

**CAMERON HEIGHTS HOMEOWNERS ASSOCIATION (CHHOA)
ANNUAL GENERAL MEETING (AGM) - MINUTES
Wednesday, March 12, 2014 Location: River West Christian Church (19815 45 Ave)**

AGENDA

ITEM	ATTACHMENTS
1. Call to Order and establishment of quorum	1.1 AGM 101 (<i>for information</i>)
2. Approval of Agenda	2.1 Agenda
3. Approval of Minutes	*None attached as this is the first AGM.
4. Introductions 4.1 Members of the Board 4.2 Guests	
5. Presentations 5.1 Background on the HOA & Premier Asset Management Inc. <i>Presented by Cameron Bardas, CHHOA President, Tanna Weinberger, Allard Developments, & Debbie McIntosh, Property Manager, Premier Asset Management</i>	
6. Reports 6.1 President 6.2 Vice-Presidents 6.3 Treasurer 6.4 Secretary	*None attached as this is the first AGM.
7. Action Items, Elections, Appointments, & Special Business 7.1 Appointment of Auditors (MOTION) 7.2 Elections (<i>Presided over by Jessica Monk, City of Edmonton</i>)	
8. New Business	
9. Member Announcements & Question Period 9.1 Response to questions regarding the preliminary 2014 Budget (<i>Presented by Cameron Bardas, CHHOA President</i>)	
10. Adjournment	

1. Call to Order and establishment of quorum

Cameron Bardas (President) welcomed everyone in attendance and asked for a motion for the meeting to be called to order. Guy Croome MOVED to call the meeting to order. Mike Prendergast SECONDED. All in favour. Meeting was called to order at 7:04pm. Quorum was established; attendance was estimated at approximately 75 people. Cameron Bardas welcomed our Members and commended everyone for the strong attendance, and noted that presentation will be posted online on our website (as will the minutes) following the meeting.

2. Approval of Agenda

Cameron Bardas requested a motion to approve the agenda. Chris Biittner MOVED to accept the agenda. Mike Fontaine SECONDED. All in favour.

3. Approval of Minutes

As this was the first meeting of the HOA there were no previous minutes to approve. Members were notified that all minutes for previous Board meetings are available on the HOA website for review.

4. Introductions

4.1 Members of the Board

Cameron Bardas briefly introduced the current members of the Board including Katie Biittner (Secretary), Jody Spencer (Treasurer), Pamela Prendergast (Vice President), and Leslie Suseoff (Vice President).

4.2 Guests

Cameron introduced the following guests to the meeting: Debbie McIntosh, Property Manager from Premier Management (noted that we have a two year contract with Premier); Tanna Weinberger and Brad Clough from Allard Developments; and Jessica Monk from City of Edmonton to act as 3rd party for elections.

5. Presentations

5.1 Background on the HOA & Premier Asset Management Inc. Presented by Cameron Bardas, CHHOA President, Tanna Weinberger and Brad Clough, Allard Developments, & Debbie McIntosh, Property Manager, Premier Asset Management

Cameron Bardas requested that Brad Clough provide some background regarding the Homeowners Association (HOA) on behalf of Allard Development.

Brad Clough noted: has been involved with development of CH for 15 years; one of the things put in place was the HOA; lots of misconceptions and ideas of what it is – it is a tool for the community as a whole to do things that individually cannot be done and want/need to be done as list of things City will do shrinks and shrinks (provided some examples). As a developer have taken care of all the costs of HOA mainly disputes with residents who got architectural approvals then built something different, has been a significant cost; community does have architectural controls so someone has to run that once developer is gone; got to where had five lots left (now up to 75 again) decided it was time for community to take over the association; looked at how was done across; got the CHCL involved because allowed for continuity, working for same goals; approached for five volunteers, where the five current members came from; by bylaw the initial turnover/appointment is from developer; developer currently carries 11,000 votes; bill is \$18,000 for this; because the developer is still invested want to see a smooth transition; going to see more HOAs across the city because of a desire to see maintenance and improvement; good way to raise money for playground and other capital projects (community hall, for example).

Cameron Bardas thanked Brad for his presentation and mentioned that most of the CHCL board is here. He invited Carrie Wiklund, Cameron Heights Community League (CHCL) president to speak.

Carrie Wiklund noted: wanted to provide some clarification on differences between league and HOA; community league is whatever we want it to be; social entity; put on programs; main focus was park and playground fundraising; work with developer and city; started in 2007; core group of volunteers that ran the league; last few years had more volunteers as expanded; raised the money so park gets built through city; city maintains it; one thing wanted to point out was worked with Allard on a number of issues; first asked 5 years ago to take on the HOA; didn't have the volunteer base at time; approached again once had less lots.

Cameron Bardas noted: wanted to make it clear that there is a distinction between the CHCL and HOA; City of Edmonton is a partner in CL; HOA takes care of its own spaces and amenities above and beyond the city requirements; can beautify but must be mindful of what the city allows; are exceptions and agreements we can go into (used Wedgewood as an example); provided examples of what HOA can do/try for; lot of features that relate to city and not league are masonry fencing that does require maintenance and repairs, entrance sign, etc. (private land assets); our responsibility to maintain.

Steve Pantouk asked: Are we ready to take this over from the developer when things have not been rectified (provided some examples specific to Chahley Lane)?

Cameron Bardas responded: yes, goes to builder and city responsibilities. Still process of turning over some things to the city. If something is still in midst of that process it won't be HOA responsibility it is the City's; in other cases it is the developers responsibilities. Many of our responsibilities still go back to developer. No shift in liability what it does give us is a lot more control because of community engagement; Allows us to be more active.

Steve Pantouk asked: Role is to compel city/developer for actions?

Cameron Bardas responded: In some ways out of our scope but because engagement is key then yes we can take that on.

Steve Pantouk asked: In terms of allocations, how much input on budget?

Cameron Bardas responded: We have put the budget towards the end of today's agenda; We will discuss then. Hopefully gives you an overview of HOA and our activities. In terms of maintenance and upkeep really looking at goals like community hall where we can develop the community in a positive way.

Doug Thomson asked: Responsibilities is keeping them good and clean condition and repair, playground as example.

Cameron Bardas responded: Playground is on public land so it is the City of Edmonton. Example one of functions is a fundraising tool for community projects; can address membership saying there is a need to do something and can partner with the CHCL to make stuff happen; anything on public land is out of our jurisdiction. Allowed for opportunity for premier to answer questions. Feel free to engage with them; they are a part of the HOA; if you have questions contact them.

6. Reports

Cameron Bardas noted that in the future we would generally have reports from the various Board members but as it is our first meeting there is nothing to report at this time, but there will be in the future.

7. Action Items, Elections, Appointments, & Special Business

7.1 Appointment of Auditors (MOTION)

Cameron Bardas requested a motion to begin the process of looking for a third party auditor as required by bylaw). Doug Thomson MOVED that the process of looking for a third party auditor be undertaken. Guy Croome SECONDED. All in favour.

7.2 Elections. Presided over by Jessica Monk, City of Edmonton.

Cameron Bardas provided a general overview of bylaws regarding elections; Board of up to 7 members and as little as three; this is first election. As the current Board members were appointed by the past board felt it was important to hold this election and walk through process, also required by bylaw. Voting rights are based on property ownership. Every property is entitled to one vote (can have partial votes) and also proxy voting.

Cameron Bardas also provided some background regarding the supervoting rights of developer, essentially that Allard is a majority voter while they retain their lots.

Cameron Bardas then provided an overview of the positions, noting that we are not electing for individual positions, are electing for members of the board. Once the Board is elected the Board determines who does what position, but as it is a small and intimate board duties wash between individuals. Noted that there are a set number of meetings that must be held, that the Board is required to meet a certain number of times a year. The Board has lots of business in terms of dealing with management and community, and that we would also be presenting committees that Board members must chair those.

Elections will be for the Members that are resigning and for up to the two additional positions.

Louise Croome MOVED to turn meeting over to Jessica Monk from the City for elections. Katherine Fehr SECONDED. All in favour.

Cameron Bardas, Katie Biittner, and Pamela Prendergast would be remaining as Board members. Jody Spencer and Leslie Suseoff resigned. Four positions were up for election.

Jessica Monk called for nominations, noting that if more than four individuals were nominated we will go to a vote. It was also noted that based on current bylaws it is an one year term and maximum three year terms to be served (only three years to serve then forced to resign).

No nominations were received prior to the meeting.

Two nominations from the floor were received:

- Guillermo Barreiro
- Wayne (Dennis) McKendrick

At the request from the floor, each person who put themselves forward for a Board position provided a brief bio. Current standing members of the Board were also asked to provide a bio.

Jessica Monk called for nominations a second time. No nominations were received.

Jessica Monk called for nominations a third and final time. No nominations were received.

Guillermo Barreiro and Wayne McKendrick were elected to the Board by acclamation, and greeted with a round of applause.

8. New Business

Cameron Bardas discussed the formation, role, and purpose of committees. He provided some examples of possible committees (see presentation for list). He indicated that part of the budgeting process is knowing what we are going to do with the funds, and that this required volunteer positions. Cameron Bardas requested that anyone interested in becoming involved should please contact the Board following the meeting. He also noted that the Board will be engaging community to ensure that what people want to get done, gets done.

9. Member Announcements & Question Period

No announcements were made from the floor. No questions were received prior to the meeting.

9.1 Response to questions regarding the preliminary 2014 Budget. *Presented by Cameron Bardas, CHHOA President.*

Candice Rockwell asked a question regarding the budget : if costs incurring now are extrapolated from Allard's?

Cameron Bardas responded: starting with a blank spot; no assessments that were exercised by developer so no fees collected; no input from community at large to pay for things.

Candice Rockwell asked: curious about what the costs have been for maintenance at date and how that was used to create the budget?

Brad Clough responded: we didn't track it; it was a grey area as we wanted to keep the area looking good, and didn't think it was fair to take it to the community. So we would just pay the bills often out of existing budget for stages.

Candice Rockwell responded: I am trying to get to the annual maintenance costs and how on an ongoing basis we get at those numbers; when looking at the budget want to know how those numbers were constructed.

Cameron Bardas responded: I did want it to be on record that HOA was officially turned over on December 1st. According to bylaw, fees are due by March 1st so if wanted to have any money for 2014 then we needed to assess fees. This meant we only had a month to give notice, so it gave us very little time to cobble everyone and everything together. The current fee of \$240 is the maximum amount that can be assessed unless there is a special resolution to modify. We did want to apologize for the poor timing.

Candice Rockwell asked: I wanted to make sure we don't fall into a default. How are we going to be dealing with these numbers moving forward?

Cameron Bardas: What information do we have, moving forward, does suggest how much reserve we require. We need about 50% because deals with repairs coming up. When talking about fees moving forward, we want involvement from Members in terms of what they'd like to see.

Cameron Bardas suggested that the discussion regarding the Budget occur outside of the business meeting so made a request for a motion to adjourn (see Item 10).

General Points made during the discussion regarding the Budget:

- Cameron Bardas noted: Need to build a reserve. Don't want to have to borrow or to run a deficit. In terms of activities modelling off what other associations do (met with Wedgewood as a member). In terms of HOAs in just west Edmonton have a number, so looked at what they had in terms of costs. Actual items are really good guesses in terms of things like snow clearing, are place markers for next year or so until know what we are dealing with. Website development was a big line because have met with developers for community league sites so will have things like nomination process, forum, method for paying fees, and this was the estimate that was provided.
- Question about piggybacking on CHCL website; statements made regarding need to keep CHCL and HOA clearly differentiated for time being; resulted in clear idea that the Board needs to look at what is best way to communicate in our community (committee would be great with this) especially if mailout was what brought most people to the meeting; lots of discussion regarding communication. Suggested that Premier add a line on the residential information form regarding email.
- It was also suggested that a needs assessment be undertaken.

Other discussion regarding jurisdiction did occur; a number of ongoing issues (noise from Henday, dog poop, lot clean up, drainage, and the new cell tower) were also brought up from the floor. Members were advised to contact the HOA Board with any questions/issues and that they would be directed to the appropriate party as required – that either the Board would look into the issue, or that the Member would be directed to contact the City via 311 if appropriate. The Board requested that they are contacted as it allows the Board to be aware of issues in the Community and can look at them in terms of opportunities to be proactive, to communicate better, etc.

10. Adjournment

Mike Fontaine MOVED to adjourn the business meeting. Mike Prendergast SECONDED. All in favour. Meeting adjourned at 7:50pm. Discussion regarding the budget and other arising issues until 9:30pm. The highlights of this discussion are broadly captured under Item 9.1.

ACTION ITEMS RESULTING FROM 2014 AGM

- ACTION ITEM: to ensure that an updated financial report is included in each board meeting minutes for posting online for Members to access
- ACTION ITEM: dog waste clean up
- ACTION ITEM: set up a meeting/informal meet & greet with Wedgewood exec to get a little bit of insight into their agreements and operations
- ACTION ITEM: transfer of signing authority from old to new Board members
- ACTION ITEM: get contact information for new Board members; have transitional Board meeting
- ACTION ITEM: select member of Board to chair Greenspace Committee (have three volunteers who stepped forward following the AGM); need to write Terms of Reference and contact volunteers