



## **AGM Meeting Minutes - Sunset Lakes Owners Association**

---

Location: Greely Community Centre  
Date: Wednesday, November 30<sup>th</sup>, 2016  
Time: 7:00PM

---

### **Board Members In Attendance:**

Sandi Bonini  
Nicole Freeth  
Bill Rideout  
Lesley Rideout  
Rob Vastag  
Dan Weslake

### **General Welcome & Opening of Meeting**

#### **Introduction of Board Members**

Rob Vastag, Lesley Rideout, Bill Rideout\*non-voting member, Sandi Bonini,  
Dan Weslake, Nickie Freeth

**Motion 1** Motion to approve the November 30<sup>th</sup>, 2016 AGM agenda. Moved by Heather Counsell, seconded by Mark Seed. Motion carried.

**Motion 2** Motion to approve the November 25<sup>th</sup>, 2015 AGM minutes. Moved by Heather Counsell. Seconded by Steve Bowmann. Motion carried.

### **Annual 2016 Report, Year In Review**

**3a: Lakes and Ponds, Dan Anderson**

- Dan Anderson and the Board extended their thanks and appreciation to Dennis Thomasson for his dedication to maintaining our community lakes and ponds over the years. Going forward Dan Anderson will be the interim chair until a volunteer has been identified to fill the position. Additional volunteers are also being sought to be part of the Lakes and Ponds Committee (Friends of the Lakes). Dan noted that you don't have to live on a lake or pond to volunteer!
- Our lakes and ponds serve a triple function: 1) aesthetic, 2) recreational, and 3) storm water ponds. They are part of the community fabric and thus there is a stewardship associated with their care and upkeep. Because they are storm water ponds, any and all run-off flows into them. As such, any "sins" i.e., applied to our lawns, will show up in our lakes and ponds.
- All lakes continue to be monitored for e-coli, nitrates, and phosphorous. The results have been impressive, with the exception of one nitrates' test result on Twin Lakes up over 100%; but, Dan noted that the next test result fell down to Twin Lakes' norm of 5%.
- Dan Anderson encouraged residents to have their septic tanks pumped at least every two to three years. Our septic systems catch a lot of phosphorous, so if we don't maintain a regular septic pump schedule, we in turn overburden our septic systems with the result being that the phosphorous levels shoot up. He also recommended for everyone in the community to use a lawn fertilizer low in nitrogen and for residents who reside on a lake or pond to keep organic over-growth in control by removing it from their shoreline. More information is available on the Sunset Lakes website.
- SLOA contracted ODS Marine to harvest organic growth from the middle of Twin Lakes. Other tools used to help keep vegetation from proliferating has been the use of bubblers (oxygenation) on Sunset Lakes, Twin Lakes, and the South Pond and bacteria treatments on Twin Lakes and the South Pond which, will continue to help break down the organic matter.

Questions: Are there any fish in Sunset Lake.

Answer: Dan noted that there are a lot of fish in the lake. The lake was initially populated with trout the first year, but the lake has since evolved to include other fish including coy and turtles.

### **3b: Community Pool and Common Area, Bill Rideout**

Work achieved:

- We enjoyed another successful summer.
- We opened in early May due to great weather and the outstanding efforts of community volunteers.

- New signage for the pool was installed as required per Ottawa City By-Laws.
- A new pump was purchased to replace the failed one.
- \$2500 was initially allocated for student employment but it was re-invested back into the budget due to employment requirement concerns.
- \$1200 was spent on minor plumbing repairs. Most of this cost was materials.
- We created more shady areas around the pool deck (umbrellas) and playground (trees).
- Upon closing of the pool in the fall, the old wading pool cover was rotted so it was removed.
- Trees were planted during spring clean-up by volunteers to replace deadfall and enhance walkways.
- The volleyball court was groomed and maintained throughout the summer.
- The landscape contractor (signage garden at Tranquil Gate,) was not renewed for 2016, instead the \$5000 was re-allocated back into the budget and some of the monies were used to purchase perennials, solar lighting, and decorations for fall and the holiday season.
- Volunteers removed several dead trees from the Sunset Lakes walking trail which in turn saved SLOA approximately \$2,000.
- FWI were awarded the 2016 summer grass cutting contract.

Work planned for 2017:

- Repair pool deck surface.
- Continued modification to entrance flowerbeds.
- Repair basketball area.
- Repair Volleyball posts.
- Continued closure of wading pool (permanently or another temporary fix?)
- Beach area machine groomed and maintained by volunteer (Dan Anderson).

Remark: Steve – offered a basketball hoop to replace the broken one.

Question: David Bennet had a question about noise levels, specifically loud music emanating from the pool deck towards his house/down the lake, in addition to concerns about in one instance, an unattended fire (bon fire coals that had not been extinguished upon departure of persons) and general clutter, i.e., life jackets, disheveled water craft, paddles, toys, etc., at the shoreline. His house is adjacent to the communal area and he requested if SLOA could write a note to residents about community etiquette and maintaining a tidy shoreline as essentially it is what they look out over when in their backyard.

Answer: Lesley Rideout acknowledged the noise level and said that arrangements will be made to have additional electrical outlets installed in a different location of the pool house so that the music will be projecting in a different direction. Nickie mentioned the “lake effect” phenomena throughout the neighborhood and that

even quiet conversations from pedestrian traffic can easily be heard from her doorstep. Dan Weslake will include David's concerns in the spring newsletter.

Question: Joe Adamowicz wanted to bring SLOA's attention to a stop-post at the top of the Lakes Park/Thunderbird trail entrance that has been snapped off at the steel cuff/base. He is worried someone may trip over it.

Answer: SLOA will endeavor to have the stump removed. Rob encouraged residents to please notify SLOA via email when they see things in need of reparation.

Question: Sylvie asked what the rusted scaffolding adjacent to the Sunset Lake walking path was for as it has been there for a long time, and asked whether or not it should be removed.

Answer: Bill Rideout said it was from the spring clean-up (they dragged it up from the ditch). The apparatus did not fit in the cab of the truck at the time. But they will get to it.

### **3c: Covenants and Design Review, Dan Weslake**

- Dan requested all residents to please read SLOA's by-laws and covenants. They are unique to our community and they are what make our community unique and attractive. It is hoped that everyone's real estate agent made them aware of them and that all residents will keep them in mind when planning additions or designs to their property. They can be found on-line at <http://www.sunsetlakes.ca/owners-association-5/ownders-assoication-3/covenants-and-restrictions>
- All building plans must be approved by the Design Review Committee.
- The committee processed 5-6 projects in the 2016 season. Please do not wait until the last minute to submit your plan. The committee's resources are based on a volunteer basis in addition to other SLOA volunteer responsibilities and work and family schedules. They strive to turn around an application within two to three weeks; however, if everyone waits until April or May to submit their paperwork, the turnaround time grows. So the earlier you get your project in the better. Your plan does not have to be professionally drawn, but your sketch should accurately depict the dimensions of your project and list the materials you intend to use. Please refer to Sunset Lakes' web site for the review form and associated information to help you complete your submission.
- Waterfront development **must** be approved.
- Trail easements cannot be constrained.
- No long-term parking of trailers, motorhomes, boats, etc., is allowed in residents' driveways that exceeds three weeks. SLOA acknowledges that there is time associated with either getting your boat or trailer out of storage and ready for the season in the springtime and/or prepping it for storage the

fall. However, storing your i.e., boat or trailer in your driveway or adjacent to your house or garage, throughout the summer, is not permissible.

Question: A resident enquired whether final approval was required when a project was completed.

Answer: Dan said we go on the honor system that the approved plan will be built as submitted.

Question: Godelieve wanted to know if there were water restrictions in Sunset Lakes. Our last summer was very dry and she was wondering if there were water bans.

Answer: Dan said no, we are on well and septic (Rob noted that water bans are usually associated with City water usage). Dan did note that the Rideau Valley Conservation Authority will warn about low level ground water, but this occurrence is rare as we are sitting on a high water table. He could think of only one instance when someone's well ran dry, but it subsequently filled again and if he recalled correctly they re-drilled their well. But this type of situation is very rare.

### **3d: Community Events & Social Activities, Lesley Rideout**

- Spring and Fall clean-up days were well attended this year. They continue to keep our community beautiful and they create an opportunity to meet and (re)connect with each other. Activities include cleaning the paths, opening/closing the pool deck, and planting trees and spring gardening.
- Weekly tennis lessons were held on-site at our tennis courts. This activity was coordinated by Lesley, but paid for by the participants. The program lasted 6 weeks and we had 15 children sign up. Next year we are hoping to have children **and** adults sign up for lessons.
- SLOA hosted an internet safety course at the pool with the Ottawa Police. It was the second event coordinated with the police and again, the event was well attended. Lesley announced that this position has been cut and our community will no longer have a constable located in our community.
- The kids of Sunset Lakes enjoyed the second annual "Welcome To Summer" pool party, which fell on the first Friday of summer vacation. We counted 55 kids in attendance.
- Dive-in movie nights were again on the roster and all were well attended. More are planned for 2017.
- TGIF with potluck meals are coordinated by Lesley the first Friday of every month. These potlucks weren't as frequent this year due to the Rideout's vacation schedule, but the hope is there will be more scheduled in 2017. Watch for the announcements via email once the pool opens back up in 2017.
- The annual wagon ride is scheduled for December 16. We meet at the pool parking lot at 6:30 (Hollybrook Farms is punctual so you should be too!)

There will be a bonfire to keep everyone warm, any and all Christmas baking donations are welcomed!

- In lieu of a golf tournament, Lesley coordinated a Nine and Dine at The Meadows golf course this year. This event was paid for by the participants as were the prizes donated by residents and friends of Sunset Lakes. Between 30 and 50 people participated (not all golfed, some chose to just attend the dinner).
- Events are open to all residents in good standing (SLOA dues up-to-date) and accompanied guests. Accompanied means that the resident literally has to accompany their guest at the event/pool/amenities.
- Lesley thanked everyone for their enthusiastic participation.
- The more people turn out, the more Lesley is motivated to coordinate events for us. So we look forward to seeing everyone in 2017 at our community events! (Thank you Lesley!)

### **3e: SLOA Communications, Dan Weslake**

- As of 2013, all communications from SLOA are disseminated, exclusively, via email. This was done to reduce operating costs and minimize the time spent physically distributing paper-based communication.
- There are approximately 10 residents who are not on the SLOA email list. Dan requested that if any resident in attendance hears of someone not receiving SLOA announcements, to please ask them to email SLOA at [sloa@rogers.com](mailto:sloa@rogers.com) so he can get them on the list.
- The responsibility rests with residents to provide SLOA with an active email address.
- Email addresses collected by SLOA are not shared and all SLOA communications are sent out using "bcc" (blind carbon copy)
- Reasons to contact SLOA
  - o To submit a design review request
  - o To register an up-to-date email address
  - o To inform SLOA of safety concerns, i.e., criminal activity, vandalism, suspicious behavior, wild animals, etc.
  - o To report lost or found items and pets
  - o To report possible covenant violations (anonymity assured)
- All communications from SLOA are restricted to matters directly relevant to residents (solicitation – commercial or personal – is not allowed)

Question: David Barrett wanted to know if there was anything we could do about the commercial solicitation in Sunset Lakes, (i.e., drive-way sealing). He was wondering if there was a website where residents in Sunset Lakes could post/advertise their businesses as he would rather support his neighbors, i.e., trades, etc., instead of outsiders.

Answer: Rob Vastag responded that there wasn't at the present time, that Dan Anderson was the custodian of the Sunset Lakes Association website and that he used his own resources to maintain the extensive site. Lesley suggested that a Facebook page could be created and utilized for something like that. But again, it would have to be somehow linked to the main site for residents to learn about it/access it.

### **3f: Welcome to Sunset Lakes, Lesley Rideout**

This year we welcomed:

- Natalie and Marc Sauve
  - Elizabeth and Andrew Summerton
  - Joe and Dede Adamowicz
  - Zahra Mardy and Mohammed Razak
  - Kristin and Jad Debs
  - Michael Daly
  - Emily and Mike Pranger
  - Monique Lacasse
  - James Ross
- A few neighbors missed being welcomed to the community. Nickie will follow up with Board members and she will endeavor to follow-up with them in the coming weeks.

The "Welcome Wagon" position is available. The time dedicated to this position is in sporadic and in direct proportion to the arrival of new residents. Duties involve meeting with new neighbors at a time convenient for both for approximately 30 minutes to welcome them to Sunset Lakes and to discuss the community amenities and schedule of events.

### **4. 2016 Financial Report, Sandi Bonini**

During Sandi's presentation, she spoke specifically about the \$5,000 allocated for pool security that was not spent this fiscal year, but will be carried over to the next fiscal year. The type of security system she is researching will be either a key card (like what hotels use,) or fob which can be programmed remotely, and that can be changed annually to coincide with residents' annual dues remittance, i.e., in good standing or delinquent. In addition to controlling access to rogue third-parties who have been i.e., been given a key by a past resident, the new system will ensure that only residents in good standing will be able to access the pool. Sandi reported that out of 141 residents, four continue to be delinquent.

Other 2016 expenses she reported on was a new pool pump \$1600, pool signage (per Ottawa City By-law) \$1000, \$3000 for pool furniture and umbrellas, and \$1000 for an automatic pool vacuum.

	<b>Budget 2016</b>	<b>Projected to year end</b>
<b>Income</b>	<b>68,750</b>	<b>62,180</b>
<b>Operating Expenses</b>		
Administration & General	5,000	3,891
Gardens and Landscape	12,800	12,492
Pool Operations	13,500	13,468
Lake Operations	15,700	14,514
Community Events	2,000	1,295
Repairs and Maintenance (other)	1,500	854
Pool Security	5,000	0
<b>Total Operating Expenses</b>	<b>55,500</b>	<b>46,514</b>
<b>Allocation to the Reserve Fund</b>	<b>(6,345)</b>	<b>(6,345)</b>
<b>Net Income/(Loss)</b>	<b>\$6,905</b>	<b>\$9,321</b>

Motion 3      Motion to approve the 2016 financial report as presented. Moved by Dennis Thomasson. Seconded by Neil Cassidy. No oppositions. No abstentions. Motion carried.

Motion 4      Motion to approve Sunset Lakes Owners' Association NOT appointing an auditor to audit the 2016 financial statements. Moved by Doug Thompson. Seconded by Dennis Thomasson. No oppositions. Two abstentions. Motion carried.

## 5. AREC Committee, Rob Vastag

- Rob briefly explained the role mandate of the Amenities Replacement and Enhancement Committee (AERC).
- Subsequently Rob shared the on-going tennis court maintenance and reparation highlights of both courts. The North court was upgraded two years ago. The work is still under warranty, so the existing cracks that the contractor was not able to address this year, will be addressed in the spring of 2017. The South court is in good condition. Plans are to have it power washed and painted in the spring. The forecasted 2017 cost allocated for this amenity is \$3000.
- The volleyball posts need replacing. The approximate cost of removal of the old posts and their replacement and reinstallation is \$1000.
- \$1500 is being allocated to replace the previously rotted wading pool deck cover. It is estimated that it will cost \$1000 to find out if we can refurbish/set-up the pool again. Essentially SLOA has been considering three scenarios it wants to present to the community, each project with a differing budget:
  - o 1) repair and reinstate the wading pool;
  - o 2) re-install a temporary cover (good for 3 or 4 years) over the wading pool, in order to enable the main pool to open. This merely a 'buying time' option, if option 1) is not accepted; or
  - o 3) fill the wading pool in, permanently.
- If the wading pool is opened again, the existing, dedicated filter system and pump (i.e. separate from the main pool) will likely need to be replaced. The wading pool was never heated to begin with and previous users complained that the water was always cold. So a heater has been budgeted for if the community elects to go forward with reinstating this amenity. In total \$8500 has been allocated for this scenario. Bill Rideout added that with the reinstatement of the wading pool, the man-hours presently assigned to maintain the pool, in general, would increase proportionately. i.e., approximately 300 man hours are currently spent each season maintaining the primary pool alone, and he projects the wading pool would require the same effort, essentially doubling the workload. In addition, the energy cost associated with running its own system would increase the operating cost as would the additional chemicals required for a secondary pool. If SLOA were to continue with the second option (i.e. status quo), the Board would have to forecast/budget approximately \$1500 every four to five years to replace and reinstall a 'temporary' wood deck to cover the wading pool. The third option has not been costed out; however, the pool basin itself would have to be demolished (in order to ensure proper drainage) and removed before the hole could be filled in. Then there would be the cost of material and labor to

finish that portion of the patio deck itself. The permanent solution of removing the wading pool would require a 90% 'YES' vote from those residents who are in good standing and make the effort to vote. In other words, for the SLOA board to have a mandate to remove the wading pool, 90% of those who cast a vote, out of 141 Sunset Lake residents, would have to vote in favour of permanent decommissioning (i.e. removal) of the wading pool. This could be conducted through an online survey tool, such as 'survey monkey' or the Google docs voting tool, which enable the responses to be tracked (this would NOT be a secret ballot vote) and thus allowing the Board to ensure that only valid votes are counted and that the one (1) vote per address rule is respected.

- Mark Saulnier shared with the Board and residents that in speaking to residents about reinstalling a temporary wooded deck cover, he received no positive feedback about opening up the pool again. That residents would rather have more seating, or some other amenity, such as another pergola.
- Lena added that a smaller pool would be harder to heat and it would require a lot of energy. She questioned whether the cost of reinstating and maintaining the wading pool was worth it given the projected demand and for the period of time the users would be using it before graduating to the bigger pool. Dan suggested solar heating could be utilized to help offset the cost to heat the pool.

Motion 5      Motion to pursue the refurbishment of the wading pool in 2017. A budget of \$1000 would be allocated for the estimate to assess condition of the wading pool, and a budget of \$7500 for its reinstatement. Moved by Dan Weslake. Seconded by Steve Baumann. Motion carried.

Motion 6      Motion to perform an online survey/vote of Sunset Lakes' residents, sometime before the end of spring, in order to ascertain the community's preference - maintain the status quo, by re-installing another temporary wooden pool deck, or permanently remove the wading pool as a community amenity. Moved by Heather Counsell. Seconded by Mark Saulnier. All in favour. Motion carried.

Question:      Heather Counsell wanted to confirm that the two alternatives that would be presented to Sunset Lakes residents was to either maintain the status quo or remove the wading pool. This was confirmed. Cross talked ensued.

Motion 7      Motion to amend Motion 5. Moved by Dan Weslake. Seconded by Steve Baumann. Motion carried.

Motion 8      Motion to refurbish the wading pool to 100% capacity. Yes – 5 plus 1 proxy vote, 18 oppositions, one abstention. Motion defeated.

Motion 9 Motion for Board to survey 90% of Sunset Lake residents and 2/3rds of the Board to preserve wading pool or decommission. Moved by Mark Saulnier. Seconded by Heather Counsell. Motion carried.

**6: 2017 Annual Budget, Sandi Bonini**

<b>Income</b>	<b>64,550</b>
<b>Operating Expenses</b>	
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
Tennis Courts	3,000
Wading Pool	7,500
<b>Total Operating Expenses</b>	<b>66,000</b>
<b>Net Income/(Loss) after Operations</b>	<b>(1,450)</b>
<b>Allocation to the Reserve Fund</b>	<b>(6,345)</b>
<b>Net Contribution/(Draw on Reserves)</b>	<b>\$(7,795)</b>

- During Sandi's presentation she drew attention to the \$5000 previously approved for pool security. Initially the proposed budget was identical to last year's budget, however with the motion to reinstate the wading pool having been voted down, Sandi requested a motion to amend the budget to reflect the \$7500 variance was requested.

Motion 10 Move to Amend 2017 Annual Budget to reflect \$7500 variance. Moved by Heather Counsell. Seconded by Neil Cassidy. All in favour. Motion carried.

- We normally contribute 10% of total income to the reserve fund each year. At the end of 2016, the reserve fund is approximately \$60,000.
- 2017 fees are \$450 (no increase for the 2017 fiscal year).
- A late fee of \$50 will be accessed for all residents that are unpaid on January 2<sup>nd</sup> and then \$20 per subsequent month, for a period of three months will be applied to the resident's account.
- Woodstream has had 100% compliance with their annual dues remittance schedule. Sandi has been in contact with the treasurer at Woodstream and she has counselled Sandi about how to follow-up with delinquent accounts, without having to incur litigious costs. Sandi intends to apply this process to delinquent accounts in the 2017 fiscal year.
- As an addendum to the discussion of SLOA's finances, those in attendance were informed of the Board's decision, agreed upon in Sept. 2016, to raise the status certificate fee from \$50 to \$100, as of Jan. 1<sup>st</sup>, 2017. Due to increased administration costs, the Board felt that the increase was fully justified and, according to the SLOA By-laws, well within the purview of the Board.

Question: One resident asked how successful Sandi thought SLOA would be recapturing outstanding dues.

Answer: Sandi thought some might have to be written off, but she was confident that some of the thousands of outstanding dollars owed would be recovered.

- Residents were welcomed to leave a post-dated cheque at the end of the evening
- E-payment is now available: [sandi@boninitax.com](mailto:sandi@boninitax.com)
- Cheques can be mailed to: 6798 Lakes Park Drive, Greely, ON, K4P 1M6, alternatively, it can be dropped off in person and left in the white mailbox adjacent to the front walkway at 6881 Lakes Park Drive.

## **7: Volunteers Make the community, Lesley Rideout**

- All board members are volunteers

- Volunteers can sit on special committees
- Roughly 10-15% of residents volunteer
- You can help keep Sunset Lakes beautiful by:
  - o Lakes clean-up
  - o Walking trails
  - o Tidying up at the pool and beach areas
  - o Community events
- More volunteers are needed!
  - o We will require representatives from each lake to serve on the Water Quality Committee (Friends of the Lakes)
  - o We will require 1 person to welcome new residents. All documentation has been prepared, it's just a matter of meeting with new residents once they have taken possession of their home

#### **8. Slate of Board Members for 2017**

- Rob Vastag
- Sandi Bonini
- Lesley Rideout
- Dan Weslake
- Bill Rideout \*
- Nickie Freeth

\* Non-voting member

Motion 11      Motion to approve. Moved by Denis. Seconded by Neil Cassidy. All in favour.  
Motion carried.

Motion 12      Motion to adjourn. Moved by Steve Baumann. Seconded by Heather Counsell.  
Motion carried.

Meeting adjourned @ 9:34pm.