



# Welcome!



## Welcome to the neighborhood and Hunt Club Gables Co-Tenancy!

As a new owner(s), this information sheet is designed to introduce you to our neighborhood “Private” and the Co-Tenancy you are now part of.

### The area

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Our community or co-tenancy, in Greenboro East, off Lory Greenberg drive, is comprised of 4 “private” streets (Silverlace, Coralbell, Heartleaf, and Bellflower) with separate lots or units.

### What is a “co-tenancy”?

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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. The co-tenancy agreement was created when the development was released by the developer to its original owners. New owners automatically assume the rights and obligations part of this agreement and become representatives of the ownership group. A volunteer co-tenancy committee comprised of owners has been established through election by the owners. This committee then represents the owners in managing the common areas on a non-profit basis. This structure results in substantially reduced monthly fees over condominium arrangements.



### Common areas and common fees

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The co-tenancy agreement explains the nature of our “Private’s” common areas. Common areas include; the streets, curbs, visitor parking areas, common grass areas (ex: around mail boxes and at the Lory Greenberg entrance), all trees, fire hydrants, and some fencing. Servicing these areas is done by the owners on a pooled

basis and not provided for by the City of Ottawa. The result is monthly fees are collected to cover off the costs of maintaining these areas. Services provided through your co-tenancy include: snow removal of streets and your driveway, common area gardening & lawn maintenance, fire hydrant maintenance, common fencing maintenance, tree maintenance, storm & septic sewer maintenance under the streets after entry from the home owner's unit, liability insurance common areas, collect of fees and recovery of arrears, 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 (ex: roofing, window, plumbing, etc.), home lawn care & gardening, and snow removal of your pathways and stairs.

## Your contributions

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Monthly common fees are established by the owners as part of an annual budget process in the fall of each year (in connection with our annual general meeting). The intent is to collect enough fees to cover our expenses and modestly grow our reserve fund which is established every 5 years following an engineering review.

Fees are collected through the use of post-dated cheques dated the 1<sup>st</sup> of each month of the year. Post-dated cheques are to be provided to the Treasurer of the Co-tenancy Committee covering the balance of the year when new owners are welcomed to our community and from then on during the 1<sup>st</sup> week of January of each year.

The fee since January 2014 is \$70 / month. Cheques should be made payable to "Hunt Club Gables Co-Tenancy" and reflect your unit's civic address somewhere on the cheque to ease reconciliation. Cheques can be dropped off at Robbie Robertson's unit (Co-Tenancy Treasurer @ 92 Silverlace Private) or mailed to our PO box address (noted within the web site – see below).

Fees not paid on time will receive a warning and be assessed a 15% per annum interest fee (compounded monthly) as well as additional collection fees if sent for collection.

## When purchasing or thinking of selling

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Sellers or purchasers will usually want to obtain or be requested to obtain a Estoppel Certificate to provide information on the Co-Tenancy's financial position and ensure the owner is in good standing on his/her common fees. The certificates can be requested via email to [huntclubgables@hotmail.com](mailto:huntclubgables@hotmail.com) . 48 hours is needed to prepare and ready the certificate. For privacy and confidentiality reasons, process should be initiated by the current owner (seller). The certificate can be paid for by the seller or purchaser. The fee is \$50. Payments can be made via cheque to Hunt Club Gables Co-Tenancy.

In addition both the seller and purchaser of the unit must execute an Assumption Agreement which, for the purposes of the Co-Tenancy indicates the transfer of ownership and binds the new owner to the co-tenancy agreement, its rules and common fee obligations.

## More information, questions, and feedback

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We have created a web site that contains a considerable amount of information on our Private or Co-Tenancy. It includes our Co-Tenancy agreement and Rules pertaining to our Co-Tenancy (including visitor parking space rules). These documents can be downloaded. The site also includes minutes to meetings, documents on current issues, contact information, and much more. You are encouraged to review the site and bookmark it for review periodically as the site (coupled with email) is the Co-Tenancy Committee's principle means of communication with unit owners. To discuss a matter with a member of the Committee, an email communication form is provided on the web site. Please use and send us your email address! Or, feel free to stop in and speak with any one on the Co-Tenancy Committee (see web site for addresses) at their unit.

Web site address: <http://huntclubgables.weebly.com/index.html>

Last update – May 2017