



## SLOA AGM Meeting Minutes

Date: Wednesday, November 25, 2015, 7:30 P.M.

Location: Greely Community Centre

Chair: Rob Vastag

Minutes: Rima Markunas, Dan Weslake

Board members In Attendance: Rob Vastag, Sandi Bonini, Dan Weslake, Dennis Thomason, Rima Markunas, Leslie & Bill Rideout

Board members Absent: Laura Murnaghan

General Welcome & Opening of meeting

Introduction of SLOA Board Members

Rob Vastag, Sandi Bonini, Dennis Thomasson, Dan Weslake, Rima Markunas, Lesley Rideout, Bill Rideout \* Non-voting member

Motion 1 Motion to approve the November 25, 2015 AGM agenda. Moved by Rob Vastag, first approval by Brandi Young, second approval by Atul Kumar. Motion carried.

Motion 2 Motion to approve the November 26, 2014 AGM minutes. Moved by Rob Vastag, first approval by John Lundstrom, second by Ivan L'Heureux. Motion carried.

Annual 2015 report, Year in Review

3a - Lakes and Ponds, Dennis Thomasson

- All lakes have been tested for E coli, nitrates, phosphates and Ph. Levels. All were better than Ontario drinking water standards and the Dept. of Natural Resources lake average water quality tests.
- None of the lakes and ponds in Sunset experienced blue-green algae growth, unlike lakes and ponds in other Sunset Lakes Develop. Corp. communities,
- Twin Lake has the most pressure on its water quality due to the water flow patterns from all the homes on Sunset Blvd. and Old Prescott.
- Also notable, Sunset Lake has 5-6 times the water volume that Twin Lake, with the same number of homes on its shoreline.

- Our goal is to improve the water clarity while keeping the lake water healthy without using any chemicals and using only naturally occurring bacteria.
- In the spring of 2015 we added another bubbler pump in Sunset Lake close to the public beach.
- We have budgeted for the installation of the hundred feet of bubble tubing for the spring of 2016.
- Water's Edge and Lakeland Estate have blue green algae present in their lakes. This is toxic to fish. We do not have this present in any of our lakes and ponds.

Questions: Can cross contamination between lakes occur by someone swimming in a contaminated lake then swimming in the same bathing suit in an uncontaminated lake?

Reply: No. (Russel Shearer), a resident in the audience who is a marine biologist)

### 3b - Community Pool and Common Areas, Bill Rideout

- We had a successful summer at our community pool!
- Opened earliest date in recent years - due to great weather and outstanding support of community volunteers!
- This spring clean-up brought out many volunteers and many hands truly made light work. Big thank you from the "Pool boys"! (Bill Rideout and Raj Gupta)

### Work achieved

- Old fence removed by volunteers (\$2,000 saved), new fence installed.
- Much of the facility re-painted, thanks to volunteers!
- Old pool furniture refurbished and new furniture assembled by many volunteer hours. Again, thanks!
- Minor plumbing repairs and bathroom refurbishing by volunteers!
- No students hired this summer due to employment concerns. (\$2,500 re-invested into budget)
- The pool heating furnace broke down and it was replaced (\$4,900)
- Volley ball courts groomed regularly throughout the summer
- Landscape contractor not renewed (\$5,000 re-invested in budget)
- Entrance areas at Tranquil Gate received new shrubs
- Entrances decorated for winter holiday season
- Solar lighting for Tranquil Gate entrance
- Several dead trees removed from Sunset Lake walking trail by volunteers (saving approx. \$2,000)
- FWI awarded 2015 summer grass cutting contract

### Work planned for 2016

- Create more shady areas for residents around pool deck and playground.
- Plant some trees to replace deadfall and enhance walkways.
- Repair pool deck surface.
- New signage for pool (required by City of Ottawa).
- Continued modification to entrance flowerbeds.
- Repair basketball area.
- Beach Area machine groomed and maintained by volunteer.
- Continued closure of wading pool.

Questions: Can the wading pool be brought back to functioning status?

Reply: The issue is time and money. A volunteer required to investigate possible options.

### 3c - Covenants and Design Review, Dan Weslake

- All building plans must be approved by Design Review Committee; guidelines such as outside materials used must be natural materials. No siding.
- Waterfront development must be approved; guidelines such as how close to the water line can trees be planted.
- Trail easements cannot be constrained. No motorized vehicles.
- No long-term parking of trailers, motorhomes, boat etc... (over 3 wks.)
- More detailed deed restriction info. is available online @ <http://www.sunsetlakes.ca/owners-association-5/owners-association-3/covenants-and-restrictions>

Questions: None

### 3d - Community Events and Social Activities, Leslie Rideout

- Spring and Fall Clean-up Days – Keeping our community beautiful. This spring clean-up approx. 50 people came out! Yeah!
- Weekly tennis lessons held at our tennis courts in spring (paid by participants). Approx. 38 children signed up this year. This will be offered again next summer and there is a possibility to arrange adult lessons, if there is a demand.
- Bike safety course delivered by the Ottawa police.
- Welcome summer Pool party -First Friday of Summer Holidays.
- Monthly SLOA 'Dive-in' Family movie night presented at the pool.
- TGIF with potluck meals, usually the first Friday of the month.
- Fireworks display Labour Day Weekend. Very popular approx. 80 people came out.
- Balloon Artist (Brad Wood) performed at pool for Sunset Lakes children (donated by a friend of Sunset Lakes).
- Annual sleigh ride – offered horse drawn sleigh rides as well as cookies and a bonfire. This year held on Friday, Dec. 18th at 6:30pm.
- Community Nine and Dine at the Meadows (paid by participants; prizes donated by residents and friends of Sunset Lakes).

- Events are open to all residents in good standing and accompanied guests. We look forward to seeing our neighbours in 2016 at our community events.
- Please send along any suggestions if you think of any other events you would like to see happen!

Questions: No questions raised. However, Leslie was given a big round of applause as a much deserved 'thank you' for all her hard work on so many events!

### 3e - SLOA Communications, Dan Weslake

- Email communication was implemented to reduce operating costs and minimize time required by SLOA board members to physically distribute paper-based communication.
- It is the responsibility of all SLOA residents to keep SLOA updated with an active email address.
- Email addresses collected by SLOA are NOT shared and all SLOA communications are sent out using blind carbon copy (bcc).
- All communications from SLOA are restricted to matters directly relevant to residents (solicitation – commercial or personal – is not allowed).
- To contact SLOA, send an email to the SLOA email address – sloa@rogers.com
- Reasons to contact SLOA:
  - To submit a Design Review request
  - To update an email address to receive communication
  - To report lost and found items and pets
  - To report possible covenant violations (anonymity assured)
  - To inform re: safety concern (eg. criminal activity, vandalism, suspicious behaviour, wild animals, etc.)
  - \*\* In the event of any criminal or suspicious activity, SLOA will send an email to notify residents of a potential community concern.
  - \*\* THIS DOES NOT REPLACE CONTACTING THE POLICE DEPARTMENT. PLEASE DO THAT FIRST!
- Do not contact SLOA for city bylaw enforcement matters such as a neighbours barking dog. This is not the role of the board. Please contact the appropriate city department.

Questions: There was some discussion around booking the pool for an event. This can be done through emailing [SLOA@rogers.com](mailto:SLOA@rogers.com). This does not restrict anyone else from using the pool and its facilities during that time. Booking the pool for large groups/parties is done solely to ensure that we do not have two larger gatherings occurring together. Use of our amenities is restricted to households that are in good standing with

respect to both the SLOA annual maintenance fee and to the SLOA covenants.

3f - Welcome to Sunset Lakes, Rima Markunas

- We have many special amenities in our community such as our lakes, a pool, tennis courts and walking trails but our biggest asset are the people who live here. We have great community spirit!
- It's fun to get involved to both share in and to contribute to this wonderful spirit. Do consider getting involved in some way either through volunteering for one function or event, to sit on the board or anything in between! Your efforts will be much appreciated. On behalf of the board I do try to meet our new neighbours when they move in to our 'hood' to give a friendly hello and to answer any questions.

This year we welcomed:

Natalie & Marc Sauve, Waterside Court

Elizabeth & Andrew Summerton, Sunset Blvd

Dede & Jo Adamowicz, Lakes Park Drive (they lived in Sunset lakes before, had to move away but now they have returned~ welcome back!)

Zahra Mardy & Mohammad Razak, Lakes Park Drive

Kristin & Jad Debs, Waterside Court

Michael Daly, Twin Lakes Ave

4 - 2015 Financial Report, Sandi Bonini

	Budget 2015	Projected to year end
Income	64,900	65,945
Operating Expenses		
Administration & General	4,640	4,134
Gardens and Landscape	12,800	10,865
Pool Operations	13,600	13,116
Lake Operations	15,700	13,716
Community Events	1,500	1,577
Repairs and Maintenance (other)	1,500	0
Tennis Court Maintenance	8,100	8,021
Total Operating Expenses	57,840	51,429

Net Income/(Loss)	\$7,060	\$14,516

Financials: with Capital Projects, Sandi Bonini

	Budget 2015	Projected to year end
Income	64,900	65,945
Total Operating Expenses	57,840	51,429
Net Income/(Loss)	7,060	14,516
Capital Projects:		
Pool Fence	15,000	16,262
Landscaping of playground & beach	5,000	4,045
Total Capital Projects	20,000	20,307
Net Income/(Loss) after Capital Projects	\$(12,940)	\$(5,791)

During Sandi's presentation, she specifically noted the collection of a significant amount of longstanding, unpaid SLOA annual maintenance fees (approximately \$4000.00).

Motion 3 Motion to approve the 2015 financial report as presented. Moved by Sandi Bonini, first approval Brandi Young, second approval Ivan L'Heureux. No oppositions. No abstentions. Motion carried.

Motion 4 Motion to approve the Sunset Lakes Owners' Association to NOT appoint an auditor to audit the 2015 financial statements. Moved by Sandi Bonini, first approval Jon Lundstrom, second approval Lina Bravo. No oppositions. No abstentions. Motion carried.

Questions: Approximately how much would an audit cost?

Reply: Sandi Bonini replied that it would be between \$3,000. to \$5,000.

- Rob explained the role mandate of the Amenities Replacement and Enhancement Committee (AREC).
- He then provided an overview of past AREC projects – from 2014 and 2015 (including new play structure, new fencing around pool area, etc...).
- Following this review, Rob provided an overview of the financial forecast for amenities replacement (lifecycle replacement). According to the AREC analysis, the current level of the SLOA reserve fund along with ongoing annual deposits to the reserve funds does provide sufficient capital for planned maintenance and replacement of existing amenities. An increase in the SLOA annual maintenance is not required at this time.
- Finally, in light of the significant expenditure associated with these past projects, AREC has recommended that no major projects are planned for 2016. The SLOA board is in agreement with this recommendation. Instead, AREC focus on a project for 2017, which likely will be the refurbishment/replacement of the Tranquil Gate entrance sign and, if financially viable, the entrance signs @ Lakes Park Dr. and Old Prescott Rd.

6 - 2016 Annual Budget, Sandi Bonini

Income	68,750
Operating Expenses	
Administration and General	5,000
Gardens and Landscape	12,800
Pool Operations	13,500
Lake Operations	15,700
Community Events	2,000
Repairs and Maintenance (other)	1,500
Pool Security	5,000
Total Operating Expenses	55,500
Net Income/(Loss) after Operations	13,250
Allocation to the reserve fund	(6,345)

Net Contribution/ (Draw on Reserves)	\$6,905
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2015-2016 Budget Comparison, Sandi Bonini

	Budget 2015	Budget 2016
Income	64,900	68,750
Operating Expenses		
Administration and General	4,640	5,000
Gardens and Landscape	12,800	12,800
Pool Operations	13,600	13,500
Lake Operations	15,700	15,700
Community Events	1,500	2,000
Repairs and Maintenance	1,500	1,500
Tennis Court Maintenance	8,100	0
Pool Security	0	5,000
Total Operating Expenses	57,840	55,500
Net Income/ (Loss) after Operations	7,060	13,250
Allocation to reserve fund	(6,345)	(6,345)
Net Contribution/ (Draw on Reserves)	\$715	\$6,905

Reserves, Sandi Bonini

- We normally contribute 10% of total income to the reserve fund each year.
- At the end of 2015, the reserve fund is approximately \$55,000.
- For 2016, the board has committed to a \$6345.00 contribution to the reserve fund, as dictated by the SLOA by-law no. 3. This amount represents 10% of total annual SLOA maintenance fees collected, assuming 100% collection rate.



- As well, any surplus in the 2016 SOA budget – estimated to be \$6905.00 – will also be deposited into the SLOA reserve fund.

Questions: Some discussion around by-law 3 which states that a 10% contribution to the reserve fund must be adhered to. To draw on the reserve requires approval from residents. In the recent past, in order to assist in paying for amenities-related projects, the 10% contribution was made in a 'less-than-formal' manner. Going forward, the board has committed to ensuring that the reserve fund payment by-law is clearly and explicitly respected.

Discussion around the operating budget. What can be done to collect from household's delinquent in payment of dues? Currently, SLOA dues that are currently in arrears total approximately \$1,200. These delinquent dues involve eleven (11) households. A suggestion was made that we publish names of households in arrears on the Sunset Lakes web site. The board replied that, according to informal legal opinion obtained prior to the AGM, the recommendation was against taking any such action. There is the potential of it resulting in a legal battle over privacy rights and that would be a costly and cumbersome for the community to defend.

Question: Should we go through a collection agency for outstanding accounts?  
Reply: Sandi replied no. Instead, Sandi provided an explanation regarding the board's plan to improve the rate of SLOA maintenance fee (MF) payment by residents. If all goes well, a new strategy will be in place by the summer of 2016.

Sandi also mentioned that the board had sought information from our sister communities, South Village and Woodstream on how they address this issue. Both of these communities have 100% MF collection rates. The board will be examining their escalating penalty process and consider implementing the same strategy for our community.

In this past year Sandi did send emails and call households that were outstanding and this brought in \$4000. We do have a Status Certificate system in place for when someone is selling their house. This should alert potential buyers of a household being in arrears. This could result in payment from the household before they move or payment from the new owners at the time of sale. This system works if the sellers, buyers or the respective real estate agents bring this to attention. The policy is detailed on the Sunset Lakes web site.

Question: Requesting more information regarding the 2016 budget item of security for pool of \$5000?

Reply: The board will be researching the pros and cons of acquiring a swipe card key system. This would require a larger upfront investment but

may be recouped in future years. Potential benefits could be that lock and keys can be changed by deactivating a card. This system may also be useful as a record as to who is accessing the pool which may be beneficial information if pool is vandalized. However this is only an idea at this time. Board will perform more research prior to the upcoming summer season.

In either the event of using a traditional key as we currently have or moving to a swipe card system, the board feels that rekeying the pool gates could bring in more revenue as residents will not be given a key unless they are in good standing. Currently if someone requests a replacement key their standing is verified before given a key.

Question: Why there is a draw for door prizes for the people who attend the AGM? Resident suggested that they would prefer to see those gifts be given to the board members as thank you gifts.

Reply: The board hopes that a draw results in more people coming out to participate. The board feels that the AGM is an important opportunity to engage in conversation with the community as of course the board only exists to enhance the neighborhood experience for everyone.

Motion 5 Motion to approve the 2016 annual budget. Moved by Sandi Bonini. First approval Jon Lundstrom, second approval Lina Bravo. No oppositions. No abstentions. Motion carried.

#### 2016 Fees due March 1, 2016, Sandi Bonini

- 2016 fees are \$450 (no increase for the 2016 year)
- A late fee of \$50 will be assessed for all residents that are unpaid as of midnight March 1<sup>st</sup>, 2016.
- For 2017 fees will be due January 1<sup>st</sup>, 2017 with penalty of \$50.00 for unpaid dues as of last day of February 2017.

#### Options for payment include

- Leaving a post-dated cheque here tonight
- e-transfer is now available for your convenience
- Email payment to: [sandi@boninitax.com](mailto:sandi@boninitax.com) (3 households have already used this payment option)
- Mail cheques to: 6798 Lakes Park Drive, Greely, K4P 1M6

Questions: Some history regarding previous years was shared by a community member on the floor. In previous years fees have been due on January 1<sup>st</sup>. Two months grace allotted bringing it to March 1<sup>st</sup>. In past years the AGM meetings were held in January and many people would hand a cheque in at that time.

## 7 - Volunteers Make the Community, Leslie Rideout

We ♥ and need volunteers!

- We require 1 person to join the board as secretary. The board is relatively small in number currently and quite stretched with responsibilities. Acting as secretary would require attending the meetings which occur 10 times per year. Once a month, on the third Wednesday of the months of February through to November. This is an important role as it documents the boards meetings and activities.
- We require 2-3 people to oversee Lakes and Ponds. Dennis is stepping down from the board after serving several years as the board's 'lake water quality' leader. Thank you so very much for your dedication in keeping this valuable and pleasurable resource in such good shape Dennis! Your presence at our board meetings was both helpful and a pleasure for us all. Dennis remains in our neighbourhood and is happy to pass on any information or help as needed during the transfer.

During the AGM, both Christine Havas and Russel Shearer (a past-volunteer) volunteered to participate in the lake water quality testing and treatment program. Thank you Christine and Russel! However, in order for this program to be truly effective, we require 1 to 2 additional people for this task.

- And ongoing volunteers are needed to maintain and upkeep trails and walkways.

Special note: As is evidenced in the budget of 2015, people volunteering to complete specific tasks, such a tree removal and brush clearing, is VERY financially beneficial to the community. Having volunteers complete such tasks helps to save money by eliminating the need to hire people for those tasks. Please consider helping out!

## 8 - Election of the Board for 2016, Rob Vastag

- Rob presented the slate of Board members for 2016, as follows: Rob Vastag, Sandi Bonini, Dan Weslake, Rima Markunas, Lesley Rideout, Bill Rideout\*  
\* Non-voting member

Motion 6      Motion to elect the proposed board members to the 2016 SLOA Board. Moved by Rob Vastag, first approval John Lundstrom, second approval Lina Bravo. No oppositions. No abstentions. Motion carried.

## 9 - Questions/Remarks from the floor

Question: Can you give me more information about the wading pool?

Reply: In the recent past, AREC enquired about re-commissioning the wading pool and its conclusion was that such an effort was too expensive – at least considering the other amenities that needed to be addressed. The AREC committee considered various options, ranging from repairing the wading pool to replacing the wading pool with another amenity, such as a splash pad. However, AREC quickly realized that both options (refurbishment or replacement) would require extensive time and money. In the meantime, city pool inspectors have deemed it a hazard as it is not being used, thus requiring that the wading pool be covered. As a consequence, the wading pool remains closed until such time that it becomes a priority AND we have a volunteer willing to commit to pursue the matter further.

Some additional history provided from a long standing resident explained that the wading pool takes requires a completely separate operating and filtration system from the larger pool. This means considerable maintenance work and money to keep it operating.

Question: Can the lake water test results be found on the Sunset Lakes website?

Reply: Yes, they are now being published on our web site. Dennis informed that our lake water quality is excellent, and at least with respect to nitrate levels, comparable to drinking water!

Special note: Dennis added that he had made arrangements with Home Hardware on Bank St. to have a 25% discount made available to our residents on the purchase of the Scotts EcoSense lawn care products. The advantage of this product is that it does not have phosphates. This is the element that most negatively impacts our lakes by increasing algae growth. For 2016 this Scotts product will not be available but another product of equal quality will replacing it.

- Invitation for anyone considering to volunteer to come to speak with any of the board members. We would welcome adding you to our group.

Draw for prizes, Leslie Rideout

Winner of \$100 gift certificate to Black Dog Bistro – Dan Weslake

Winner of \$50 LCBO gift certificate – N/A

Winner of \$25 Tim Hortons gift certificate – N/A

10 – Meeting Adjournment

Motion 7      Motion to adjourn the meeting @ 9:20 pm. Moved by Rob Vastag.  
First approval by Dennis Thomasson, second approval by Dan  
Weslake.