commercial sewers

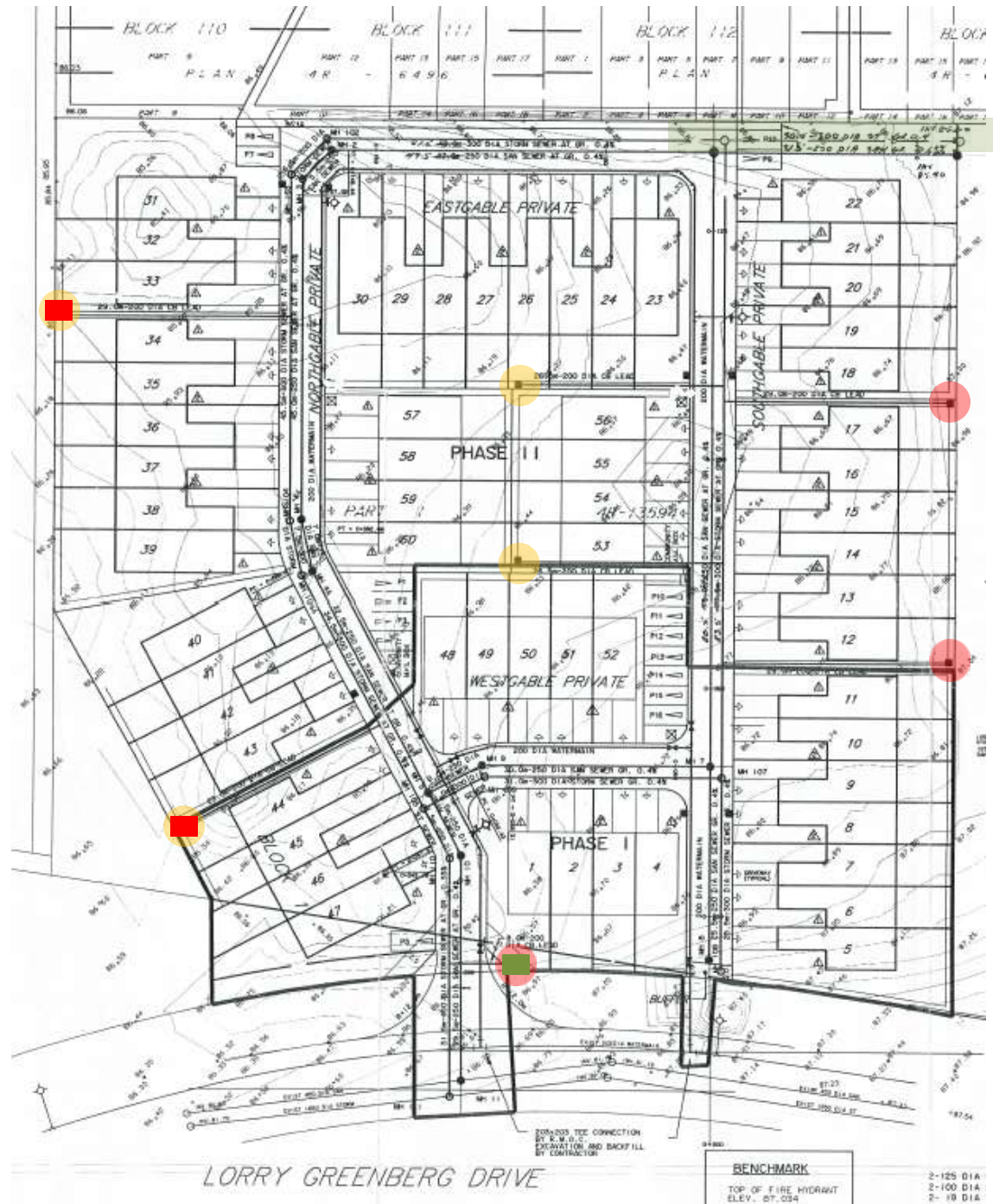


Legal issues – Tim Horton's & catch basins

- Sewers & Tim Horton's (Hunt Club) easement
 - Storm and septic access, granted by developer before owners were deeded properties and common areas.
 - Highly unusual per City of Ottawa and our lawyers.
 - Granted in perpetuity
 - Suspect in exchange for commercial developers putting southern facing fencing along Tim Horton's and Quickie.
 - They paid their prorated share but legal advise & title search was costly
- Catch basin's on owners properties
 - Must be accessible and not covered over – per city by-laws as adjunct to changes to property and landscaping (slope)
 - 2 unable to gain access (deck and fence)
 - Need to determine approach to gain access. Owners notified in 2014 verbally.
 - Also determine if work to gain access to be funded or not by co-tenancy fees.
 - Recommendation = No.
 - 1 not noticed on plan
 - All will be done in 5 years when next cleaning should take place.

Sewers – continued...

- Catch basin cleaned
- Catch basin cleaned but was full of debris
- Catch basin not cleaned, unable to access
- Catch basin not cleaned – missed in plan review



Sewers ... continued

- Work completed by Veolia environmental services after competitive bidding process.
 - Criteria – price, professional demeanor, and experience.
- Needed extra morning due to being called away.
No material impact to us.
- Camera review not done.
 - Was done in 1999 ... no material issues at time
 - Contractor agreed, likely not needed and would double cost.
 - Use only if problems detected during clean out.

Reserve Fund Study

- Supposed to be done this summer
 - This was postponed till Summer 2015
 - Estimated cost of \$2,000 (incl taxes)
- Laviolette Building Engineering
 - Same company we used previously

Graffiti

- “Tags” along fencing facing Lorry Greenberg and park
- Owners get notices from City of Ottawa
 - Clean up in 14-21 days or pay for work done on tax bill
- Approach is part of City of Ottawa graffiti strategy.
 - Quick clean/cover up detracts from repeat offenders is theory...
- Contacted Ottawa Police and was told not police issue.
- Pursued with City Manager in charge.... Costs, incidents, improvements (or not!), etc. Suggested contact of Ottawa police to report.
- Contacted Ottawa community policing.
 - Will do more patrols.
 - Could put camera(s) to try to catch perpetrators. But agreed not that practical and may violate privacy or other by-laws.
 - Take pictures and report with time, date, and location.
 - Call 911 if see “crime in progress”. Officer’s will respond.

Graffiti continued...

- Are fences common property?
 - Between buildings/lots – **no**. Owner's responsibility.
 - Visitor parking – **yes**
 - Others (Lorry Greenberg, backing onto park, and backing onto Tim Horton's and Quickie store) – unclear.
 - Not specifically mentioned in co-tenancy agreement.
 - Lawyer said could be argued that they are or aren't. Judge would have to decide.
 - Practical view... assume they are common property.
 - Implication: While City sends violation notice to home owner, the Co-tenancy committee (on behalf of owners) manages maintenance – including graffiti removal.
 - » D. Berty has been doing this through summer 2014.
- **Action: Need owner agreement and motion to amend co-tenancy rules to reflect:**
 - a) **These fences are designated as common property and should be maintained by the co-tenancy.**
 - 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. 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 detailed in the City's notice.**

Road repair on Lorry Greenberg entrance to Silverlace

- Several owners made calls in spring to the Committee and City of Ottawa.
 - No repairs effected by the City.
- Treasurer called logged online and called City several times. No action despite 3 separate commitments over 7 week period.
 - Requested assistance from City Councillor Diane Dean's office.
 - Action taken in under a week here and all along Lorry Greenberg.
 - Follow-up with Treasurer by city roads supervisor for this district. Long song and dance discussion – no money, no time, not aware of 311 service level commitments, disconnects with how his dept. categorizes work, etc.
 - Documented supervisor and followed up with councillor.
 - Councillor's office followed up with Supervisor's boss and also with Director of 311 service.

Repave visitor parking at corner Heartleaf and CoralBell

- Asphalt in bad shape – especially “skirt”
- Budget \$3,000
 - Removal
 - New stone bed
 - New asphalt

Traffic

- Per the July 3, 2013 meeting, stop sign/stop line and slow down signs have been put up to try to reduce speed
 - Has this been successful?

Fire Hydrants

- Inspection done in July
 - Hydrants are in good order
 - No major issues to report
 - Will likely need to do maintenance next year
 - Budgeted for \$1,500

Ash Trees

- Tree sub-committee only had one response for membership.
- Proceed with a “measured” approach
 - Cut trees down as required and replant
 - Cheaper in short run, more expensive in long run

Ash Trees (costs)

		Unit cost
Tree removal		
	1st tree	\$400
	subsequent trees	\$175
	stump grinding	\$75
	Tree replanting (Ivory Silk Lilac)	\$285
Tree Treatment		
	TreeAzin treatment	\$185
	Tree fertilization	\$15

Total proposed tree budget

Tree type	Activity	Unit cost	# units	Budgeted total cost incl HST	Month
Ash trees	Tree removal				
	1st tree	\$400	1	\$452	6
	Subsequent trees	\$175	9	\$1,780	6
	Stump grinding	\$75	9	\$763	6
	Tree replanting (Ivory Silk Lilac)	\$285	9	\$2,898	6
	Tree Treatment				
	TreeAzin treatment	\$185	9	\$1,881	5
	Tree fertilization	\$15	9	\$153	5
Other trees	Pruning	\$45	20	\$1,017	6
	Spray for bug / treat	\$125	10	\$1,413	5
				\$10,356	

Costs by month	May	\$3,447
	June	\$6,910
		<u>\$10,356</u>

Visitor parking

- Comments/Concerns?
- Please NOTE: When a big snowstorm is coming overnight, keep the visitors parking cleared. Cars in here can greatly hamper the efforts of the snow removal crews

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Financial overview

- Overall:
 - Healthy; increase of \$8/month as at January 1, 2014 has made difference.
 - Common fees:
 - All recoveries from outstanding completed in Q2
 - No arrears at present time. 1st time in many years.
 - Action items from Dec 2013:
 - Stop \$600 / month → reserve account: No required / not done.
 - Reserve study: Initiated but not completed. Reason: Postponed due to sewer cleaning and treasurer follow-up post cleaning.

Income statement

Account & Item	Budget	Actual	Difference to budget	Comments
A) Operating account				
Income				
Balance forward	\$ 16,349	\$ 9,488	\$ (6,861)	Xfer to reserve fund monthly amounts to diff of \$7,200 lower
Co-tenancy cheques	\$ 57,600	\$ 50,052	\$ (7,548)	Budget error: ... should have been \$51,400
Other income	\$ -	\$ 485	\$ 485	
Transfer from savings / reserve fund	\$ -	\$ -	\$ -	
Recovered delinquent co-tenancy fees through lawyer	\$ 1,156	\$ 1,426	\$ 271	
Late fee interest (not through lawyer)	\$ 36	\$ 12	\$ (24)	
Estoppels	\$ -	\$ 200	\$ 200	
Interest earned	\$ -	\$ -	\$ -	
Income subtotal	\$ 75,140.48	\$ 61,662.96	\$ (13,477.52)	
Expenses				
Admin	\$ 635	\$ 572	\$ 62.70	
Banking	\$ 112	\$ 58	\$ 53.70	
Fencing	\$ 400	\$ 17	\$ 382.93	
Fire hydrants	\$ 1,275	\$ 2,173	\$ (898.37)	
Insurance	\$ 2,524	\$ 2,413	\$ 110.78	
Landscaping	\$ 2,759	\$ 1,074	\$ 1,685.25	
Legal	\$ 750	\$ 2,528	\$ (1,778.49)	
Refunded fees	\$ -	\$ 96	\$ (96.00)	
Reserve fund study	\$ 2,500	\$ -	\$ 2,500.00	
Roads & signage	\$ 4,000	\$ 509	\$ 3,491.50	
Savings xfer	\$ (3,000)	\$ 7,200	\$ (10,200.00)	
Snow removal	\$ 24,394	\$ 21,696	\$ 2,698.66	
Trees	\$ 7,200	\$ 2,051	\$ 5,149.05	
Expenses subtotal	\$ 43,548.64	\$ 40,386.93	\$ 3,161.71	
Net income active account				
	\$ 31,591.84	\$ 21,276.03	\$ (10,315.81)	
B) Reserve account				
Income				
Carry over from previous year	\$ 87,850	\$ 86,450	\$ (1,400)	
Transfers into reserve	\$ 1,000	\$ 6,600	\$ 5,600	Was able to maintain \$600 per month xfer from operating acct
Interest	\$ 343	\$ 356	\$ 13	
Income subtotal	\$ 89,193.01	\$ 93,406.34	\$ 4,213.33	
Expenses				
Bank service charges	\$ 18.00	\$ 26.00	\$ 8.00	
Net income (- = over budget / unfavorable)				
	\$ 89,175.01	\$ 93,380.34	\$ 4,205.33	Laregly due to continued transferring of \$600 to reserve monthly
C) Bottom line / liquidity (A + B)				
	\$ 120,766.85	\$ 114,656.37	\$ (6,110.48)	

Operating expense review

2013 / 2014 COMPARISON					
Operating expense category	2013	14 Budget	Projected 2014 (Jan-Oct actuals & Nov-Dec budget)	Variance to budget (+ = under / - = over budget)	Variance to 2013 (+ = under / - = over budget)
Admin	\$741	\$635	\$572	\$63	\$169
Banking	\$196	\$112	\$58	\$54	\$138
Fencing	\$3,808	\$400	\$17	\$383	\$3,791
Fire hydrants	\$4,949	\$1,275	\$2,173	-\$898	\$2,776
Insurance	\$2,413	\$2,524	\$2,413	\$111	\$0
Landscaping	\$2,126	\$2,759	\$1,074	\$1,685	\$1,053
Legal	\$2,003	\$750	\$2,528	-\$1,778	-\$526
Refunded fees	\$270	\$0	\$96	-\$96	\$174
Reserve fund study	\$0	\$2,500	\$0	\$2,500	\$0
Roads & signage	\$17,674	\$4,000	\$509	\$3,492	\$17,166
Savings xfer	\$7,200	-\$3,000	\$7,200	-\$10,200	\$0
Snow removal	\$33,831	\$24,394	\$21,696	\$2,699	\$12,136
Trees	\$3,893	\$7,200	\$2,051	\$5,149	\$1,842
	\$79,104	\$43,549	\$40,387	\$3,162	\$38,718

 = One time costs 2013 vs 2014

 = Material expense differences year over year on repeating items

Budget 2015

- Largely same as 2014 with:
 - Funding for reserve study
 - Trees – as noted previously
 - Paving of south east visitor parking lot (CoralBell and Heartleaf) - \$3,000
 - Modest budget for fence repairs and graffiti management
 - Assumes same operating expense for snow removal but \$1,500 reserve for extra snow.
- Net outcome / liquidity at yr end 2014 - \$102K (operating account and reserve)
 - Same as projected 2014 year end

Budget 2015

	Jan 15	Feb 15	Mar 15	Apr 15	May 15	Jun 15	Jul 15	Aug 15	Sep 15	Oct 15	Nov 15	Dec 15	Total
A) CURRENT ACCOUNT / CHEQUING ACTIVITY													
INCOME													
Balance forward	9,488	13,575	11,818	9,921	9,025	7,118	281	4,090	4,639	5,611	8,267	9,763	5,490
Co-tenancy cheques	10,502	3,922	2,894	4,634	3,228	3,086	5,712	2,612	4,014	3,584	3,024	2,744	49,956
Transfer from savings / reserve fund						3,500							3,500
Other income													0
Estoppels	0	0	50	0	50	50	50	0	0	0	50	0	250
Late Co-tenancy fee & interest recovered by law													0
15% interest on late co-tenancy fees													0
Bank interest earned													0
Subtotal cash balance	\$19,990	\$17,497	\$14,762	\$14,555	\$12,303	\$13,754	\$6,043	\$6,702	\$8,653	\$9,195	\$11,341	\$12,507	\$59,196
EXPENSES													
Hall Rentals										125			125
Mailbox Rental Renewal								210					210
Other expenses												50	50
Supplies and Postage			20			20			20	50			110
Bank service charges	15	3	3	3	15	3	3	3	15	3	3	3	72
NSF cheques													0
Returned checks													0
Fence repairs					500				500				1,000
Fire Hydrants					270			1,100	1,500		825		3,695
Insurance Renewal		2,440											2,440
Landscaping							1,200						1,200
Legal fees	150	150	150	150	150	150	150	150	150	150	150	150	1,800
Refunded co-tenancy from overpayment													0
Reserve Fund Study						2,000							2,000
Roadway repairs					200	3,300			200				3,700
Sewer cleaning													0
Street Cleaning						500							500
Transfer to(+) / from(-) reserve account	600	600	600	600	600	600	600	600	600	600	600	600	7,200
Signage									57				57
Snow plowing	2,486	2,486	2,486	2,486								5,400	15,344
Snow removal / cartage	3,164	0	1,582	791								815	6,352
Snow plowing and removal / excess				1,500									1,500
Trees					3,450	6,900							10,350
Subtotal Expenses	\$6,415	\$5,679	\$4,841	\$5,530	\$5,185	\$13,473	\$1,953	\$2,063	\$3,042	\$928	\$1,578	\$7,018	\$57,704.23
A.1) Current account balance at end of the	\$13,575	\$11,818	\$9,921	\$9,025	\$7,118	\$281	\$4,090	\$4,639	\$5,611	\$8,267	\$9,763	\$5,490	
B) RESERVE FUND ACCOUNT ACTIVITY													
Balance forward	\$93,380	\$94,010	\$94,640	\$95,270	\$95,900	\$96,531	\$93,662	\$94,233	\$94,924	\$95,556	\$96,188	\$96,820	
Deposits(+) / withdrawals (-) from operating acco	\$600	\$600	\$600	\$600	\$600	-\$2,900	\$600	\$600	\$600	\$600	\$600	\$600	3,700
Interest	\$31	\$31	\$31	\$31	\$32	\$32	\$32	\$32	\$33	\$33	\$33	\$33	384
Bank charges	-\$1	-\$1	-\$1	-\$1	-\$1	-\$1	-\$1	-\$1	-\$1	-\$1	-\$1	-\$1	-12
B.1) Balance at end of month	\$94,010.34	\$94,640.34	\$95,270.34	\$95,900.34	\$96,531.34	\$93,662.34	\$94,293.34	\$94,924.34	\$95,556.34	\$96,188.34	\$96,820.34	\$97,452.34	
C) NET HCG CASH BALANCE													
A.1 Current acct balance + B.1 Reserve bal	\$107,585	\$106,458	\$105,191	\$104,925	\$103,649	\$93,943	\$98,383	\$99,563	\$101,168	\$104,456	\$106,584	\$102,942	

Legal issues - insurance

- Review of general liability insurance policy for common property and co-tenancy liability protection determined that Bellflower Pvt. was not never on the policy.
- Broker notified and after discussion arranged to have coverage added at cost of \$0.00.

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Election of committee members

- Existing committee members
- Call for candidates & terms
- Candidates speeches
- Election (if needed)

Proposals from owners

Questions/Comments?

- Your Hunt Club Gables Co-tenancy Committee
 - Dan Berty – 77 Silverlace
 - Jennifer Clinch – 72 Silverlace
 - Jonathan Matthews – 21 Heartleaf
- Website: huntclubgables.weebly.com
- Email: huntclubgables@hotmail.com
 - Best way to contact us
 - Checked daily/once every two days
 - We try to respond in a timely fashion