



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

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Location: Greely Community Centre  
Date: Wednesday, November 29<sup>th</sup>, 2017  
Time: 7:30PM

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### **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 29<sup>th</sup>, 2016 AGM agenda. Moved by  
Rob Vastag, seconded by Lena Grygoryev. Motion carried.

**Motion 2** Motion to approve the November 25<sup>th</sup>, 2015 AGM minutes. Moved by  
Rob Vastag. Seconded by Lena Grygoryev. Motion carried.

### **Annual 2017 Report, Year In Review**

### **3a: Lakes and Ponds, Rob Vastag**

- On behalf of the board, Rob extended thanks and appreciation to Dennis Thomasson for his dedication over the many years for maintaining our community lakes and ponds. This responsibility has moved from a “one man show” to an 11-member committee as follows:

#### Twin Lakes Stewards

Russ Shearer

Rob Buttera

Pierre Poilievre (electricity)

Brian Bell and Donna-Lea Andrews (electricity)

#### Sunset Lake Stewards

Dan Anderson (interim chair/electricity)

Andre Bogdanovich

Dave Anderson (electricity)

Al and Georgia Morissette (electricity)

#### South Pond Steward

Chuck Hamilton (electricity)

#### North Pond Steward

Adon Phillips

Mr. and Mrs. Funai (electricity)

- The Committee proposes to maintain the existing budget level at \$15,700 for 2018.
- The Committee is focusing on the prevention of nutrient enrichment and the removal of vegetation which could deplete the oxygen stores. The main objective is to increase oxygenation of the ponds. The aeration systems allow oxygenation at the lake bottoms to accelerate the breakdown of plant - material.
- The practice of adding bacteria to the ponds has been discontinued. Overall no negative effects have been reported for the discontinuance of the bacteria and the water clarity has been reported to be improved, likely due to the increased oxygenation.
- In 2017, the pumps at the Morissette’s location on Sunset Lake required replacement. In addition, a new aerator was installed giving Sunset Lake three aeration locations with a combination of eight bubbler lines and diffusers.
- A new aeration system was added on Twin Lakes with 100 feet of bubbler line providing four outlets, a combination of bubblers and diffusers.

- Vegetation removal was performed on the North pond. The sum of \$2,200 is reserved to go towards the purchase of an aerator for this pond in 2018.
- The lake level at Twin Lakes was lowered by nine inches by clearing away vegetation and sediment at the outlet. A permanent bottom drain, planned for the 2018 season, will stabilize the lake levels.
- Water quality sampling was conducted on four occasions and water quality was excellent in all four ponds on a consistent basis. On two occasions Twin Lakes reported an exceedance of e-coli at the northeast inlet. Follow-ups were conducted in five specific locations and identified the potential source as being at the northeastern corner of Twin Lakes during high rainfall events. This indicates a potential source of contamination (possibly a failed septic system,) up-gradient of the corner of this lake. It should be noted that all five of the final samples were taken at a depth well below the surface and contained minimal e-coli.
- The Committee and the Board encourage members to ensure regular cleanouts of all septic systems including inspections, and to ensure replacement or repair of any failing systems or components. Lesley Rideout shared that when she and a neighbor has scheduled their systems to be pumped at the same time, the company has provided a discount. She encouraged members to coordinate their septic maintenance for savings.
- Dan Weslake implored community members not to feed the ducks. In addition to a possibly failed septic system on Twin Lakes, the elevated e-coli levels can also be directly attributable to duck droppings as rain dissolves the droppings and the contaminated water drains directly into the lake.
- Finally, the committee is still looking for volunteers to help implement an awareness campaign to help address the specific needs of each lake and pond.

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

Work achieved:

- An on-line survey of the community was completed to secure direction with respect to the future of the wading pool. Based on the results of the survey, its demolition and the installation of a new pool deck was completed by community volunteers.
- The project's \$3,100 budget went a little over; however, given the scope of the work and the fact that the entire project was done on a volunteer basis, the cost overrun was considerably less than what the cost of a contractor would have been.
- Trees were planted to enhance the common area around the pool and playground, and to commemorate Canada 150.

- The North and South ponds' trails were cleared making them accessible to residents.
- Deadfall was removed by Sunset Lake trail.
- Removal of yard waste and debris that had been accumulating for many years in the ditch at Lakes Park Drive and Misty Morning Lane, was removed.
- The volleyball court was groomed and the net replaced.
- The beach area was machine groomed and maintained by a volunteer.
- The landscape contractor for the Tranquil Gate entrance and Lakes Park Drive entrance was not renewed. Instead the allocated \$5000 was re-invested back into the budget and the work and beautification associated with the each entrance flower bed was accomplished by Sunset Lake resident, Sandra Kopmann. As well, fellow resident Zara volunteered many hours of her time to help maintain the perennial beds. Milestones to note:
  - o Entrance areas received new perennials
  - o Both entrances are decorated seasonally
  - o Solar lighting was purchased for Tranquil Gate
- FWI was awarded the 2017 common areas' grass cutting contract.
- No students were hired this summer for the pool. Instead this work was performed by volunteers and the allocated \$2,500 was re-invested into the budget and the monies were then re-allocated to the decommissioning of the wading pool project.

Work planned for 2018:

- Continue repair work of pool deck surface (minimal outstanding work)
- Continued modification to entrance flowerbeds.
- Repair basketball area.
- Volleyball posts replacement
- Tennis court reparation (power wash and repainting of one court). Rob Vastag was quoted \$8,000 for this job. He suggested that the Board pursue other quotes and/or even consider doing the power washing in-house and out-sourcing the painting for savings.

Remarks: Rob Vastag took a moment to address the new pathway that joins El Camino Drive in the adjacent community to the trail head of the big Lake path at Lakes Park Drive and Misty Morning Lane. Briefly, many years ago, a community member appealed the planned road development between our community and the adjacent developing community, specifically where Lakes Park Drive/Misty Morning Lane would join up with El Camino. He won the appeal and an amendment to the plan was made, replacing the road with a multi-use pathway. This process, which included meetings for community feedback, occurred years ago and as such even though much time has since past, community notice was not required to fulfill this part of the developer's (approved) community plan. Residents have contacted SLOA with their

concerns which have included, trespassing, litter, and scooping up after dogs. Rob did reach out to our City counsellor, George Darouze with the above concerns. The most we could hope for is new signage and maybe a waste receptacle; however this might actually attract even more garbage for someone to have to clean up after. So having none would probably be better. Trespassing is very difficult to enforce, but better signage may help.

- Lena Grygoryev suggested that new posts be installed on the multi-use path to ensure vehicles cannot access it.
- Dave Anderson extended his congratulations to the Board for a job well done
- Heather Counsell thanked the Board for keeping the pool nice and warm throughout the cloudy/rainy summer.
- The Board extended their appreciation to all the volunteers who came out to help with decommissioning the wading pool and building the new deck. They especially took the time to recognize Mark Saulnier for not just the weekends he gave up to get the job done, but for his continued volunteer services installing the pool deck throughout the weeks in-between.

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

The Covenants and Design Review Committee is meant to facilitate the home owner. They endeavor to help and direct the home owner ahead of their project in conjunction with the Deed Restrictions inherited from the developer of Sunset Lakes. Of special note:

- All building plans **must** be approved by the Design Review Committee. This includes home plans, shed designs, and landscape designs that back onto any of the lakes or ponds.
- Waterfront development **must** be approved because there are key restrictions associated with these properties, such as a 23 meter/75 foot restriction zone that must be adhered to.
- Trail easements cannot be constrained.

Other covenants to observe are:

- No long-term parking of trailers, motorhomes, boats, etc., is permitted over three weeks.
- If you are planning to plant trees, please advise the Committee as residents cannot block i.e., the lake view, of another neighbor.

- Please refer to Sunset Lakes' web site for the review form and associated information to help you complete your submission, online @ <http://www.sunsetlakes.ca/owners-association-5/owners-association-3/covenants-and-restrictions>
- The committee strives to turn-around an application within two to three weeks, but this timeframe is dependent upon the volume of applications received and the volunteers' schedules. Therefore, please submit your plans well in advance of your project start date.

Question: Dennis Thomasson thought landscaping was not part of the Covenants and Design Review approval process.

Answer: Dan said it depended on the size of the project and its location. For example, a modest, level stone patio does not really require approval; however, given the 23-meter restriction zone associated with waterfront property, the committee **must** review and approve **all** proposed designs, regardless of scope. Please refer to the Deed Restrictions on-line, or if/when in doubt, please direct your questions to the Committee directly. Ultimately, control rests with the homeowner. However, if the project does not comply with the stipulated restrictions, the property's Status Certificate will be updated to reflect the infraction and it will then be addressed and rectified when the home owner sells their house.

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

- Spring and Fall clean-up days were well attended this year. To-do lists included cleaning the trails, opening/closing the pool deck, and planting trees and gardening.
- Weekly tennis lessons were held on-site at our tennis courts and paid for by the participants. Next year we are hoping to have children **and** adults sign up for Sunday morning lessons.
- Members enjoyed many events coordinated and scheduled on their behalf, such as, the annual sleigh ride, the annual "Welcome Summer" pool party (first Friday of summer holidays), "Dive-In" family movie nights, and TGIF pot lucks.
- New this year was the Canada Day **weekend** celebration with its own schedule of events which included, a parade, a bike decorating contest, a pool-side social hosted by the ski-club, a house decorating contest, pool-side games and crafts, and a horseshoe tournament. Lesley is considering making the parade an annual event.
- Lesley coordinates a community Nine and Dine at the Meadows each summer, but this event is paid for by the participants and the prizes are donated by residents and friends of Sunset Lakes. Members are welcomed

to attend just the dinner portion of the event. This event is always well attended.

- The final event of 2017 is our Holiday Sleigh Ride. It is scheduled for Friday, December 15<sup>th</sup>, at 6:45pm. We meet at the pool parking lot. There will be a sing along, cookies (donations welcomed!) and a bonfire.
- Events are open to all residents in good standing and their accompanied guests.
- We look forward to seeing our neighbours in 2018 at our community event!!  
Thank you Lesley!

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

- All communications from SLOA are disseminated, exclusively, via email
- It is the responsibility of all SLOA 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 blind carbon copy (bcc)
- The SLOA email distribution list is ONLY used for the dissemination of information that is pertinent to the ENTIRE community (emails directed to lost/found items or pets, vandalism/public safety concerns, SLOA organized activities...)
  - o Personal advertisements, charitable causes, fundraisers, house sitting, etc., no matter how laudable or beneficial the cause, DO NOT meet the standard considered suitable for dissemination via the SLOA email distribution list.
- Lesley directed members to the cork board located at the pool for the advertisement of personal services such as babysitting. She suggested a Face Book site could be created but it would require the lead of a volunteer to create and maintain the social media.
- Rob's concern was that he did not want the membership saturated by so much information, that members would not read SLOA's communication at all.

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

Heather Counsell and Doug Thompson are the Sunset Lakes' Community Ambassadors. This year we welcomed:

- Stephanie and Ryan Langford
- Chris Poirier
- Claude and Shirley Mitton
- Mike and Jenn Rennie
- Josh Torres and Alexandra Skupek

#### 4. 2017 Financial Report, Sandi Bonini

Sandi opened the 2017 financial report emphasizing the importance of volunteering in our community and how volunteering has saved the association a lot of money. For example, 2017's expenses were projected to be approximately \$60,000. Sandi was happy to report that because of Sunset Lakes' volunteer time, expenses came in at just over \$39,000. She extended major kudos to Lesley and Bill Rideout for their on-going volunteer contributions which translates into tremendous savings. The installation of a new \$30,000 play structure four years ago significantly depleted our reserves. Today, our reserve sits at a healthy **\$75,000** because of volunteer efforts. Other volunteer projects that saved us tremendously included a new wrought-iron fence around the pool and updated landscaping. Sandi also addressed the \$5,000 allocated for pool security which we have been carrying the past few years. The tendering process is complete and the contract has been awarded. Installation is scheduled for next spring.

	<b>Budget 2017</b>	<b>Projected to year end</b>
<b>Income</b>	<b>64,550</b>	<b>56,609</b>
<b>Operating Expenses</b>		
Administration & General	5,000	3,882
Gardens and Landscape	12,800	11,146
Pool Operations	13,500	7,618
Lake Operations	15,700	11,163
Community Events	2,000	1,566
Repairs and Maintenance (other)	1,500	552
Tennis Court Maintenance	3,000	0
Pool Security	5,000	0
Wading Pool	1,500	3,145
<b>Total Operating Expenses</b>	<b>60,000</b>	<b>39,072</b>
<b>Allocation to the Reserve Fund</b>	<b>(6,345)</b>	<b>(6,345)</b>
<b>Net Income/(Loss)</b>	<b>\$(1,795)</b>	<b>\$11,192</b>



Question: Lena Grygoryev asked if the \$5000 had been previously approved.

Answer: Sandi responded that indeed it had been a few years ago and has since been carried over.

**Motion 3** Motion to approve the 2017 financial report as presented. Moved by Dennis Thomasson. Seconded by Mark Seed. No oppositions. No abstentions. Motion carried.

**Motion 4** Motion to approve Sunset Lakes Owners' Association NOT appointing an auditor to audit the 2017 financial statements. Moved by Sandi Bonini. Seconded by Dennis Thomasson. No oppositions. No abstentions. Motion carried.

### 6: 2018 Annual Budget, Sandi Bonini

<b>Income</b>	<b>66,000</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
Walking Trail/Path Maintenance	2,000
<b>Total Operating Expenses</b>	<b>60,500</b>
<b>Net Income/(Loss) after Operations</b>	<b>5,500</b>
<b>Allocation to the Reserve Fund</b>	<b>(6,345)</b>

<b>Net Contribution/(Draw on Reserves)</b>	<b>\$(845)</b>
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The association is mandated to put 10% of its gross income into its reserve each year. Based on the one-time annual fee of \$450 multiplied by 141 residences, this association is supposed to collect \$63,450. Which means \$6,345 is deposited into the reserve each year regardless if we are able to collect 100% of this amount or not. The board does invest these monies in investment instruments, i.e., GICs, over staggered maturation periods of 1, 2, and 3 years so that if something unexpected happens and we need to access the reserve, funds are available.

2018 fees are being held at \$450. Members are invited to leave a post-dated cheque with Sandi at the end of the meeting. Or they can make an e-payment via email to: [sandi@boninitax.com](mailto:sandi@boninitax.com).

Cheques can be mailed to 6798 Lakes Park Drive, Greely, ON, K4P 1M6. Or, members can drop off their cheques to the white mailbox at 6881 Lakes Park Drive (please raise the red flag!) ☺

A late fee of \$50.00 will be accessed for all residents that are unpaid on January 2<sup>nd</sup> and then \$20.00 per month for the next three months. If the account is still delinquent, then the Board will pursue legal recourse. All delinquent accounts (new and old) will be addressed at the same time in 2018.

#### **2017-18 Budget Comparison, Sandi Bonini**

	<b>Budget 2017</b>	<b>Budget 2018</b>
<b>Income</b>	<b>64,550</b>	<b>66,000</b>
<b>Operating Expenses</b>		
Administration and General	5,000	5,000
Gardens and Landscape	12,800	12,800
Pool Operations	13,500	13,500

Lake Operations	15,700	15,700
Community Events	2,000	2,000
Repairs and Maintenance	1,500	1,500
Tennis Court Maintenance	3,000	3,000
Pool Security	5,000	5,000
Wading Pool	1,500	0
Walking Trail/Path Maintenance	0	2,000
<b>Total Operating Expenses</b>	<b>60,000</b>	<b>60,500</b>
<b>Net Income/(Loss) after Operations</b>	<b>4,550</b>	<b>5,500</b>
<b>Allocation to reserve fund</b>	<b>(6,345)</b>	<b>(6,345)</b>
<b>Net Contribution/(Draw on Reserves)</b>	<b>\$(1,795)</b>	<b>\$(845)</b>

Sandi proposed a new expense category for next year called “Walking Trail/Path Maintenance”. The allocated monies of \$2,000 are meant to cover the cost of things such as wood chip rentals, gas, or even third party services such as Manotick Tree Movers for big jobs.

**Question:** Dan Weslake asked approximately how much uncollected dues were outstanding.

**Answer:** Sandi reported approximately \$8,000.

**Motion 5** Motion to approve the 2018 annual budget as presented. Moved by Sandi Bonini. Seconded by Mark Seed. No oppositions. No abstentions. Motion carried.

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

- All board members are volunteers, they are not remunerated.
- Volunteers can sit on special committees and help coordinate community events
- Roughly 10-15% of residents volunteer at the moment, but more would be more helpful. ☺
- You can help keep Sunset Lakes (**your** home!) beautiful by:

- Raking **your** shorelines
- Keeping **your** walking trails clear of debris and overgrowth
- Tidying up after **yourself** around **your** pool and beach area. If you open an umbrella, please close it upon your departure. Or, if you've rearranged furniture, etc., kindly return things back the way you found them.
- Helping garden at Tranquil Gate and devoting five minutes to weed the pool deck area
- Participate in spring/fall clean-up activities

More volunteers are needed!

- We require two new board members. After five years of service, Rob Vastag is stepping down. Additionally, Nicole Freeth is stepping down after two years. Time commitment is seven to eight meetings per year - each meeting lasting approximately two hours.
- We require a social media manager. Twitter? Facebook? This medium will help close the gap between community announcements and community advertising.
- We require more volunteers to serve on the lakes and ponds committee.

Remark: Rob Vastage reported that Doug Thompson volunteered to serve on the board.

Lena Grygoryev volunteered to be secretary. She also thought she could fulfill the role of social media manager. This is yet to be confirmed.

## **8. Slate of Board Members for 2018**

- President: vacant
- Treasurer: Sandi Bonini
- Social : Lesley Rideout
- Communications: Dan Weslake
- Pool: Bill Rideout \*
- Secretary: vacant

Doug Thompson  
Lena Grygoryev

The Board is still open for more volunteers!

\* Non-voting member

- Motion 6      Motion to accept the current six-person slate of Board members for 2018.  
Moved by Sandi Bonini. Seconded by Atul Kumar. No oppositions. No  
abstentions. Motion carried.
- Remarks      Mark Seed commended the Board on a great year overall. Outstanding.
- Motion 7      Motion to adjourn at 9:06pm. Moved by Dennis Thomasson. Motion carried.