

Cameron Heights Homeowners Association Annual General Meeting

17 May 2016

River West Christian Church

BOARD IN ATTENDANCE: Michael Prendergast (MP), President; Wayne McKendrick (WM, Treasurer; Katie Biittner (KB), Secretary

GUESTS: Debbie McIntosh (DM), Premier Management

ATTENDANCE: COUNT WHEN MEETING WAS CALLED TO ORDER: 29 households were represented (27 in person, 2 by proxy); official sign-in sheet on record at Premier Management.

MINUTES

1. Call to Order

Meeting called to Order at 7:01 pm.

2. Introduction of Board Members

KB introduced herself as the Secretary of the association and the co-chair of the meeting. MP introduced himself as the President.

3. Calling of the Roll or Certifying of Proxies (Establish Quorum)

Quorum was established.

4. Proof of Notice of Meeting

An announcement was posted on the Cameron Heights Community League (CHCL) signpost (at main intersection to community) in April. Mailout to all Members on May 2nd, 2015. Reminder announcements also posted one week and one day prior to meeting on CHCL Facebook page.

5. Adoption of Minutes of the 2015 AGM

Minutes of the 09 April 2015 AGM were to have been made available at the registration desk; no copies were provided by Premier even though they were requested by the Board. The Board apologized for the

oversight. PAMELA PRENDERGAST MOVED to approve based on Board recommendation. ROGER LAROCHELLE SECONDED. All in favor. None opposed. MOTION PASSED.

6. Report of the President

MP began with a brief overview of the history of the HOA and some thoughts. The following points were made:

- The Board is comprised of volunteers who reside in the community; who wish to repair community amenities and to protect the community.
- Fees are mandatory as listed on the property deed or land title; if you were not informed that is another conversation. Allard covered all of the HOA expenses from 2004 until the volunteer Board took over in 2014. Five members of the CHCL took over the Board and received a donation from Allard towards the playground as a gesture of good faith.
- Currently sitting at 639 homeowners; the Board is currently working with the 16 as part of the Holmes development and also working with Delta Square Properties River Pointe for their inclusion.
- There have been some issues with the management company (Premier). The CHHOA is on a month to month contract with Premier following a 90 day termination notice. Other companies have been vetted and the new Board will need to vet and sign the contract.
- Two Board members have resigned over the last few months; one Board member has reached term limit, another has expressed they will be stepping down.

MP also talked about some of the landscaping responsibilities for the HOA; including that we have requested an agreement with the City to access and maintain City owned/controlled properties. A map was shown highlighting the areas that have been of much concern but that are not part of the HOA's responsibilities.

MP also talked about fencing responsibilities. Masonry fencing is the shared responsibility of the HOA and the Homeowner. The Board is currently waiting on proposals for repairs to the fencing and have budgeted appropriately. It is the largest expense facing the community. Homeowners are required to notify the Board of any modifications to the fence and it is a large expense to the community when DIY projects have been undertaken to address drainage and other issues.

7. Report of the Treasurer

WM noted the Treasurer is responsible with pin pointing key issues and reporting on the overall financial health of the HOA at the AGM. Copies of the Audited Financial Statements were made available at the registration desk. The following points were made:

- Fiscal year runs Jan 01 – Dec 31.

- In terms of the statement of operations, what you see in terms of Homeowner fees. \$240 fees billed in 2014 and carried forward to 2015 and 2016. 639 current properties so \$153k., HOA spent \$48K on manners to administration, maintenance, and insurance.

- Bottom line is a surplus – of that amount a portion was set aside for the capital reserve fund. 80K earmarked for operations. We have cash and are ok.

- Balance sheet: see that HOA ended 2015 with cash in the bank – solid position to end the year. In addition with \$74K in accounts receivables – that's entirely from unpaid HOA fees. At end 102K in reserve fund and 130K in operating fund (but minus accounts receivables). Ongoing and significant problem with collecting fees; it is mandatory. If you are here you've heard and you've paid or you don't have a ballet. Do thank for coming and for paying. The problem with fee collection continues. At end of April there were 282 members still in arrears for fees in current or past years out of 639. This leaves a huge number still owing.

- See from financials that we spent little because we had insufficient numbers of volunteers to step forward. May be wondering why fees still set at maximum amount – how do we keep putting out bills while building a surplus. We don't know correct level for the funds 100k? 1 million? So have agreed to have a capital reserve fund study done. Noted that many will know this is regularly done with condo associations to ensure are setting aside enough to account for needs of future. It is also meant to deal with assets – front entrance, non-standard light poles, fencing. The operating fund needs to allow for general maintenance, landscaping, ventures with community league.

- Noted that there is a lot we can do and we can pay for, but we have a shortage of people willing to lead the initiatives. So apart from fee collection issues, the HOA is in a solid position with cash in the bank now need human power to marshal that money and put it into good use.

Question from the floor: What are the chances for getting paid for accounts receivable?

Answered by WM: We will get paid because caveats have been levied. This started going on properties last year. The difficulties of starting out are we have mailing addresses but no names. No one knew who lived where, so we had limited database to start with. Bylaws state that we just mail property address then proceed with all due course. We have tried in first years to try to get people to explain why to pay fees – we could have done better job at explaining what you get, and why we must build a reserve. But that said a lot of people email and send phone calls about not paying fees because did not know about it but somebody should have told you when you bought your property. We are trying to deal with that. 59 caveats in total put on for 2014 – doing catch up. We are going for oldest receivables first.

Question from the floor: Is there an expense involved in putting caveat on?

Answered by WM: Yes it costs money to put caveat and to pull title but that all becomes payable by the property owner.

Question from the floor: Regarding mail to address of vacant lot – the HOA keeps sending to vacant lot so mailout was never to owner (they finally received when caveat placed). This led to a caveat being placed and interest being charged.

Answered by WM: So this meeting isn't the best forum to resolve that but we will deal with them one on one over the last few months to see what can do about your situation.

Question from the floor: Who is collecting management fees?

Answered by WM: The HOA pays the management company to help us maintain the initiatives we have underway like fence repair, electrical work, collecting fees, keeping accounts, etc.

Question: Is a representative of the management company here?

DM introduced herself as representative of management company.

Question from the floor: No one likes paying fees but when will condos in River West start paying?

Answered by WM: You should be getting an invoice. We will follow up with the developer. It is possible Christensen development is paying the fees until the development is done.

Question from the floor: What I want to know is it is mandatory to pay. There is also only one way in one way out, but those people in back corner that don't have to pay. Is it legally binding to pay the fee? Is it retroactive?

Answer from MP and WM: Those properties were never part of the development project and were added on after. There have not been encumbrances but on property and if there is no mention of the HOA on your fee then you do not need to pay. We've wondered about options. Mike Holmes group have indicated a willingness to join – legal transaction. River Pointe are not interested but they may find it may be in their interest; the features and the fixtures are not inexpensive to maintain. City goes to a particular level so will not fix fancy fencing. They do not have the responsibility. The HOA is covered to intend to cover the costs for above City grade normal standards. Folks at River Pointe need to consider whether they are considered; we also need to consider if it is in our interests. The value of their assets may be greater than ours. We just don't know until we get the capital reserve fund study on our assets.

There was also discussion about landscaping and greenspace issues. Noted tree near park recently hit by the park. Also talked about the developer and the City's responsibilities – this means there will be some hiccups as we figure out who is responsible for what. WM noted issues with builders not taking care of job sites.

8. Action Items

8.1 Appointment of the Auditor for 2016

One of the business items that must be done at the AGM – this includes appointing an auditor. WM MOVED that Cas and Fraser be appointed for 2016 audit. MULDER SECONDED. All in favour. MOTION PASSED.

8.2 Elections

KB provided an outline of the key Bylaws relating to elections. Call for Nominations was made three times. Six nominations were received from the floor:

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The slate of nominations was APPROVED ALL IN FAVOUR.

9. New Business

No new business was raised at the meeting.

10. Member Announcements and Question Period

Discussion about traffic issues, non-registered lots in the development, landscaping and architectural guidelines, etc.

11. Adjournment

JOC HAMILTON MOVED to adjourn the meeting. Multiple SECONDED from the floor. Meeting adjourned at 8:28pm. MP and WM remained behind to answer specific questions regarding fees, interest, and caveats.